

ANNEX A: TERMS OF REFERENCE

FOR THE ESTABLISHMENT OF CONTRACT(S) FOR THE PROVISION OF ELECTRICITY AT UNHCR PREMISES IN GREECE

(LESVOS, SAMOS, CHIOS, THESSALONIKI)

RFQ/GRC/2024/010

Background

The scope of this tender is the identification of one or more suppliers for the supply of electricity for the needs of the UNHCR Premises in Lesbos, Chios, Samos and Thessaloniki.

The aim is to reduce the electricity cost of UNHCR, contributing to the overall reduction of its operating costs while in parallel guarantee reliable services for the organization.

UNHCR intends to establish Contract(s) for twelve (12) months, with fixed tariff for the whole duration of the contract, with possibility of extension for one additional year. Penalty fees on possible early termination of contract should be indicated in the quotation.

Requirements

UNHCR Lesbos Premises

Address: Merarhias Arhipelagous str., Epano Skala, 811 00, Lesbos

Power supply number: 5-51545781-04

Electric power: three – phases

Type: Corporate

Maximum capacity required: 35 kVA

Average monthly consumption: 2800 kWh

UNHCR Chios Premises

Address: 1, Varvaki str., 821 00, Chios

Power supply number: 5-52040567-05

Electric power: three-phases

Type: Corporate

Maximum capacity required: 35 kVA

Average monthly consumption: 800 kWh

UNHCR Samos Premises

Address: 46, Gymnasiarchou Katevaini str. 831 00, Vathy, Samos, Greece

Power supply number: 5-51021567-03

Electric power: three-phase

Type: Corporate

Maximum capacity required: 35 kVA

Average monthly consumption: 1400 kWh

UNHCR Thessaloniki Premises

Address: 8, Lytra str., 54640, Thessaloniki, Greece

Power supply number: 2-21845706-01

Electric power: three – phases

Type: Corporate

Maximum capacity required: 35 kVA

Average monthly consumption: 2,000 kWh

Figures specified are in order to enable bidders have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available, regulated by issuance of individual Purchase Orders against the Service Contract.

Payment terms

UNHCR shall, following receipt of services and all related and required supporting documentation specified in the Contract, make payment by bank transfer to the Contractor's bank account within 30 days of receipt of the Contractor's detailed invoice, unless otherwise specified in the Contract or Purchase Order.

UNHCR payments may be processed through UNHCR Headquarters accounts, and as such, will be received by the Contractor's designated local bank account as an international incoming transfer. In any case, UNHCR is not liable/responsible for any commission charges, depending upon the agreement the Contractor has with its bank. This should be taken into consideration and be included in the financial quote of each bidder.

Special Requirements and Conditions

The Contractor is expected to provide information to the designated UNHCR staff members in respect to services provided.

All communication between UNHCR and the Contractor shall be exclusively in English and in writing.

The Supplier's Contract Manager response time should be prompt; e-mails are acknowledged within 24 hours, phone calls returned within 2 hours, and response/solutions proposed to UNHCR suggestions and/or problems within 3 days.

UNHCR General Conditions of Contracts for the provision of Services (Annex C): Any Contract or Purchase Order that will be issued as a result of this tender shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNHCR.

Respecting UN Code of Conduct (Annex D): UNHCR implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR activities. UNHCR expects its Service Providers to adhere to the UN Supplier Code of Conduct.