

**GENERAL ADMINISTRATIVE DIVISION
PROCUREMENT DIVISION OF ThPA S.A.**

OPEN TENDER NOTICE
RfP ThPA 140/2026
**FOR THE PROVISION OF CLEANING SERVICES FOR THE LAND-BASED
COVERED AND OUTDOOR AREAS AND FACILITIES OF THE PORT OF THESSALONIKI**

OPEN PROCEDURE	
ECONOMIC OPERATOR	THESSALONIKI PORT AUTHORITY SOCIETE ANONYME (ThPA S.A.) Main Activity: Port services Address: Municipality of Thessaloniki, Within the Port of Thessaloniki, Pier 1, P.C. 54012 Tel.: 2310593118 Email: secretariat@thpa.gr Website: http://www.thpa.gr
Deadline for Submission of Tenders	20/10/2026 at 15:00
Deadline for Submission of Requests for Clarifications	13/10/2026
Award Criterion	Most economically advantageous offer based on price and qualitative criteria
Contract Duration	Two (2) years, with the possibility of a one (1) year extension
Contact Details for Information/Clarifications	Email: procurements@thpa.gr CC: Name: Kyriakos Kelidis Email: kkelidis@thpa.gr Tel.: +30 2310 593333 Name: Ioanna Efedaki Email: iefedaki@thpa.gr Tel.: +30 2310 593205

PART A: GENERAL & SPECIFIC TERMS

ThPA S.A., which has entered into the “Concession Agreement concerning the use and operation of certain areas and assets within the Port of Thessaloniki” dated 02.02.2018 with the Hellenic State, ratified by Law 4522/2018 (Government Gazette 39A/07.03.2018), is conducting an open tender procedure for the provision of cleaning services for the covered and outdoor land areas and facilities of the Port of Thessaloniki, as indicatively listed in the attached List of Areas for the Provision of Services (Annex A), in accordance with the provisions of the aforementioned Concession Agreement, as amended and in force, the Procurement Regulation, which is published on its website at <https://www.thpa.gr/el/ourvision/#Policies>, as well as the following terms and conditions:

ARTICLE 1 – Description of the Scope and Financial Object

1.1 Scope of Services

1.1.1 The scope of the tender is the provision of cleaning services for the covered and open-air land-based areas and facilities of the Port of Thessaloniki, as indicatively listed in the attached Table of Service Provision Premise (Annex A) and shown in the attached Topographical Plan (Annex D).

1.1.2 The scope of the tender is described in detail in **PART B** (Technical Specifications) of this tender notice.

1.1.3 It is clarified that alternative offers and offers covering only part of the requested services or areas **will not be accepted.**

1.1.4 The scope of services is not divided into lots, in order to achieve economies of scale and ensure implementation according to a single timetable and under a unified management structure. In addition, this approach is required to ensure centralized monitoring of the scope of services, avoid improper performance resulting from a potential lack of coordination between different contractors, and limit administrative costs.

1.2 Option Right

ThPA S.A. reserves the right to exercise an option of up to 25% of the annual contractual price.

The option right covers:

a) Any services that may be required on public holidays and other non-working days, services provided beyond the statutory working hours, and services provided during night-time hours.

b) The additional cost arising from the employment of one or more personnel with increased experience at certain work positions.

c) Any additional personnel that may be required to meet additional operational needs.

The exercise of the option right shall be subject to prior notification of the Contractor before the commencement of the relevant service.

It is noted that the exercise of the option right shall not be subject to any administrative or operational surcharge.

1.3 Duration

The duration of the contract shall be two (2) years from the date of its signing, with the right of ThPA S.A. to unilaterally extend the contract, subject to prior notification to the Contractor two (2) months in advance, for a period of one (1) year, under the same financial terms.

1.4 Award Criterion

The award criterion shall be the most economically advantageous offer, based on price and quality criteria, as specified in Article 9 hereof.

ARTICLE 2 – Conditions for Participation

2.1 Eligible Participants

2.1.1 The right to participate in the tender is granted to economic operators, whether natural or legal persons, or associations of economic operators, engaged in a professional activity relevant to the subject matter of this tender and meeting the following personal status and qualitative criteria (hereinafter referred to as the “participant”).

2.1.2 Personal Status Criteria

Participants must:

- Not be subject to bankruptcy, special liquidation proceedings, compulsory administration by a liquidator or by a court, bankruptcy settlement proceedings, or suspension of business activities; nor have they entered into restructuring proceedings without complying with the terms thereof, or be in any similar situation arising from a comparable procedure provided for under national legislation.
- Not have been irrevocably convicted, in the case of natural persons participating themselves, or, in the case of legal persons or associations of economic operators, their legal representative(s), for:

a) Participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42), and the offences under Article 187 of the Greek Penal Code (criminal organisation);

b) Active bribery, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union (OJ C 195, 25.6.1997, p. 1), and Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54), as well as, under the national law applicable to the economic operator, the offences under Articles 159A (bribery of political persons), 236 (bribery of an official), 237(2)-(4) (bribery of judicial officers), 237A(2) (trading in influence/intermediaries), and 396(2) (private-sector bribery) of the Greek Penal Code;

c) Fraud affecting the financial interests of the European Union, within the meaning of Articles 3 and 4 of Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.07.2017), and the offences under Articles 159A (bribery of political persons), 216 (forgery), 236 (bribery of an official), 237(2)-(4) (bribery of judicial officers), 242 (false certification, falsification, etc.), 374 (aggravated theft), 375 (embezzlement), 386 (fraud), 386A (computer fraud), 386B (fraud relating to grants), and 390 (breach of trust) of the Greek Penal Code, as well as Articles 155 et seq. of the National Customs Code (Law 2960/2001, Government Gazette A' 265), where these offences are directed against the financial interests of the European Union or are connected with the infringement of such interests, and the offences under Articles 23 (cross-border VAT fraud) and 24

(supplementary provisions for the criminal protection of the financial interests of the European Union) of Law 4689/2020 (Government Gazette A' 103);

d) Terrorist offences or offences linked to terrorist activities, as defined in Articles 3–4 and 5–12 of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism and replacing Council Framework Decision 2002/475/JHA and amending Council Decision 2005/671/JHA (OJ L 88, 31.03.2017), or incitement, aiding or abetting, or attempted commission of an offence, as defined in Article 14 thereof, and the offences under Articles 187A and 187B of the Greek Penal Code, as well as Articles 32–35 of Law 4689/2020 (Government Gazette A' 103);

e) Money laundering or terrorist financing, as defined in Article 1 of Directive (EU) 2015/849 of the European Parliament and of the Council of 20 May 2015 on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, amending Regulation (EU) No. 648/2012 of the European Parliament and of the Council, and repealing Directive 2005/60/EC of the European Parliament and of the Council and Commission Directive 2006/70/EC (OJ L 141, 05.06.2015), and the offences under Articles 2 and 39 of Law 4557/2018 (Government Gazette A' 139);

f) Child labour and other forms of trafficking in human beings, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1), as well as the offence under Article 323A of the Greek Penal Code (human trafficking);

g) Embezzlement (Article 375 of the Greek Penal Code);

h) Fraud (Articles 386–388 of the Greek Penal Code);

i) Extortion (Article 385 of the Greek Penal Code);

j) Forgery (Articles 216–217 of the Greek Penal Code);

k) Perjury (Article 224 of the Greek Penal Code);

l) Bribery (Articles 235–237 of the Greek Penal Code);

m) Bankruptcy (Article 197 of the Greek Bankruptcy Code – Law 4738/2020, Government Gazette A' 207/27.10.2020);

n) Violation of environmental legislation resulting in the imposition of an administrative sanction.

- Not be subject, either personally or through their legal representative(s), to any of the grounds for exclusion provided for under Article 9.2 of the Procurement Regulations of ThPA S.A.
- Be up to date with their tax and social security obligations.

2.1.3 The exclusion criteria referred to in Article 2.1.2 shall apply as provided for under Greek and European Union legislation and/or the national legislation applicable to the participating foreign economic operator.

2.2 Qualitative Participation Criteria

2.2.1 Financial Capacity

With regard to the financial capacity required for participation in the tender, economic operators are required to meet the following requirements:

- An average annual turnover specifically relating to the service for which the offer is submitted, for the years 2023, 2024 and 2025, of at least three million euros (€3,000,000), and no losses during the most recently completed financial year; namely, the net results for the financial year after taxes must be positive.
- An insurance policy covering “General Civil Liability” with an aggregate limit of **three million euros (€3,000,000)**. In addition, accidental pollution liability coverage is required, with an aggregate limit of **three million euros (€3,000,000)**. Coverage for accidental pollution may be included within the limits of the General Civil Liability policy and shall not be required in addition to such limits. It is noted that, upon signing the contract, the Contractor shall be required to provide an insurance policy incorporating the above-mentioned coverages, under which ThPA S.A. shall be named as a “co-insured party.”

2.2.2 Technical & Professional Capacity

With regard to the technical and professional capacity required to participate in the present procedure, participating economic operators must have experience in the provision of cleaning services at comparable facilities, such as, indicatively, ports, airports, large industrial facilities, premises with mass gatherings of the public, hospitals, etc. More specifically, participating economic operators must have performed at least one contract for each of the three (3) most recent years (2023, 2024, 2025), with a value of at least EUR **1,500,000.00** per year, excluding VAT. The reference to successive contracts concluded with the same contracting entity is acceptable, provided that the above requirements are met.

Participating economic operators must also have employed at least 100 full-time employees in each of the three (3) most recent years (2023, 2024, 2025).

2.2.3 Quality Assurance Standards & Environmental Management Standards

In order to participate in the present procedure, economic operators must possess:

- a) A certificate for a Quality Management System covering the scope of Cleaning Services in Public and Private Sector Buildings, in accordance with ISO 9001:2015 or a subsequent version thereof.
- b) A certificate for an Environmental Management System covering the scope of Cleaning Services in Public and Private Sector Buildings, in accordance with ISO 14001:2015 or a subsequent version thereof.
- c) A certificate for an Occupational Health and Safety Management System covering the scope of Cleaning Services in Public and Private Sector Buildings, in accordance with ISO 45001:2018 or a subsequent version thereof.

Equivalent certificates issued by bodies accredited by equivalent accreditation organisations established in other Member States, in accordance with Regulation (EC) No. 765/2008, shall also be recognised. Other evidence of equivalent quality assurance measures shall also be accepted where the economic operator was

unable to obtain the relevant certificates within the applicable deadlines for reasons beyond its control, provided that the economic operator demonstrates that the proposed quality assurance measures comply with the required quality assurance standards.

2.3 Submission of an Offer by a Consortium of Economic Operators

2.3.1 In the event that an offer is submitted by a consortium of economic operators, the above 2.1.2 Personal Status Criteria **must be fulfilled by each member** of the consortium.

