

## TERMS OF REFERENCE

Reference: ITB14 – 01

### Scope of Services Requested

The Office of the United Nations High Commissioner for Refugees (UNHCR), Greece, invites qualified companies to submit a firm offer to undertake the storage and transport of non-food items. These items consist of sleeping bags and hygiene kits which are packed in cartons.

These items are for humanitarian purposes and are regularly distributed by UNHCR to persons of concern, at no cost, upon their arrival in Greece at various entry points in the country.

The company is expected to handle the receipt of NFIs at a central warehouse location in Athens and distribute quantities, as needed, to various warehouse locations which they own or subcontract, under their supervision, as required, upon request by UNHCR. There, the NFIs will be temporarily stored and released to UNHCR authorized personnel at the regional locations. For the purpose of release of items, the company maybe requested to deliver NFIs by truck to a close location.

The services will be rendered throughout 2014 or until stocks are exhausted.

#### 1. Description of non-food items (NFIs):

a) Sleeping Bags packed in boxes with dimensions 42 x 36 x 95 cm. There are 10 pieces in each box.

b) Hygiene Kits (a zippered bag containing a towel, soap, toothpaste and toothbrush) packed in boxes with dimensions: 36,5 x 49 x 65 with 40 pieces per box and also boxes with dimensions 60 x 40 x 40 with 20 pieces per box.

These are the standard items which will be warehoused and shipped, but UNHCR reserves the right to ship other items ad hoc (office supplies, documents etc) at the same rates.

#### 2. Central Warehouse Facilities in Athens

NFIs will be shipped by each manufacturer to the company's central warehouse in Athens. Estimated delivery date is 31 March 2014. Approximate quantities are as follows:

Sleeping Bags: 5,800 (580 boxes of dimensions: 42 x 36 x 95 cm)

Hygiene Kits: 3,400 (85 large boxes of dimensions: 60 x 40 x 40 or 170 small boxes of dimensions: 36,5 x 49 x 65)

These items are to be stored in a safe, clean and dry storage area. Smaller quantities will to be shipped by the company over a period of months, to various warehouse locations in Greece upon UNHCR request within two working days.

#### 3. Warehouse Facilities in Other Locations

The company which stores the NFIs in Athens will own, or sub-contract available warehouses to keep smaller quantities of NFIs in a safe, clean and dry storage area in the following locations: Orestiada, Samos, Lesvos, Chios, Rhodes, Limnos, Leros, and Kos. Furthermore, the company will have the capability of arranging for shipping and storage in other regions of Greece, if and when necessary.

#### 4. Shipping of NFIs

The company will ship from Athens to the specified warehouse locations the amounts requested by UNHCR within two working days of order. The shipper will be responsible for opening and repackaging boxes in the

## ANNEX A

case where amounts required are more or less than an entire box. The company will be responsible to send us copies of all bills of lading marked received by the regional warehouses.

Regional warehouses will be responsible to either

- a) Release NFIs to UNHCR authorized personnel for distribution, or
- b) Promptly deliver to a location within 30 kilometers of the warehouse.
- c) Submit copies of bills of lading or receipts to UNHCR reflecting quantities released.

### **5. Insurance Coverage for NFIs**

Company will insure NFIs for damage and/or loss (valued at Euro 100.000,00 total) at all warehouse locations and during all shipments.