

**ANNEX B - TERMS OF REFERENCE (TOR)  
- PROVISION OF TRANSPORT SERVICES BY MINI-BUSES AND COACHES**

**1.0 BACKGROUND:**

1.1 UNICEF Supply Division which is located at Oceanvej 10-12, 2150 Nordhavn, requires from time to time transport services mostly for special events during meetings and workshops where most participants are accommodated in a place which is not within commuting distance to the venue of the workshop or events. These events and workshops involved both UNICEF Supply Division staff members and visitors.

1.2 UNICEF is interested in entering into a contractual arrangement with a well known and established transport contractor, who would provide transport services to UNICEF Supply Division upon request using reliable and comfortable mini-buses or coaches depending on the need.

**2.0 OBJECTIVE:**

2.1 To provide effective, efficient and safe transport services to UNICEF visitors and staff upon request.

**3.0 SCOPE OF THE ASSIGNMENT:**

**3.1** Provision of mini-buses and/or coaches with following seating requirements:

- a) Bus adequate for the transport of up to 15- 20 passengers with luggage and the driver;
- b) Bus adequate for the transport of up to 30 passengers with luggage and the driver;
- c) Bus adequate for the transport of up to 55 passengers with luggage and the driver;
- d) Bus adequate for the transport of up to 80 passengers with luggage and the driver.

**3.2** The required vehicles have to fulfil the following technical requirements:

- a) Vehicles are maintained in accordance with the Danish legislation on technical safety requirements of vehicles;
- b) To be equipped with safety belts for all seats;
- c) Not more than 7 years old or 100,000 Km
- d) Be at all times clean and tidy when arriving to pick up the passengers;
- e) Regularly checked for roadworthiness and safety;
- f) Equipped with climate control or air conditioning.

**3.3** At all times the UNICEF Supply Division has the right to refuse a vehicle which does not meet the technical requirements mentioned above.

**4.0 SPECIFICATIONS/ROUTES:**

	Description	No of seats
--	-------------	-------------

1.	Pick-up from: Copenhagen City Centre (close to Central Station, Vesterbro Station or hotel close to these stations) Drop-off at: UNICEF Supply Division office at Oceanvej 10-12, 2150 Nordhavn	15-20 seats Up to 30 seats Up to 55 seats Up to 80 seats
2.	Pick-up from: UNICEF Supply Division, Oceanvej 10-12, 2150 Nordhavn Drop off at: Copenhagen City Centre (close to Central Station, Vesterbro Station or hotel close to these stations)	15-20 seats Up to 30 seats Up to 55 seats Up to 80 seats
3.	Special activities/events provided within 50 KM radius from Oceanvej 10-12, 2150 Nordhavn, and Copenhagen.	15-20 seats Up to 30 seats Up to 55 seats Up to 80 seats

#### **4.1 OTHER REQUIREMENTS:**

##### **4.1.1** The contractor will be fully responsible for the following:

- a) All maintenance cost, fuel, lubricant, other consumable costs and any other related expenses for the company vehicles will be covered by the contractor. UNICEF will not be responsible for any costs incurred during the services or after. All the operational costs will to be covered by the company other than charges for hiring the mini-bus/coach as shall be stipulated in the contract.
- b) The Contractor shall provide the mini-buses/coaches as required for the contract period, Should a bus develop mechanical fault in transit, the Contractor must provide a replacement within 1hour.
- c) In case of failure of provision of services, UNICEF would find alternative Contractor and all the extra costs incurred will be charged to the contracting company.
- d) The agreed payment rates should be inclusive of any allowance/ insurance for contractor's drivers and other involved workers. UNICEF shall not be responsible for any payments to contractor's workers.
- e) The contractor's workers shall not be entitled to any benefit accrued to UNICEF personnel/staff.
- f) All buses must be covered by a comprehensive insurance including passenger liabilities Insurance.
- g) UNICEF is exempt from all direct taxes, customs duties and charges.

**Note:** Upon request, copies of the registration documents of the vehicles assigned for UNICEF along with the copies of the driving license and company ID card of the drivers including copies of the comprehensive insurance shall be provided to UNICEF for records.

## **5.1 DRIVER'S QUALIFICATION:**

5.1.1 The drivers must fulfil following requirements:

- a) Must be fully qualified and licensed in accordance with the applicable Danish law for the provision of services;
- b) Must have at least 3 years of relevant professional driving experience;
- c) Drivers must be able to communicate in English besides Danish.
- d) Must have a very good knowledge of the region and road networks;
- e) Must be well presented, polite, courteous and discreet;
- f) Must always drive at a safe speed and follow the shortest route to their destination;
- g) Are not allowed to follow any instructions contradictory to the traffic code.

## **6.1 HOURLY RATE:**

6.1.1 Computation of Hourly/Daily rate:

- a) Work days, hours will be calculated based on vehicle log books signed by UNICEF relevant staff members.
- b) Terms of payment: Payment shall be made in DKK and this shall be the currency of payment and payment shall be made within 30 days of submission of invoice.

## **7.1 ADMINISTRATION:**

7.1.1 The Contractor shall provide a liaison officer who will be responsible as focal point and manage the relationship with UNICEF focal person.