2.3.2 In the event that an offer is submitted by a consortium of economic operators, the above 2.2.1 Qualitative Participation Criterion (financial capacity) **must be fulfilled by at least one member**.

2.3.3 In the event that an offer is submitted by a consortium of economic operators, the above 2.2.2 Qualitative Participation Criterion (technical and professional capacity) must be fulfilled by **at least one member**.

2.3.4 In the event that an offer is submitted by a consortium of economic operators, the above 2.2.3 Qualitative Participation Criterion (quality assurance standards and environmental management standards) **must be fulfilled by at least one member**.

2.3.5 In cases where an offer is submitted by a consortium of economic operators, all members shall be jointly and severally liable towards ThPA S.A.

2.3.6 Consortia of economic operators, including temporary joint ventures, are not required to adopt a specific legal form for the submission of an offer. The selected consortium of economic operators may be required to adopt a specific legal form to the extent that such legal form is necessary for the proper performance of the contract.

2.4 Presumption Arising from Participation in the Tender

Participation in the tender shall constitute evidence that each participant has obtained full knowledge of the tender and all relevant information and is fully aware of the conditions for the performance of the scope of this tender. Any failure by a participant to obtain information regarding all the above matters and terms shall be borne exclusively by that participant and, under no circumstances, shall such failure release the participant from its responsibility and obligation to fully comply with its contractual obligations, should it ultimately be selected as the Contractor.

ARTICLE 3 – Method and Deadline for Submission of Offers

3.1 Offers shall be submitted exclusively electronically by the participating economic operators, no later than **20/10/2026 at 15:00 (3:00 p.m.)** Greek local time (UTC+2), without being subject to any term, condition, contingency, or reservation, to the email address procurements@thpa.gr, with copies sent to the email addresses kkelidis@thpa.gr and iefedaki@thpa.gr, by sending a password-protected/locked file package.

3.2 The password shall be sent to the above-mentioned email address after the expiry of the offer submission deadline, following a relevant notification to the participants.

3.3 After the expiry of the submission deadline (date and time), no tenders may be submitted. Offers submitted late shall not be taken into consideration.

Note: If the electronic file package exceeds the permitted email attachment size, the electronic file package may be submitted via a large-file transfer platform (e.g. MS SharePoint, OneDrive, WeTransfer, Google Drive, etc.).

ARTICLE 4 – Extension, Amendment, Supplement, Postponement, Repetition or Cancellation of the Tender

4.1 ThPA S.A., without incurring any liability, penalty or obligation to pay compensation of any kind, reserves the right to extend the deadline for submission of offers, amend or supplement the tender documents, or cancel the tender in accordance with the provisions of the ThPA S.A. Procurement Regulation. It also reserves the right to cancel, postpone or decide to repeat the tender at any stage, without any liability or cost.

4.2 Participants take part in the tender at their own risk and shall not be entitled to any compensation for expenses related to their participation in the tender or to the preparation and submission of their offer.

4.3 Each participant shall be solely responsible for obtaining information regarding all the terms and conditions of the tender.

ARTICLE 5 – Language & Provision of Clarifications Regarding the Tender Notice

5.1 The official language of the procedure is Greek, and offers and all documents included therein shall be drafted in Greek or accompanied by an official Greek translation. Technical brochures or certificates, whether containing specialized content or not, may also be submitted in English without being accompanied by a translation. ThPA S.A. may, at any time, request participants to provide Greek translations of the aforementioned brochures within a reasonable deadline.

5.2 Requests for clarifications shall be submitted electronically to the email address procurements@thpa.gr, with copies sent to kkelidis@thpa.gr and iefedaki@thpa.gr, no later than five (5) working days before the deadline for submission of offers. Requests for clarifications submitted by any other means shall not be considered.

The answers/clarifications shall be posted electronically on the ThPA S.A. website, www.thpa.gr.

5.3 The answers/clarifications shall be deemed to constitute terms of the tender. Participants may not rely on any oral answers or clarifications.

ARTICLE 6 – Content of the Offer File

6.1 Each participant may submit only one offer.

6.2 The offer must comprise three separate sub-folders, as follows:

- (a) one sub-folder marked **“Participation Documents”**;
- (b) one sub-folder marked **“Technical Offer”**; and
- (c) one sub-folder marked **“Financial Offer”**.

In all other respects, alternative offers, offers subject to terms, conditions or reservations, offers for part of the subject matter of the tender, counteroffers, amendments to offers, or any proposals that may be characterized as counteroffers, shall not be taken into consideration and shall be rejected.

The requirements set out in Article 2 of this Tender Notice, the participation documents specified in Article 8, the technical offer specified in Article 9, and the financial offer specified in Article 10 constitute conditions for the admissibility of participation.

ARTICLE 7 – Validity Period of Offers

7.1 The offers submitted must remain valid and binding upon the participants for a period of at least one hundred and twenty (120) days from the deadline for submission of offers specified in the tender notice.

Offers that remain valid for a shorter period shall be rejected as inadmissible.

7.2 The validity period of the tender may be extended, provided that ThPA S.A. requests such extension before its expiry, for a maximum period equal to the initial validity period of the tender specified in the tender notice.

ARTICLE 8 – Participation Documents

8.1 In order to demonstrate that they meet the eligibility requirements establishing their right to participate in accordance with Article 2 hereof, participants shall submit, in a separate sub-folder within their offer folder, the following participation documents:

- i. A certificate of registration with the relevant Chamber and/or any other required body (for domestic economic operators), or an equivalent certificate/approval/licence issued by the relevant authority of their country of establishment (for foreign economic operators), demonstrating that the requirements of subparagraph 2.1.1 of paragraph 2.1 of Article 2 of this tender notice are fulfilled.
- ii. A solemn declaration by the participating natural person or the legal representative of the participating legal entity or consortium of economic operators, stating that none of the grounds for exclusion specified in subparagraph 2.1.2 of paragraph 2.1 of Article 2 hereof apply to the participant or to the economic operator represented by them, and that there are no grounds to believe that such impediments will arise during the validity period of the tender or any extensions thereof.
- iii. A solemn declaration whereby the participant declares that they unconditionally accept the terms of the tender notice and that they have been informed of the specific requirements and particularities of the subject matter of the tender.
- iv. A solemn declaration whereby the participant declares that they have been informed of and accept the Concession Agreement between the Hellenic Republic and ThPA S.A. (Law 4522/2018, Government Gazette A' 39/07.03.2018, as in force).
- v. The Information Document attached as Annex 1, concerning the processing of personal data, duly signed by the participant in the case of a natural person, or by the legal representative of the participant in the case of a legal entity or consortium of economic operators.
- vi. The applicable legal incorporation and legal representation documents (such as a General Certificate of Amendments from the General Commercial Registry [G.E.MI.], a Certificate of Current Representation from G.E.MI., the latest amended Articles of Association, resolutions constituting the management bodies, etc.), published/registered with G.E.MI., depending on the legal form of the participant. The above documents must demonstrate the participant's lawful incorporation, the person(s) legally binding the company as of the date of the tender procedure (legal representative, signing authority, etc.), any third parties to whom powers of representation have been granted, as well as their term of office.

For the purpose of proving lawful representation, in cases where the economic operator is required or entitled, under applicable legislation, to register its representation and any amendments thereto with the competent authority (e.g. G.E.MI.), the relevant Certificate of Current Representation must have been issued no more than thirty (30) working days prior to its submission, unless it specifies a particular period of validity.

More specifically, domestic economic operators shall submit:

- i) For the purpose of proving lawful representation, where the economic operator is required under applicable legislation to register its representation and any amendments thereto with G.E.MI., the relevant Certificate of Current Representation, which must have been issued no more than thirty (30) working days prior to its submission.

ii) For the purpose of proving the lawful incorporation and amendments of the economic operator, a General Certificate of Amendments from G.E.MI., provided that it has been issued no more than three (3) months prior to its submission.

In all other cases, the applicable legal incorporation and legal representation documents (such as Articles of Association, certificates of amendments, corresponding Government Gazette publications, resolutions constituting management bodies, etc., depending on the legal form of the economic operator), accompanied by a solemn declaration of the participating natural person or the legal representative of the participating legal entity or consortium of economic operators confirming that such documents remain valid as of the date of their submission.

- vii. A Tender Participation Guarantee, as specified in Article 11, with a validity period of at least 120 calendar days, calculated from the deadline for submission of offers, in the amount of sixty thousand euros (€60,000.00), payable upon first demand, issued by a credit institution of sufficient creditworthiness and recognised status or by a fund legally operating in Greece.
- viii. Tax clearance and social security clearance certificates.
- ix. A Certificate of Site Inspection, in accordance with Article 23 hereof.

Following the award of the subject matter of the tender and prior to the signing of the contract, the selected economic operator shall submit the relevant certificates and other supporting documents that may be requested by ThPA S.A. (including, inter alia, a copy of the criminal record, etc.).

NOTES:

A.1. The Solemn Declarations provided for in this tender notice must either be in the form stipulated in Article 8(2) of Law 1559/1986, with certification of the authenticity of the signature by a competent authority, or be issued digitally through the website <https://www.gov.gr/> or bear a qualified electronic signature. In cases where certification of the authenticity of the signature cannot be obtained by any of the above means (e.g. participation of a foreign economic operator), an equivalent declaration, with certification of the authenticity of the signature by a competent authority, must be submitted.

A.2. The participant may submit a single Solemn Declaration containing the information referred to in cases II, III and IV of paragraph 8.1 of Article 8 hereof.

B. In the case of participation by a foreign economic operator, equivalent documents to those referred to above must be submitted, issued by the competent bodies and authorities of the country in which the foreign economic operator is established.

C. It is noted that, if a certificate issued by the General Commercial Registry (G.E.MI.) is submitted which indicates the participant's business activities, it is not necessary to submit the certificate of registration with the relevant Chamber of Commerce.

D. If, during the tender procedure, any requirement or supporting document under Articles 2 and 8 hereof changes, the participant is obliged to immediately notify ThPA S.A. of such change.

8.2 For the purpose of demonstrating compliance with the financial standing criterion of subparagraph 2.2.1 of paragraph 2.2 of Article 2 hereof, economic operators shall submit:

- Financial statements or extracts from the financial statements for the financial years 2023, 2024 and 2025, as duly published, provided that the company is required to prepare such statements, together with a solemn declaration by the participating natural person or the legal representative of the participating legal entity or consortium of economic operators, stating the specific/particular turnover for each year and the net profit or loss after tax for the last closed financial year.

- A letter or declaration from an insurance company stating that it undertakes to provide, on behalf of the specific tenderer, the insurance coverage required for the project in accordance with the tender notice, at least at the limits stipulated therein. It shall additionally state that ThPA S.A. will be named as an additional insured, to the extent of the Contractor's liability under the contract to be signed, under all the aforementioned insurance coverages to be concluded by the Contractor during and in connection with this contract, and that the personnel of ThPA S.A. shall be considered third parties for the purposes of the insurance contract.
- An insurance policy including, at a minimum, General Third-Party Liability Insurance and Accidental Pollution Liability Insurance, at least at the limits stipulated herein.

8.3 For the purpose of demonstrating compliance with the technical and professional capacity criterion of subparagraph 2.2.2 of paragraph 2.2 of Article 2 hereof, economic operators shall submit:

- A table of relevant projects completed during the last three (3) years (2023, 2024 and 2025), or up to the date of submission of the offer, including: project title, brief project description, contracting authority and budget. The projects meeting the requirements of subparagraph 2.2.2 of paragraph 2.2 of Article 2 of this tender notice shall be specifically identified in the table.
- Annual personnel tables for 2023, 2024 and 2025, demonstrating compliance with the requirements of this tender notice.

8.4 For the purpose of demonstrating compliance with the requirement concerning quality assurance standards and environmental management standards under subparagraph 2.2.3 of paragraph 2.2 of Article 2 hereof, participants shall submit:

- A certificate for the Quality Management System, covering the scope of Cleaning Services in public and private sector buildings, in accordance with ISO 9001:2015 or a subsequent version thereof.
- A certificate for the Environmental Management System, covering the scope of Cleaning Services in public and private sector buildings, in accordance with ISO 14001:2015 or a subsequent version thereof.
- A certificate for the Occupational Health and Safety Management System, covering the scope of Cleaning Services in public and private sector buildings, in accordance with ISO 45001:2018 or a subsequent version thereof.

ThPA S.A. recognizes as equivalent certificates issued by bodies accredited by equivalent accreditation organizations established in other Member States, in accordance with Regulation (EC) No. 765/2008.

Other evidence of equivalent quality assurance measures shall also be accepted, provided that the economic operator was unable to obtain the relevant certificates within the applicable deadlines for reasons beyond its control, on the condition that the economic operator demonstrates that the proposed quality assurance measures comply with the required quality assurance standards.

8.5 Consortia of economic operators submitting a joint offer shall submit the documents referred to in paragraph 8.1 of Article 8 for each economic operator participating in the consortium.

8.6 The remaining documents referred to in paragraphs 8.2, 8.3 and 8.4 of Article 8 shall be submitted by the member(s) meeting the requirements set out in subparagraphs 2.2.1, 2.2.2 and 2.2.3 of paragraph 2.2 of Article 2 hereof.

8.7 In addition, consortia of economic operators shall submit an agreement between the members, which shall include at least the following:

1. The scope and type of participation of each member in the performance of the contract.
2. The member responsible for the coordination and management of all members.
3. The common representative/authorized agent, appointed to represent the consortium and its members before ThPA S.A. in the context of this tender procedure.

4. A declaration that each member of the consortium shall be jointly and severally liable, in full and without limitation, with the other members towards ThPA S.A. for any claim arising from participation in the tender procedure and/or the performance of the contract.

8.8 Where the participating economic operator intends to rely on the capacities of other entities, in order to demonstrate that it will have the necessary resources available to perform the subject matter of the tender, it shall submit a relevant solemn declaration by the legal representatives of those entities, whereby they undertake in writing to ensure the adequacy and availability of those resources for the purposes of the tender and throughout the entire duration of the contract, including any extension thereof. ThPA S.A. may request any other evidence demonstrating the availability and adequacy of the necessary resources of the other entities.

ARTICLE 9 – Contents of the “Technical Offer” Sub-Folder

The Technical Offer submitted by the economic operators shall cover all the requirements and specifications set out by ThPA S.A. in Part B hereof, describing precisely how the specific requirements and specifications will be fulfilled.

The Technical Offer shall include all the information specified by ThPA S.A. for the evaluation and scoring of the offers, in accordance with the following table:

S/N	EVALUATION CRITERIA	WEIGHTING FACTOR
A.1	Administrative Team and Project Personnel	40%
A.2	Organization of Service Provision	30%
B.1	Emergency Response Plan for Cleaning Services	20%
B.2	Procedures, guidance and Corresponding Planning for Quality, Environmental, Occupational Health and Safety Management	10%
	TOTAL	100%

A.1: The proposed management team (project team) that will be responsible for the execution of the contract shall be presented, with reference to its qualifications and relevant experience, thereby demonstrating the significant impact that the quality of the personnel employed under the contract will have on the level of performance and, consequently, on the economic value of the offer. The above qualifications shall be assessed on the basis of the submission of CVs and academic qualifications/degrees of the management team. In addition, a nominal list of the personnel who will be employed on the project shall be submitted, in accordance with Article 5 – Contractor’s Personnel of Part B hereof. In particular, the nominal list shall include the supervisor, foreman, cleaners, machine operators, assistant machine operator, and machine washing personnel.

Furthermore, the tenderers shall submit a declaration of commitment stating that, in the event that the contract is awarded to them, they undertake to employ the personnel proposed and evaluated as part of their offer (this applies to the project team, cleaners, machine operators, etc., specifically identified by name).

Finally, the tenderers shall submit the licenses required under the applicable legislation for machine operators, as well as the notification certificate or operator's license for machinery for the assistant machine operator.

A.2 The tenderer shall describe the organization of service provision, the methodology for carrying out the works, as well as all actions that will be undertaken by the prospective Contractor to ensure compliance with ThPA S.A.'s requirements. The tenderer shall describe the actions to be taken to achieve the optimum result, any additional services that will enhance the level of cleanliness, as well as any other actions considered necessary. Furthermore, the tenderer shall propose the supervision method and present the method for monitoring employee performance, as well as the procedures followed by the company for the successful execution of the contract.

B.1: For the evaluation of this criterion, the Emergency Response Plan prepared by the tenderers specifically for this project shall be taken into consideration. An emergency is defined as an exceptional situation that the Contractor may be required to address beyond the basic daily programme, such as: snowfall; epidemic or pandemic situations; natural disasters; and other similar emergency situations. The most comprehensive plan shall receive the higher score.

B.2: This criterion concerns procedures, instructions and manuals relating to the management of quality, environmental matters, and occupational health and safety in the workplace. All of the above shall be fully adapted to the specific project being tendered. Generic manuals, procedures and instructions shall not be taken into consideration and shall not be evaluated. Positive consideration shall additionally be given to procedures, instructions and manuals that are relevant to the subject matter of the tender.

The participant shall submit a Declaration of Responsibility stating that, upon signing the contract, it will make available the required mechanical equipment, personal protective equipment (PPE), and cleaning chemicals to be used in accordance with Part B hereof.

The submission of information relating to the mechanical equipment, personal protective equipment and cleaning chemicals—such as lists, technical data sheets, approvals, supplier quality certificates, etc.—is not required.

The participant shall submit a Solemn Declaration undertaking that the personnel it will employ for the execution of the contract will have experience in similar cleaning activities (cleaners) and machinery operation (machine operators and assistant machine operator), due to the complexity and hazardous nature of the waste handled by the port, as well as the particular conditions and facilities within the port premises.

ARTICLE 10 – Contents of the “Financial Offer” Sub-Folder

The “Financial Offer” sub-folder shall contain the following documents:

l) Financial Offer, concerning the implementation of all services covered by this tender, prepared in accordance with Annex C – Financial Offer Template, and stating:

- a) The number of employees who will be employed on the project.
- b) The working days and hours.
- c) The collective labour agreement (CLA) to which the employees may be subject.
- d) The square metres to be cleaned per employee.
- e) The amount of the budgeted expenditure relating to all types of employees' statutory remuneration (monthly cost per employee, total monthly cost, and total annual cost).

- f) The amount of social security contributions based on the budgeted amounts.
- g) The administrative cost of providing the services.
- h) The cost of equipment and means.
- i) The cost of consumables and materials.
- j) The contractor's profit.

The costs referred to in items g, h, i and j above shall remain fixed throughout the entire term of the contract.

Work performed beyond the statutory working hours shall not be included in the calculation of the Financial Offer submitted, but shall be charged to ThPA S.A., as applicable and whenever required at its sole discretion, based on the Contractor's Financial Offer and through the exercise of the option/right of extension. The supervisor and the foreman shall not work on public holidays. In the event that their employment is required, the relevant cost shall be calculated on the basis of the Contractor's Financial Offer.

The Financial Offer must include the final offered hourly labour rate for: Monday–Saturday (morning–afternoon); Monday–Saturday (night); Sunday/Public Holiday (morning–afternoon); and Sunday/Public Holiday (night).

The Financial Offer must mandatorily state its validity period, in accordance with Article 7 of the Tender Documents, and must be signed by the duly authorised legal representative of the participating company.

Offers shall be rejected as unacceptable where:

- a) no price is stated in EUROS, or where the price is expressed as an exchange relationship between euros and a foreign currency; or
- b) the offered price cannot be determined clearly and unambiguously.

The administrative cost may not be less than 5% of the final price, the equipment cost may not be less than 6%, and the materials cost may not be less than 3% of the final price. A contractor's profit of at least 3% of the final price shall be deemed reasonable. Any offer that does not comply with the above requirements shall be rejected.

ThPA S.A. has calculated and set the minimum labour cost at €109.849,40 per month, plus VAT (calculated on the basis of three (3) established three-year seniority increments). Of this amount, €88.631,12 relates to all types of statutory employee remuneration, and €21.218,28 relates to all types of social security contributions, including the contribution in favour of the ELPK. Any offer with a labour cost lower than the above amount shall be rejected as unacceptable.

II) A copy of the collective labour agreement (CLA) to which the employees are subject.

ARTICLE 11 – Participation Guarantee

11.1 The Participation Guarantee shall take the form of a Participation Guarantee Letter payable on first demand, issued by a creditworthy and recognised financial institution lawfully operating in Greece, and shall include at least the following particulars:

- the date of issue;
- the number of the Guarantee Letter;
- the issuer of the Guarantee Letter;
- the beneficiary of the Guarantee Letter (ThPA S.A.);
- the amount covered by the Guarantee Letter, stated both in words and figures, being **sixty thousand euros (€60,000.00)**;
- the full legal name, Tax Identification Number (TIN) and address of the Tenderer in whose favour the Guarantee Letter is issued (in the case of a single Guarantee Letter issued on behalf of a

consortium of economic operators, all the above particulars shall be stated for each member thereof);

- the details and the deadline for submission of offers under this Tender;
- the expiry date or validity period of the Guarantee Letter (validity period of at least 120 calendar days, calculated from the deadline for submission of offers);
- the following terms:

· the Guarantee is provided irrevocably and unconditionally, and the issuer waives the rights of division and discussion;

· the issuer of the Guarantee Letter undertakes to pay the amount thereof, in whole or in part, within five (5) days following simple written notification by the beneficiary.

11.2 The Participation Guarantee Letter shall be submitted electronically by the Tenderers together with the other supporting documents, while the original thereof shall be submitted or sent to ThPA S.A. within three (3) working days from the deadline for submission of offers.

11.3 Offers submitted without the duly required Participation Guarantee shall be rejected as unacceptable. The Participation Guarantee relating to the Contractor to whom the tender has been awarded shall be returned following submission of the required Performance Guarantee. The Participation Guarantees of the other Tenderers shall be returned following the date of the final award or cancellation of the tender.

11.4 In the case of consortia of economic operators, the Participation Guarantee Letter shall cover the obligations of all members of the consortium, or separate guarantee letters shall be submitted by the members of the consortium in proportion to their respective participation percentages, which shall in aggregate amount to the aforementioned required amount.

11.5 The Participation Guarantee Letter shall be forfeited in favour of ThPA S.A. in the event that:

- the Tenderer withdraws its Offer after submitting it;
- the selected Contractor fails to submit the required supporting documents or expressly or tacitly refuses to appear for the signing of the relevant contract within the deadline set for this purpose;
- the Tenderer fails to extend the validity of its Offer where this has been requested by ThPA S.A., or, where the Tenderer extends the validity of its Offer, fails to renew the validity of the Participation Guarantee Letter;
- ThPA S.A. establishes that the Tenderer provided false particulars or information in relation to the supporting documents required for participation.

11.6 All costs, charges and bank fees, including those relating to the issuance, extension and cancellation of the Tender Bond, shall be borne by the participant.

11.7 With regard to foreign economic operators, the Tender Bond must be issued by a reputable bank of international standing through an intermediary bank lawfully operating in Greece. Foreign economic operators shall submit the Tender Bond exclusively in the form of a SWIFT message, which must include at least the necessary details, namely: 1) To or Beneficiary, 2) In favour of or Applicant, 3) Issuing Bank (Bank or Guarantor), and 4) Amount, Validity Period, Type of Guarantee (Tender Bond) and the wording based on the text set out in Article 1.1 hereof.

ARTICLE 12 – Scoring and Ranking of Offers

The score for each evaluation criterion ranges from 100 points, where all the terms of the technical specifications are met exactly, up to 120 points, where the requirements of the specific criterion are exceeded. Each evaluation criterion is scored independently based on the information and documentation included in the offer.

The final score of the technical offer is calculated according to the following formula:

$$TBOT = 40\% \times A1 + 30\% \times A2 + 20\% \times B1 + 10\% \times B2$$

Criteria receiving a score of less than 100 points (i.e. criteria that do not meet, or deviate from, the technical specifications herein) shall result in the rejection of the offer.

The award criterion for the Contract is the technical-financial offer that achieves the highest TBA score, calculated according to the following formula:

$$TBA = 0,70 \times \frac{\Sigma BTA}{\Sigma BTA \max} + 0,30 \times \frac{O\Pmin}{O\P}$$

Where:

TBA = Final Evaluation Score

ΣBTA = Total Technical Evaluation Score of each submitted offer

$\Sigma BTA \max$ = Maximum Total Technical Evaluation Score achieved by a offer submitted by a prospective Contractor

$O\Pmin$ = Financial Offer with the lowest price (excluding VAT)

$O\P$ = Financial Offer of each prospective Contractor

All calculations shall be performed using up to two decimal places.

The prospective Contractor with the highest comparative evaluation score (TBA) shall be designated as the Contractor for the project.

In the event of a tie in the TBA scores, the provisional Contractor shall be the tenderer whose offer has achieved the highest Total Technical Evaluation Score ($\Sigma BTA \max$).

ARTICLE 13 – Evaluation of Offers

The opening of the offers shall take place without the presence of the participants.

During the evaluation process, ThPA S.A. may address requests to the participating economic operators for the provision of clarifications, and the economic operators shall be required to provide such clarifications within the respective deadlines specified in each case.

Following the completion of the evaluation and the issuance of the relevant decision by the competent body of ThPA S.A. the participants shall be notified of the outcome of the evaluation.

ARTICLE 14 – Contract – Amendments – Unilateral Termination

14.1 Following notification of the outcome of the tender procedure, a contract shall be signed between ThPA S.A. and the selected participating economic operator. For the execution of the Contract, the Contractor shall submit a Performance Bond.

14.2 The Contract may be amended during its term, without requiring a new contract award procedure, only by mutual agreement of the contracting parties, in accordance with the provisions of the Procurement Regulation of ThPA S.A.

ARTICLE 15 – Terms of Contract Performance

During the performance of the Contract, the Contractor shall comply with its obligations in the fields of environmental, social security and labour law, as established by Union law, national law, collective agreements, or international provisions of environmental, social security and labour law.

The Contractor shall maintain the necessary insurance policies in force at all times.

ARTICLE 16 – Performance Guarantee

16.1 For the execution of the Contract, the Contractor shall provide a Performance Bond in an amount equal to four percent (4%) of the Contract value, excluding VAT. The Performance Bond shall be submitted before or upon signing of the Contract. In the case of a consortium of economic operators, a Performance Bond shall be submitted by each participating economic operator in proportion to its percentage of participation in the consortium.

16.2 The Performance Bond shall be of indefinite duration. The Performance Bond shall be forfeited in the event of a breach of the terms of the Contract, as specifically provided therein.

16.3 The Performance Security shall, in its entirety and without distinction, secure compliance with all the terms of the Contract and cover any claim of ThPA S.A. against the Contractor.

16.4 Upon submission of the Performance Security, the Tender Bond shall be returned.

ARTICLE 17 – Monitoring of Contract Performance

Responsibility for monitoring the Contract and supervising the services provided by the Contractor shall lie with the competent departments of ThPA S.A., as designated from time to time.

ARTICLE 18 – Subcontracting – Assignment

18.1 Economic operators shall be required to identify the subcontractors they propose, specifying precisely the part of the Contract to be performed by each subcontractor and the corresponding percentage. The Contractor shall not be relieved of its obligations under the Contract by the performance of any part thereof by a subcontractor.

18.2 ThPA S.A. may request the replacement of any subcontractor which it considers not to meet the requirements of the project. The Contractor shall be obliged to replace such subcontractor within 15 days from notification, ensuring the elimination and rectification of any failure caused through the fault of the subcontractor or the Contractor.

18.3 The Contractor may replace a subcontractor subject to the prior written consent of ThPA S.A. The Contractor shall be required to provide the precise details of the new subcontractor, the part of the Contract to be performed by it, and the corresponding percentage. The Contractor shall not be relieved of its obligations under the Contract by the performance of any part of the project by a subcontractor.

18.4 The Contractor shall not be entitled to assign all or part of the rights and claims arising from the Contract, nor to transfer, pledge or otherwise dispose of such rights and claims in any manner whatsoever. The sole exception shall be the assignment of the contractual price (the right of the participating economic operator) to a recognized banking institution, subject to the prior written approval of ThPA S.A.

ARTICLE 19 – Price Adjustment

Adjustment of the offered prices may take place only in the event of any subsequent change in labour costs resulting from a law, collective labour agreement, arbitration award, ministerial decision or other similar regulation, or by agreement between the parties, or in the event of a corresponding change in employer social security contributions or other payroll-related charges applicable to the categories of employees to be

employed for the fulfilment of the Contractor's obligations, which results in a corresponding adjustment of the Remuneration.

It is clarified that the figures in columns 3, 4, 5 and 6 of the table included in the financial offer template in Annex C of the Tender Notice shall remain fixed throughout the entire term of the Contract.

ARTICLE 20 – Financing – Method of Payment

The procurement shall be financed from the approved regular budget of ThPA S.A.

Payment to the Contractor shall be made on a monthly basis following the issuance of an invoice. The invoice shall be settled within 60 days from the date of its issuance and receipt, provided that the cleaning services have been fully and duly performed and that the employer's obligations towards the employed personnel have been fully and timely fulfilled, which shall be presumed to be the case provided that no written complaint has been submitted.

Supporting documentation for payment to the Contractor shall include the monthly certificates confirming the proper compliance with the terms of the Contract, prepared by the competent organizational units of ThPA S.A. and submitted to the Accounting Department of the Finance Division.

For payment of the monthly fee, the Contractor shall submit to ThPA S.A. (Accounting Department):

- a) An Invoice for the Provision of Services, accompanied by a detailed statement of the working hours of the personnel by position.
- b) A copy of the contract with the Safety Technician, as filed with the Labour Inspectorate, demonstrating compliance with the occupational health and safety requirements applicable to employees.

The amounts of any fines imposed on the Contractor by way of a contractual penalty or for any other reason shall be deducted from the Contractor's immediately subsequent payment.

The final settlement shall take place following the expiry of the Contract, subject to the set-off of any outstanding claim of ThPA S.A. against the Contractor, such as non-payment of employees' wages, where such wages had nevertheless been paid to the Contractor by ThPA S.A.

ARTICLE 21 – CONTRACT PERFORMANCE – CONTRACTUAL PENALTIES – DECLARATION OF THE CONTRACTOR AS IN DEFAULT

21.1 Contract Performance

In the event that ThPA S.A. determines that the cleaning of certain areas of the Port is not being carried out properly or is being delayed, it may, using its own resources, undertake the cleaning of such areas, whether outdoor or indoor, and deduct the cost of such work from the Contractor's remuneration, without any objection on the part of the Contractor.

In addition, the contractual penalties referred to in paragraph 21.2 below shall be imposed.

21.2 Contractual Penalties

➤ A contractual penalty of up to an amount corresponding to **0.5%** of the Contract value may be imposed, which in any event may not be less than **one thousand euros (€1,000.00)**, following a reasoned report and proposal submitted by the competent body of ThPA S.A., where the Contractor repeatedly fails to properly perform the cleaning works or fails to comply with any term of the Contract.

➤ In the event of the Contractor's failure to comply with the instructions that resulted in the aforementioned contractual penalty, as well as in cases of repeated non-compliance concerning the cleaning of ThPA S.A.'s premises or the implementation of any term of the Contract, a contractual penalty of up to an amount

corresponding to **1%** of the Contract value may be imposed, which may not be less than **three thousand euros (€3,000.00)**.

ThPA S.A. shall have the right to declare the Contractor in default and to collect the amount of the Performance Security in favour of ThPA S.A., without any further procedure, while expressly reserving its right to claim compensation for any other damage suffered by ThPA S.A.

➤ Collection of the above contractual penalties shall be effected by deducting an equivalent amount from the Contractor's immediately subsequent monthly payment and, where such amount is insufficient, by the equivalent forfeiture of the Performance Security.

Where the Contractor is a consortium of economic operators, the contractual penalty shall be imposed proportionally on all its members.

➤ If the Contractor prematurely discontinues the works, without the consent of ThPA S.A., before the expiry date of the Contract, it shall be liable to pay ThPA S.A., by way of a contractual penalty, **one thousand euros (€1,000.00)** per day for each day of discontinuation, until the expiry date of the Contract or any extension thereof.

In such event, ThPA S.A. shall be entitled, at its discretion, to engage a third party at a freely negotiated price and shall be entitled to claim from the defaulting Contractor any resulting difference in price, in addition to its claim for forfeiture of the Performance Security in favour of ThPA S.A., without reducing the amount of the aforementioned daily contractual penalty.

21.3 Declaration of the Contractor as in Default

Without prejudice to the occurrence of force majeure events, the Contractor shall be mandatorily declared in default of the Contract and of any right arising therefrom if it fails to fulfil its contractual obligations or fails to comply with the written instructions of ThPA S.A. that are consistent with the Contract or the applicable provisions of law.

The declaration of the Contractor as being in default shall entail:

- i. The forfeiture, in favour of ThPA S.A., of the Performance Security submitted by the Contractor.
- ii. The award of the provision of the relevant services to the next-ranked participant and the recovery of any loss incurred by ThPA S.A. from the defaulting Contractor. Any negative difference in the monthly remuneration payable to the new Contractor shall remain for the benefit of ThPA S.A.
- iii. The temporary or permanent exclusion of the Contractor from tender procedures conducted by ThPA S.A.

ARTICLE 22 – Dispute Resolution – Applicable Law

This procurement shall be governed by Greek and European Union legislation. Any dispute that may arise between ThPA S.A. and the Contractor concerning the performance, implementation or, in general, the relations arising from this procurement shall be resolved by the competent courts having their seat in Thessaloniki.

ARTICLE 23 – Other Information

Interested parties may obtain information regarding the premises and buildings of ThPA S.A. from the Procurement Division of ThPA S.A. (Tel.: 2310 593 205).

Interested parties are required to visit the premises and buildings of ThPA S.A. in order to familiarize themselves with the site conditions and specific characteristics of the services to be provided. The competent personnel of ThPA S.A. shall provide all necessary information or assistance.

Following the site inspection of the premises of ThPA S.A., a Site Inspection Certificate shall be issued, which the tenderers must submit, **under penalty of rejection**, in the sub-folder entitled “Participation Documents”.

Tenderers shall be entitled to visit the premises of ThPA S.A. no later than five (5) working days prior to the deadline for submission of offers.

Interested parties may also obtain information regarding the activities of ThPA S.A. from the company’s website at www.thpa.gr.

PART B: TECHNICAL SPECIFICATIONS

ARTICLE 1 – Subject Matter

The subject matter of this tender is the provision of cleaning services for the covered and open-air land areas and facilities of the Port of Thessaloniki, as shown on the Site Plan in Annex D and indicatively listed in the attached Schedule of Areas for the Provision of Cleaning Services in Annex A. The areas to be cleaned may be modified according to the operational needs of ThPA S.A.

The subject matter of this tender also includes the cleaning and refuelling of the company’s wheeled machinery and vehicles, the regular cleaning (every two months) of the exterior glass panels of cranes and gantry cranes, the cleaning of railway tracks, and the cleaning of stormwater manholes, grates, channels and drainage pipes whenever deemed necessary by ThPA S.A. and at least on a monthly basis.

ARTICLE 2 – Methodology for Performing the Cleaning Works

The cleaning of the facilities and machinery shall be **continuous and exclusive**. The cleaning schedule and the organization of the work crews (by area, shifts, duties, etc.) shall be determined in detail by the Contractor, in cooperation with the supervising body of ThPA S.A., in accordance with the attached indicative Schedule of Areas for the Provision of Cleaning Services.

The personnel specified in Article 5 shall be employed on a daily basis. In order to cover extraordinary periodic needs, ThPA S.A. may request additional temporary personnel, and the Contractor shall be obliged to respond by providing the appropriate personnel no later than 48 hours from receipt of the relevant notification. The cost of the temporary personnel shall be calculated on the basis of the hourly labour rate included in the Contractor’s Financial Offer.

For the proper and uninterrupted performance of the services provided, ThPA S.A. shall also make available its own or leased mechanical equipment. The following equipment shall be considered the minimum required for the proper performance of the works:

- ✓ 1 refuse collection vehicle, to be provided by ThPA S.A.
- ✓ 3 sweepers equipped with an integrated road-spraying attachment, to be provided by ThPA S.A.
- ✓ 1 loader, to be provided by ThPA S.A.
- ✓ 1 forklift, to be provided by ThPA S.A.
- ✓ 1 15-ton tipper truck, to be provided by ThPA S.A.
- ✓ 1 self-propelled bin-washing vehicle, to be provided by the Contractor.
- ✓ 1 self-propelled drain and pipeline unblocking vehicle, to be provided by the Contractor.
- ✓ 1 car, to be provided by the Contractor.
- ✓ 2 light commercial vehicles/pick-up trucks, to be provided by the Contractor.
- ✓ 1 self-propelled grass-cutting machine, to be provided by the Contractor.
- ✓ 2 water tankers, to be provided by ThPA S.A.
- ✓ 1 refuse collection vehicle, to be provided by the Contractor in the event of a breakdown of ThPA S.A.'s corresponding privately owned vehicle.

The costs of fuel, lubricants and maintenance of ThPA S.A.'s mechanical equipment shall be borne by ThPA S.A.

The machinery and equipment used during the cleaning operations must be in excellent condition, both in terms of operation and appearance. The machinery and vehicles shall carry the appropriate certificates of proper operation and suitability (KTEO roadworthiness certificates, insurance policies, certificates of suitability, etc.).

ARTICLE 3 – Description of Regular Works

CLEANING OF OFFICES, PASSENGER STATIONS & COMMON AREAS THROUGHOUT THE PORT

- The maintenance of the buildings shall include **daily** sweeping and mopping of offices and common areas, removal of waste, cleaning of furniture (desks, cupboards, etc.) and disinfection of sanitary facilities (toilets, washbasins, etc.), as well as **weekly** cleaning of offices (furniture, door handles, switches) using a special disinfectant solution, together with cleaning of glass panels and aluminium frames.
- **Daily** cleaning of both the interior of the Passenger Station (Warehouse 8) and the surrounding area, as well as **weekly** cleaning along the entire length and width of Berths 3 to 9.
- Cleaning of the surrounding areas of the Warehouses.
- Cleaning of the open-air areas, roads, weighbridge warehouses, guard posts, gates, etc. shall commence at 6:30 a.m. and continue throughout all working hours, depending on the needs arising, in such a manner that the Port remains **clean throughout the day**. By way of exception, cleaning of the main road of the Container Terminal shall be carried out after 15:00.

SANITARY FACILITIES AND CHANGING ROOMS

A dedicated work crew/team shall be established for the purpose of **daily (7 days per week) and continuous cleaning, in Shifts A & B**, of the independent outdoor sanitary facilities. The category of independent outdoor sanitary facilities shall also include all sanitary facilities of the Dockworkers'

House and of the workshops, as well as other common sanitary and changing facilities of the Technical Division, the Equipment and Maintenance Department, the Conventional Terminal Division, and the Container Terminal (C.T.) Division (Repair and Maintenance Workshops for Operators, Electrical Workshops, Mechanical Workshops and C.T. workshops, etc.).

In particular, with regard to the outdoor sanitary facilities, disinfection shall be carried out once a week or whenever deemed necessary in order to safeguard public health and maintain the proper appearance of the premises.

Attention: The Contractor shall ensure that the area immediately inside the Port's external perimeter fence, approximately 3.00 m in width, remains clean, so as to allow the movement of vehicles belonging to any Port service.

CLEANING OF RUNNING RAILS – RAILWAY NETWORK

- The Contractor shall be responsible for cleaning the running rails of all Electric Cranes (E/C) of ThPA S.A., the running rails of the Rail-Mounted Gantry Crane (RMG) for loading/unloading railway wagons (transtainer), and the railway network (railway lines, points/switches, etc.). Cleaning shall be carried out **daily** and shall commence at 8:00 a.m. on both weekdays and public holidays. The removal of vegetation from the railway network shall also be carried out regularly and may be performed by spraying with suitable products, which must be approved for use by the competent department of ThPA S.A.
- The Contractor shall be responsible for cleaning the manholes and cable-running channels for the power supply cables of the Electric Cranes (E/C) at Berth No. 24, as well as the cable-running channels of the Container Gantry Cranes (G/C).

For the cleaning of the paved surfaces of the berths, roadways and other open-air areas, the rails of the Electric Cranes (E/C), the Gantry Cranes (G/C) and the railway network located within the port area, the Contractor's operators shall use the mechanical equipment provided by ThPA S.A. or by the Contractor.

CLEANING OF MANHOLES & DRAINAGE SYSTEM OF THE MACHINERY WASHING FACILITY

- The Contractor shall be responsible for maintaining the proper operation of the stormwater collection and surface water drainage manholes throughout the entire Port area (drainage channels and gullies). Cleaning shall be carried out at times that do not interfere with the other operations of ThPA S.A. (e.g. loading and unloading operations). Two (2) cleaners shall be employed for the cleaning of the manholes **on a daily basis** (included in the personnel specified in Section 5.1, Part B) and whenever deemed necessary by ThPA S.A. The manholes shall be cleaned using a light commercial vehicle/pick-up truck, as specified in the minimum equipment required to be provided by the Contractor.
- The Contractor shall be responsible for unblocking the manholes and pipelines in the event of blockages.
- The Contractor shall be obliged to clean the ramp and drainage system (gutters, lowering and oil-separation manholes, etc.) of the machinery washing facility **every two months**, as well as whenever, exceptionally, such work is deemed necessary. The waste generated shall be handed over to ThPA S.A.'s licensed Contractor, in cooperation with the competent body of ThPA S.A.

KITCHEN OF ThPA S.A. CENTRAL BUILDING

- Operation of the canteen in the central building of ThPA S.A. from Monday to Friday, during the hours of 07:00–15:00 (included in the personnel specified in Section 5.1, Part B).

GREEN AREAS – MAINTENANCE – LANDSCAPING

- Maintenance of the green areas shall include the care and maintenance of the greenery at the First Pier and the Church of Saint Nicholas, in the areas located behind the Dockworkers' Union and Foremen's facilities, as well as the maintenance of the tree fence within the Free Zone and the planning and development of new tree plantings and landscaped green islands throughout the Port area, in cooperation with the competent services of ThPA S.A.

GUTTERS – ROOFS OF BUILDINGS AND WAREHOUSES

- The Contractor shall be responsible for clearing/blockage removal from the horizontal and vertical rainwater gutters of the roofs and warehouses, as well as from the sewage drainage network, etc., from the point of the plumbing fixtures (washbasin, toilet) up to and including the main sewage pipeline of the area. The main sewage pipeline shall mean the collector sewage pipeline running along the centre of the road.
- In addition, the Contractor shall be required to clean the gutters of the warehouses and port buildings to prevent water from entering the interior. This shall specifically include the gutters of the Company's office buildings (Technical Services Building, Technical Support Management Office Building, etc.). The works shall be carried out preventively in September and at regular intervals, whenever required, and shall be supported by lifting equipment provided to the Contractor by ThPA S.A.

CONVENTIONAL PORT – CONTAINER TERMINAL

- The Contractor shall be required to clean the Conventional Cargo Terminal area of the Company **on a daily basis**.
- The Contractor shall be required to carry out **daily** cleaning of the **Outdoor Refrigerated Containers Area (R1 INSPECTIONS)**, with particular attention to the removal of waste and seals.
- The Contractor shall be required to clean the Container Terminal Operators' Building (waiting areas, dining room, changing rooms, toilets, bathrooms and office), the refrigeration technicians' cabin in the refrigerated containers area, and the Container Terminal drivers' cabin **daily (7 days a week), both morning and afternoon, without exception (Shifts A & B)**. Similarly, the Container Terminal Gate Cabin shall be cleaned **in addition to weekdays, on Saturdays during Shift A**.
- The Contractor shall be required to clean each traffic lane in the Container Terminal area **once a month**, specifically the OCR traffic lanes, by lifting the blocks and collecting the dust underneath.
- The Contractor shall be required to clean the OCR cameras in the Container Terminal area **every other day**. In the event of rainfall, cleaning shall be repeated after the rain has stopped.
- The Contractor shall be required to clean the interior and surrounding area of the Agricultural Inspectors' Control Office (dry container) **twice a week** (every Tuesday and

Thursday at 14:30, or on other days as otherwise designated), using a pressure washer, broom and a food-grade disinfectant solution suitable for use around food.

- The Contractor shall be required, **periodically**, following consultation with the competent Container Terminal Division and provided that operational requirements permit, to remove deposited/washed-up materials from the roadway underneath the Ship-to-Shore (STS) gantry cranes, using a broom.

REFUELING OF MOBILE EQUIPMENT

The refueling of ThPA S.A.'s wheeled machinery and vehicles in an outdoor area (the S.E.M.P.O. workshop area, S.E.M.P.O. workshop sheds, and outdoor areas within the facilities of the Conventional Cargo Port) shall be carried out Monday to Friday by one (1) person working an 8-hour shift (included in the personnel specified in Section 5.1, Part B), and shall indicatively include the following services:

- Internal communication regarding the refueling of mobile equipment.
- Filling the tanker truck's fuel tank.
- Refueling vehicles and machinery with Diesel fuel.
- Refueling with AdBlue.
- Recording fuel consumption, related consumables, and operating hours.
- Recording any problems identified and reporting malfunctions and/or failures in the electromechanical equipment/subsystems of the refueling equipment and/or the mobile equipment being refueled during the performance of the work.

CLEANING OF VEHICLES AND MACHINERY

The cleaning of ThPA S.A.'s wheeled machinery and vehicles shall be carried out **from Monday through Saturday during the A & B shifts**, by two (2) machinery washers working 8-hour shifts per shift (included in the personnel specified in Section 5.1, Part B), for the six days of the week.

The services shall indicatively, and not exhaustively, include the following:

- Washing vehicles and machinery using a high-pressure hot-water cleaning system, in accordance with ThPA S.A.'s standards (safety and environmental regulations), as well as cleaning the operator's cab.
- Identifying and reporting damage and malfunctions in the electromechanical equipment/subsystems of the equipment being cleaned.

During the performance of the work, the cleaner shall follow the machinery cleaning schedule established by the competent body of ThPA S.A. and shall wear the appropriate personal protective equipment, including protective coveralls and mask, safety boots, and shall use a five-point safety harness or other suitable technical means for accident prevention.

CLEANING OF CRANE AND GANTRY CRANE WINDOWS

The Contractor shall be required to clean the windows of the Company's cranes and gantry cranes **once every two months**.

For the performance of these works, ThPA S.A. shall provide a certified personnel lifting basket suitable for carrying out work at height, as well as the necessary Personal Protective Equipment (five-point safety harnesses).

MUNICIPAL WASTE / PALLETS / METAL SHAVINGS

The municipal waste collected daily following the cleaning of the premises, as well as waste deposited on the quays by vessels berthed at the port, shall be transported using an ThPA S.A. waste collection

vehicle, under the Contractor's responsibility and supervision, and shall be disposed of at the location designated from time to time by the Local Authorities (OTA).

The removal of municipal waste from the premises shall take place during working hours and through a designated gate indicated by the competent body responsible for monitoring and implementing the contract.

The waste shall be inspected by the competent body of ThPA S.A. The competent body of ThPA S.A. may prohibit the removal of waste from the port if it considers that such waste may, in a given case, be of some use to the Organization.

The scope of this contract shall also include the Contractor's obligation:

- To collect discarded pallets and stacking timber from the loading and unloading areas and gather these materials at locations designated by the Environmental, Health and Safety Department. Other waste materials, cargo residues, abandoned loading/unloading materials, etc., shall be transported to the landfill, provided that the respective Head of the Conventional Port Documentation Department determines that they are unusable and have zero value.
- To collect the metal shavings ("swarf") from ThPA S.A.'s machine shop, from the area where they are accumulated under the responsibility of the Wheeled Equipment Department

CENTRAL MATERIALS WAREHOUSE – GENERAL CLEANING WORKS

- The Contractor shall be responsible for cleaning the floors of the Central Materials Warehouse of ThPA S.A. and carrying out general cleaning activities inside the Warehouse (e.g. transporting waste to the recycling and general waste bins outside the Warehouse, etc.).
- The materials warehouses are located in five different buildings and shall be cleaned on a rotating basis, one building/warehouse at a time.

WASTE BIN CLEANING SERVICES

Scope of Services

Provision of cleaning and disinfection services for household-type municipal waste and recycling bins located in the areas and facilities of ThPA S.A.:

- The Contractor shall have a closed waste-bin washing vehicle. The vehicle shall be equipped with a clean-water tank with a minimum capacity of 5 m³, a separate wastewater tank, and a burner for heating the water. It shall also be equipped at the rear with a lifting system capable of handling all standard bins with a capacity of up to 1,100 litres.
- The bin-washing machine shall wash all bins with a capacity of up to 1,100 litres (metal or plastic), using hot water at 65°C, discharged at a rate of 20 litres/minute and at a pressure of 180 bar, together with detergent.
- The detergent shall have the required type approval/authorization from the General Chemical State Laboratory (GCSL), the Greek Biocidal Products Registry (ΕΜΧΠ), or the European ECHA platform.
- Disinfection shall be activated automatically upon completion of the detergent washing cycle.

- Disinfection shall be carried out using hot water at 85°C. Particular care shall be taken to ensure that there are no leaks from the bin-washing vehicle.
- The machine shall be operated by a licensed operator holding the license required by law. In addition, two auxiliary staff members shall be required for completion of the work. All the above-mentioned employees are included in the personnel referred to in Section 5.1.
- All bins shall be washed and disinfected once a week, on the same day, in coordination with ThPA S.A.'s services, as the work must be coordinated with the ThPA S.A. waste collection vehicle, which shall operate first to empty the contents of the bins.
- The washing and disinfection wastewater shall be transported on the same day to the biological wastewater treatment plant.
- The number of bins to be washed once a week is approximately 65.

ARTICLE 4 - Description of emergency works

- When notified by the competent department, the Contractor is obliged to have workers immediately available to clean Warehouses wherever and whenever required, removing cargo residues (residues from bulk and other types of cargo that are not collected, residues from cargo due to torn bags), so that the Warehouses are cleaned and ready to receive new cargo as quickly as possible.
- The Contractor is also obliged to undertake cleaning of all ThPA S.A. facilities that are under construction during the duration of the contract, upon their completion, with the existing contract staff as specified in the Call.
- The Contractor is obliged to drain or disperse, by brooms or other suitable means of its own, any water that pools or otherwise accumulates in the port area due to rainfall or other causes.
- The Contractor is obliged, in the event of snowfall up to a depth of 10 cm, to collect snow at points near work areas indicated by the competent body of ThPA S.A.
- The Contractor is obliged to provide the necessary personnel whenever there is a need to move, transport, load or unload office furniture or perform other works within and outside ThPA S.A. (included in the personnel under paragraph 5.1, Part B). This must be done without neglecting routine cleaning at ThPA S.A.

ARTICLE 5 - Contractor's personnel

5.1 To provide the cleaning services, the Contractor shall provide:

MONDAY - FRIDAY

- Thirty-nine (39) full-time 8-hour workday, cleaners
- Four (4) full-time 8-hour workday, machinery operators
- One (1) full-time 8-hour workday, operator's assistant
- Four (4) full-time 8-hour workday machinery washers
- One (1) full-time 8-hour workday foreman
- One (1) full-time 8-hour workday supervisor

SATURDAY - SUNDAY - PUBLIC HOLIDAYS

- Six (6) full-time 8-hour workday, cleaners
- One (1) full-time 8-hour workday, operator
- Four (4) full-time 8-hour workday, machinery washers

The final work program shall be finalized through cooperation between the Contractor and ThPA S.A.

In all cases, personnel may not be reduced to below fifty-five (55) people.

5.2 Operators shall hold a machinery operator's license under Presidential Decree 113/2012 and the operator's assistant shall hold a notification certificate or machinery operator's license under Presidential Decree 113/2012. Depending on operational needs, the operators shall operate the mechanical sweeper, loaders, forklift truck and other machinery made available by ThPA S.A. to the Contractor. At least two (2) of them shall hold a Category C professional driving license for the ThPA S.A. refuse collection vehicle.

5.3 The Contractor's personnel are required to have experience in comparable cleaning work (cleaners) and machinery operation (machinery operators and operators' assistant), due to the complexity and hazardous nature of the waste handled by the port and the conditions and facilities within the port area.

ThPA S.A. reserves the right, at the commencement or during the term of the contract, to request the employment of one or more persons with increased experience in certain job positions. If exercise of this right by ThPA S.A. results in an additional total minimum statutory payroll cost higher than that budgeted as the basis of the financial offer, this additional payroll cost - namely only the difference between the minimum statutory payroll and social-security contributions attributable to the additional seniority required by ThPA S.A. for a specific position or positions and the payroll cost budgeted in the financial offer - shall be covered by ThPA S.A. following submission and verification of all relevant supporting documents and evidence of such expenditure.

5.4 During periods when members of personnel take the statutory annual leave to which they are entitled, the Contractor's obligation to provide personnel shall remain unchanged only in respect of cleaners, whereas no replacement shall be made for the other job categories (supervisor - foreman - operators - operator's assistant), provided that at least twenty (20) days before the leave is granted, the Contractor has informed ThPA S.A. and submitted a copy of the employee's leave request and a certificate of the number of leave days to which the employee is entitled.

ThPA S.A. reserves the right to request rescheduling of leave dates if it considers this necessary due to operational requirements. No more than two (2) operators may be absent at the same time.

It is noted that cleaners on annual leave shall be replaced, whereas no replacement shall be made during the leave period of the supervisor, foreman, operators and operator's assistant.

5.5 The Contractor's personnel must be approved and accepted by ThPA S.A. due to application of the ISPS Code at the ThPA S.A. port facility and the necessary screening this entails for persons employed in that area.

5.6 General obligations of the Contractor:

The Contractor is obliged:

- To ensure that all personnel it hires are insured with the competent Social Security Body.
- To pay its personnel wages and all other statutory benefits in a timely manner and always in accordance with the law and the ministerial decisions in force from time to time.
- To implement an electronic work-time card for recording personnel arrival and departure.

- To send to the competent body of ThPA S.A. a weekly consolidated schedule of the works performed (checklists signed by the supervisor for qualitative approval of the work).
- To record any problems identified during performance of its work and immediately inform the competent body of ThPA S.A. in writing.

5.7 ThPA S.A. reserves the right to reduce the number of personnel following written notification to the Contractor.

5.8 ThPA S.A. reserves the right, when required by special needs, to request that part of the personnel also perform works not expressly referred to in the TECHNICAL SPECIFICATIONS hereof, but falling within the scope of cleaning work and the capabilities of such personnel.

5.9 If any member of the Contractor's personnel fails to perform their duties satisfactorily or culpably creates problems with colleagues, ThPA S.A. employees or persons transacting with ThPA S.A., ThPA S.A. shall be entitled to require replacement of that employee.

It is expressly clarified that such personnel have no dependent-employment relationship whatsoever with ThPA S.A.

ARTICLE 6 - Materials, Auxiliary equipment

The Contractor is obliged to provide, in sufficient quantities, all cleaning materials and equipment, which must bear a label stating the registration number with the General Chemical State Laboratory, the National Register of Chemical Products or the European ECHA platform. Annex B indicatively lists the minimum required items, the cost of which shall be borne exclusively by the Contractor. Excluded from the Contractor's obligations is the cost of consumables for toilets and washrooms that do not fall within the category of cleaning agents or cleaning equipment, such as toilet paper, paper towels, liquid hand soap, etc. These items shall be provided for placement by ThPA S.A., which shall also bear the purchase cost.

The Contractor is also obliged to provide, in sufficient quantities, all necessary auxiliary means for carrying out the works and any other equipment required for proper performance of the works analyzed and described herein. Indicatively and at a minimum, these include brooms, dustpans, cleaning scrapers, wheeled metal or plastic waste bins uniform in shape and color, equipment for unblocking drainage pipes, etc.

The competent body of ThPA S.A. shall carry out regular inspections to verify the adequacy of materials and auxiliary equipment and compliance of the technical characteristics and chemical labelling with the requirements of the Call.

ARTICLE 7 - Supply of Personal Protective Equipment to the Contractor's Staff

The Contractor is obliged, at its own expense and responsibility, to provide personnel with all PPE required according to the work they perform. At a minimum, the following must be provided by job category:

1. Outdoor cleaners

- Work uniforms with retroreflective strips (summer and winter)
- High-visibility vest
- S3-type safety footwear (ankle boots)

- Rubber boots
- Safety helmets
- Mechanical-protection safety glasses
- Leather/canvas gloves
- Rubber gloves
- Filtering masks

For outdoor cleaners engaged in washing vehicles, facilities, etc., waterproof suits shall also be provided.

2. Indoor cleaners

- Work uniforms
- Slip-resistant footwear (low-cut type)
- Rubber gloves

3. Machinery operators

- Work uniforms with retroreflective strips (summer and winter)
- High-visibility vest
- S2 safety footwear (low-cut type)
- Safety helmets
- Mechanical-protection safety glasses
- Leather/canvas gloves
- Filtering masks

4. Gardeners

- Work uniforms with retroreflective strips (summer and winter)
- High-visibility vest
- Rubber boots
- Mechanical-protection safety glasses
- Face shield
- Leather/canvas gloves
- Filtering masks

ARTICLE 8 - Contractor's Liability

The Contractor shall bear full and exclusive criminal, civil and administrative liability for any damage, loss or deterioration to property belonging to ThPA S.A., its personnel or any third party due to acts or

omissions of the personnel it employs, and shall also bear exclusive civil or criminal liability for any death or bodily injury that may be suffered by its personnel, ThPA S.A. personnel or any third party due to acts or omissions of the personnel it employs.

The Contractor shall be solely liable for any damage or injury caused by an occupational or other accident to the personnel it employs for performance of the above project.

The Contractor is obliged to comply with the provisions of labour and social-security legislation, legislation on employee health and safety, and legislation on the prevention of occupational risks.

Annexes:

A - Table of Service Provision Premises

B - Table of Consumables - Cleaning Materials

C – Financial Offer Template

D - Topographical Plan

E - Information document on the processing of personal data pursuant to Article 13 of GDPR 679/2016

ANNEX A - INDICATIVE TABLE OF SERVICE PROVISION PREMISES

INDICATIVE TABLE OF SERVICE PROVISION PREMISES		
OFFICES AND OTHER STAFF BUILDINGS	SQUARE METERS	CLEANING FREQUENCY
East Building at Gate 1	95	As required
Engine Room, Pier 1	403	As required
CENTRAL OFFICES (2-storey building including offices & retirees' lounge)	1,594	Daily cleaning
Real Estate Department Office (inside old Port Authority building) and common areas serving it	150	Daily cleaning
Old Passenger Terminal	1,296	Daily cleaning
Passenger Terminal Car Park Office	13	Daily cleaning
Gate 4 Guardhouse	17	As required
Warehouse 7 Guardhouse	33	As required
Gate 6 Car Park Office	13	Daily cleaning
Workshop Area Warehouse (former CENTRAL MATERIALS WAREHOUSE)	2,361	Daily cleaning
Workshop and Machine Shop Building Complex	552	Daily cleaning
Crane/Forklift Workshops and Operations Offices	3,182	Daily cleaning
Mobile Crane Workshop	421	Daily cleaning
Plumbing/Heating Workshop	80	Daily cleaning
Mechanical Workshop	315	Daily cleaning
Facilities Management Department	572	Daily cleaning
OFFICES AND OTHER STAFF BUILDINGS	SQUARE METERS	CLEANING FREQUENCY
Facilities Management Department Warehouses and Workshops	707	Daily cleaning
Church	68	As required
Security Building	472	Daily cleaning
Dockworkers' House - Ground Floor	880	Daily cleaning
Dockworkers' House - 1st Floor	484	Daily cleaning
Technical Services Building (3-storey building)	1,980	Daily cleaning
Free Zone Guardhouse	37	Daily cleaning
SILO Office	167	Daily cleaning, when in operation
Special Cargo Warehouse (north of SILO)	3,715	As required
Two-storey Building at Pier 5 (former Tank)	42	As required
Railcar Supervisors' Office	48	As required
Claims Management Office	35	As required
OFFICES AND OTHER STAFF BUILDINGS	SQUARE METERS	CLEANING FREQUENCY
Pier 5 Substation (small section used as office)	89	Daily cleaning
Pier 5 Rain Shelter (used as workers' room and rain shelter)	100	Daily cleaning
SEMPO Offices (building complex)	1,241	Daily cleaning
SEMPO Equipment Service Warehouse (limited area used as office and changing rooms)	2,613	Daily cleaning of office and changing-room area
Pier 6 Substation (open shed with 60 sq.m office area)	60	Daily cleaning
Pier 6 Substation	185	Daily cleaning
SMALL-SURFACE BUILDINGS	SQUARE METERS	CLEANING FREQUENCY
Weighing Building, Gates 10, 12, 13	156.17	Daily cleaning
Building Complex at Gate 14 (guardhouse, customs, weighbridge)	142.69	Daily cleaning
Guardhouses at Gates 6 & 9 and Passenger Terminal	111.88	Daily cleaning

WAREHOUSES	SQUARE METERS	CLEANING FREQUENCY
Warehouse B2	1,084	As required
Warehouse C (includes EEANTAS Institute offices)	206	Daily cleaning of office areas
Warehouse 1	1,522	As required
Warehouse 7 - Main Entrance	1,790	As required
Warehouse 8 - New Passenger Terminal	1,995	Daily cleaning
Warehouse 8A - Pier 2	1,228	As required
Warehouse 9 - Pier 2	1,540	As required
Warehouse 10 - Archive	2,015	As required
Warehouse 15	2,576	As required
Warehouse 17	6,128	As required
Warehouse 18	1,005	As required
Warehouse 21	4,008	As required
Warehouse 22 (includes offices and customs guardhouse)	4,021	As required
Warehouse 23	4,022	As required
Warehouse 24 (includes small office area and sanitary facilities)	4,907	Daily cleaning of office areas
Warehouse 25	4,210	As required
Warehouse 26	3,212	As required
Warehouse 27 (includes Central Warehouse offices and sanitary facilities)	4,906	Daily cleaning of offices & sanitary facilities
Outdoor areas of Pier 1, Passenger Terminal and Passenger Station parking area	16,000.00	Daily cleaning
Outdoor areas from Gate 10 to SEMPO	According to site inspection	Daily cleaning
Other outdoor areas and Gate 6 car parking area	25,000.00	Daily cleaning

ANNEX B - TABLE OF CONSUMABLES - CLEANING MATERIALS

CONSUMABLE MATERIALS (which must be replenished)	CLEANING MATERIALS
1. Black plastic bags, in various sizes	1. GLASS CLEANING LIQUID: Must contain active cleaning ingredients, polish windows, mirrors and display windows. It must be suitable for use with a spray bottle and leave no residue or marks.
2. Microfibre clothes for dusting or removing dirt	2. BLEACH: Must clean and disinfect floors and surfaces.
3. Plastic gloves for cleaning staff & heavy-duty work gloves for cleaners	3. FURNITURE CLEANER: Must polish furniture without leaving residue.
4. Disposable masks	4. BATHROOM CLEANER: Must dissolve limescale, mineral deposits and soap residue. It must also have strong cleaning action on acid-resistant surfaces.
	5. CLEANER FOR PARQUET FLOORS: Must contain ingredients specially formulated for cleaning and caring for parquet floors. It must be economical in use and have a pleasant fragrance. It must be suitable for all types of floors.
	6. FLOOR CLEANER: Must be a neutral floor cleaner (no rinsing required), ideal for daily use.
	7. MULTI-PURPOSE DISINFECTANT: Must contain aldehydes and quaternary ammonium compounds and have bactericidal and fungicidal action. It must be effective.
	8. FLOOR POLISH FOR PROTECTION AND SHINE: Must be a high-durability self-polishing floor polish suitable for all types of floors.
	9. FLOOR-POLISH REMOVER: Must be powerful and easily remove difficult dirt and old floor-polish coatings from floors. It must also be suitable for marble, terrazzo, tiles and PVC flooring.
	10. FABRIC CLEANER: Must easily remove all types of dirt from fabrics without damaging them.
	11. CARPET AND RUG CLEANER: Must easily remove all types of dirt from fitted carpets and rugs.
	12. HEAVY-DUTY SOIL REMOVER: Must remove difficult industrial soiling.
	13. LIQUID POLISH FOR STAINLESS-STEEL SURFACES: Must clean and polish stainless-steel surfaces without damaging them.
	14. LIQUID DEODORISERS FOR TOILET AREAS: Mr. APOSMINI or other equivalent product
	15. SURFACE DISINFECTANT SOLUTION: No-rinse surface disinfectant suitable for eliminating bacteria and germs.

ANNEX C - FINANCIAL OFFER TEMPLATE

Of the Tenderer:

COMPANY NAME:

REGISTERED OFFICE - POSTAL CODE - ADDRESS:

TAX ID No.: TAX OFFICE:

TELEPHONE: FAX:

E-MAIL:

To: THESSALONIKI **PORT AUTHORITY S.A. (ThPA S.A.)**

WORK ANALYSIS		
1.	Number of Employees	
2.	Working Days & Hours	
3.	Collective labour agreement by which employees are covered (attached)	
4.	<i>Square meters to be cleaned per person (relevant only for cleaners and the foreman)</i>	Mon-Fri: Sat-Sun:

LABOUR COST ANALYSIS					
No.	ITEMS	PERCENTAGE	MONTHLY COST PER PERSON	TOTAL MONTHLY COST	TOTAL ANNUAL COST
1.	Budgeted amount regarding any and all statutory earnings of all employees (cleaners - laborers, foreman, supervisor, operators)				
2.	Amount of social security contributions based on the budgeted amounts				
TOTAL					

Note: The **above tables must be completed (on pain of exclusion).**

TOTAL COST OF SERVICES PROVIDED				
No.	ITEMS	PERCENTAGE	TOTAL MONTHLY COST EXCLUDING VAT	TOTAL ANNUAL COST EXCLUDING VAT
1.	Budgeted amount regarding any and all statutory earnings of all employees	-		
2.	Amount of social security contributions based on the budgeted amounts	-		
3.	Administrative Cost of Services Provision			
4.	Cost of Equipment and Means			
5.	Cleaning Materials Costs			
6.	Contractor benefit			
TOTAL				
TOTAL IN WORDS (TOTAL MONTHLY COST):				
TOTAL IN WORDS (TOTAL ANNUAL COST):				

Applicable Employment Contract:

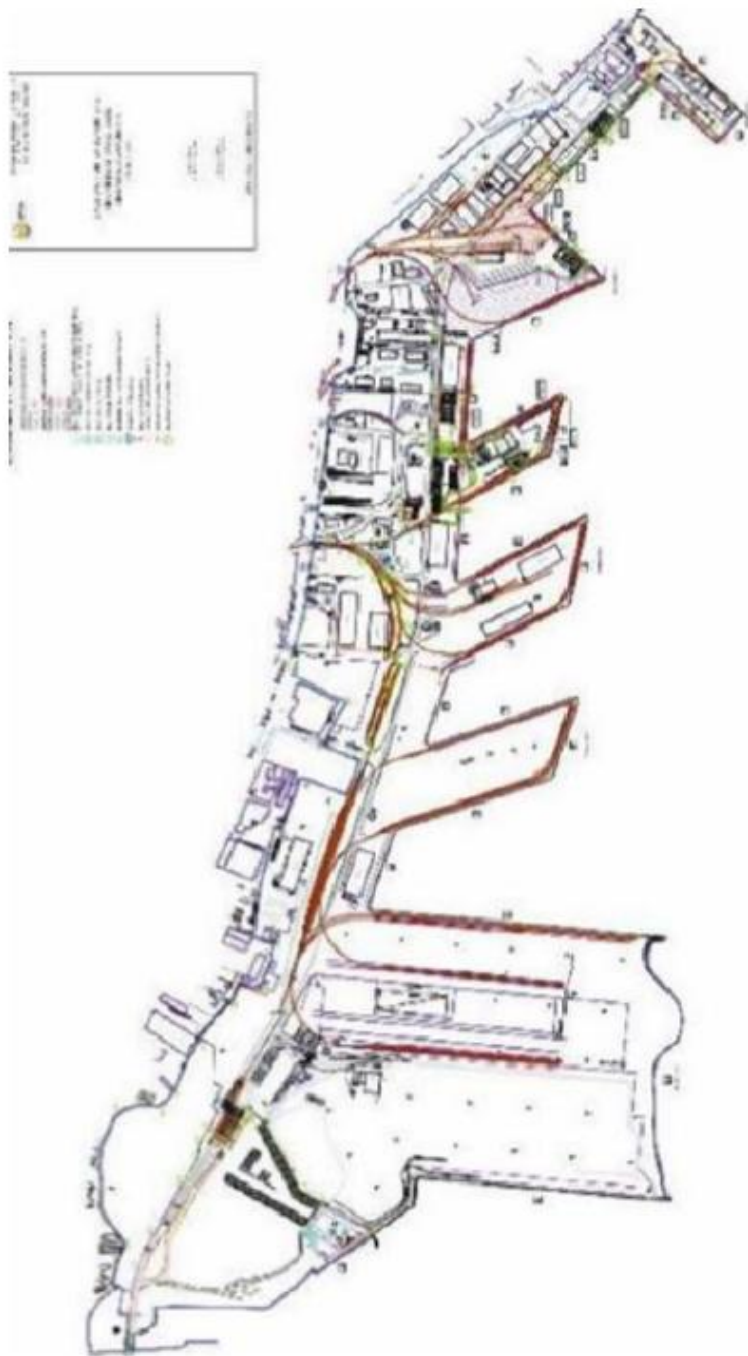
The Financial Offer shall remain valid for **120** days from the closing date for submission of offers specified in the Call.

Place & Date / / 2026

THE TENDERER

(Full Name & Signature & Stamp)

ANNEX D - TOPOGRAPHICAL PLAN



ANNEX E - PROCESSING OF PERSONAL DATA

INFORMATION ON THE PROCESSING OF PERSONAL DATA pursuant to Article 13 of GDPR 679/2016 (accompanies the Participation Application forms for Tenders-Calls-Calls-Offers, etc. of the Procurement Division of 'ThPA S.A.'). INFORMATION

The Societe Anonyme under the name "*Thessaloniki Port Authority*" (*ThPA S.A.*, Law 2688/99, GG 40A'/1-3-99), having its registered office in Thessaloniki (Pier 1, *inside the Port PC: 54625*, tel: 2310 593 118-121), as legally represented, hereby **informs** and; in conformity with the provisions of the applicable legislation on the protection of personal data, and, the General Regulation EU 679/2016 in particular, **in its capacity as a "Controller"**, the natural person (hereinafter the «Data Subject»), who signs the Application Form, the Offer or other similar form of the Procurement and Investment Division of "*ThPA S.A.*" and submits the necessary supporting documents, either on its behalf, as a representative of a private company **or** as a natural person -legal representative of the participant in the legal person procedure, **or** in another similar legitimizing capacity, that ThPA S.A. and its competent Services-Divisions-Departments (*such as its employees, acting under its supervision, by order and on its behalf and within the framework of their powers and, possibly with others, jointly referred to as "Controllers" and "Processors", third parties or recipients: other participants in the process, ministries, public authorities, tax authorities, judicial authorities, etc., on the basis of compliance with a legal obligation of the "Processor" or in fulfillment of its duty or for the performance of a contract*), **collects, processes and maintains** the personal data referred to in the Application for Participation, in the Offer or in another similar purpose form of the Procurement and Investment Division of "*ThPA S.A.*", and their accompanying documents, which are voluntarily submitted to "*ThPA S.A.*" by the "Subject of Rights", either on his behalf (sole proprietorship) or on behalf of the legal entity he represents.

These data will be used for the purposes of handling the Application Form, the Offer or any other similar document of the Procurement and Investment Division of "*ThPA S.A.*". The purpose of processing may be: The evaluation of the Application/Offer etc., the verification of the details of the «Data Subject» or the company that it represents, required by the procedure, the evaluation of the suitability of the «Data Subject» or the company it represents, as a candidate counter-party towards the conclusion of a contract with "*ThPA S.A.*" or with a view to concluding a contract (*Article 6, par.1b GDPR Expl.44*). Furthermore, "*ThPA S.A.*" processes such data in order to communicate with the "Data Subject" whenever it considers it to be necessary, on issues relating to the procedure and for reconciling "*ThPA S.A.*" with the requirements of the Regulation and law (*compliance with his legal obligation, Article 6, par 1c GDPR*). These data are kept at the competent Procurement Division for **as long as it is necessary to check the Application/Offer etc. and the data submitted therein, throughout the period needed to complete the procedure, throughout the period of submission of any objections and lodging an appeal that may be provided for internally or by law, throughout the period of fulfillment of both parties' obligations and the period of limitation for bringing claims and, generally, for as long as it is required from the letter and the spirit of the Subcontracting and Procurement Regulation and the relevant law and contracts governing the operation of ThPA S.A., as applicable.** Then, they are filed, either on paper or electronically in such a way that access is not authorized to non-authorized employees. After the elapse of the necessary time period, they will be safely destroyed, as provided for by the relevant legislation (*the provisions of Article 191 §2 of Law 4610/2019 (A'70) apply for the period up to 23-3-2018, while, the maximum limitation period laid down in the Civil Code shall apply from then on and for the conversion of the Processor into a S.A.*). The provision of such data is necessary for this procedure and, failure of the "Data Subject" to provide them will lead to the inability of the Data Subject to participate in the procedure and the impossibility of providing such service.

The "Data Subject" can submit a request to the "Controller" for: Access-information, correction, limitation of the processing of data regarding it, objection to processing, erasure of data and data portability **subject to the conditions and limits laid down by the applicable legislation** (*e.g. 17 par.3, 20 par.3, 23 GDPR*). These rights are exercised either by filling in the respective application form, which is available at the **Procurement and Investment Division** of "*ThPA S.A.*" or by sending a letter to the following address: "*ThPA S.A.*", Pier 1, within the port, PC: 546, Thessaloniki, tel: 2310 593118-121, *or by sending an email to the address: dpo@thpa.gr*. The "Data Controller" provides to the "Data Subjects" will all relevant information on the action taken upon request, pursuant to Articles 15 to 22 of the GDPR without delay and in any case **within one month** from receipt of the request. This deadline may be extended for two more months, if required, taking into account the complexity and the number of requests (*see more in detail: Article 12 par. 3-4 of the GDPR*). Also, for any complaint, the "Data Subject" has the right to notify the **Data Protection Authority** either in writing (*address: 1-3 Kifissias Str. P.C. 115 23, Athens*) or by e-mail (www.dpa.gr).

Thessaloniki, ____ / ____ /20____

ISSUED /2022

I have become aware of this Update (*signature and in full letters*):

