



**INVESTMENT GENERAL DIVISION
PROCUREMENT & INVESTMENT DIVISION**

**REQUEST FOR PROPOSAL
FOR THE ANNUAL MAINTENANCE & REPAIR OF SEVEN ThPA SA ELEVATORS**

ThPA SA invites all interested companies to submit their bid for the maintenance & repair of seven (7) elevators and, more precisely, three (3) toothed ones and one (1) traction one, which are installed on the gantry cranes of ThPA SA, two (2) hydraulic ones and one (1) elevator for the disabled, installed in the buildings of ThPA SA, according to the following Terms.

PART A:

1. GENERAL TERMS

1.1 Object

The object of this contract is the performance of maintenance and repair works of four (4) elevators, installed on the container loading/unloading gantry cranes at ThPA SA Container Terminal, and three (3) elevators installed in ThPA SA buildings, every fortnight.

1.2. Duration

For the provision of the maintenance and repair services, the Contractor will sign a one (1) year contract.

1.3. Right for extension

ThPA SA reserves the right, following agreement of the contractor, to extend the provision of services for one (1) more year.

1.4. Eligibility

Participants must be natural or legal persons, joint ventures or associations of suppliers engaged in the provision of relevant services.

In case of a Joint Venture or an Association, its members shall be jointly and severally liable towards ThPA SA.

1.5. Minimum participation requirements

- Participants must perform a professional activity relevant to the object herein,
- Have a 3-year experience in maintenance and repair services and certification according to EN ISO 9001:2015 quality standard,
- Have had at least one (1) project similar to the project herein in the last three (3) years,
- Hold the necessary elevator maintenance licenses - a license from the Development Division of the Region concerned and a proof that he was registered on the Maintenance Registry and has all the necessary instruments, means and personnel. Participants shall submit all the above documents upon submission of their bid.
- Have personnel specialized in maintenance operations.

1.6. Bid submission

Bids are submitted electronically, by the **05/10/2020**, at the latest, at the e-mail **cathanasiou@thpa.gr**, with a copy to the email address: gpapageorgiou@thpa.gr After the closing date, it shall no longer be possible to submit bids. Any bids submitted late shall not be considered.

1.7. Clarifications

Requests to provide clarifications are submitted at the email: cathanasiou@thpa.gr with a copy to: gpapageorgiou@thpa.gr and as regards the technical issues: asachinidou@thpa.gr SA no later than five (5) days prior to the bid submission deadline. The answers are uploaded on ThPA SA webpage. SA

1.8. Procedure cancellation-modification

ThPA SA reserves the right to cancel the award procedure or may decide to repeat it at any stage. THPA SA also reserves the right, in a transparent manner, to amend the terms of the procedure.

1.9. Bid evaluation criteria

The criterion for the award of the annual maintenance and repair is the price (lowest price) per elevator.

1.10. Bid content

The bid shall be signed by the tenderer, bear the company's stamp and include the following:

- i) The net price per elevator and the total price, as stated in Annex B - **Financial Bid**.
- ii) **The Technical Bid**, according to Annex A- Compliance Table - which forms an integral part of the bid.
- iii) The time of bid validity (which cannot be less than 60 days).

Also, the bid will be accompanied by:

- a) A copy of the quality insurance Certificate EN ISO 9001.
- b) The elevator maintenance license copy
- c) A table of the main projects performed by the bidder in the past three years and are relevant to the object herein, accompanied by elevator maintenance performance guarantees. Furthermore, the table will describe the works, the budget, the execution time (start-end) and the client's contact details.
- d) A solemn declaration whereby the bidder states that:
 - ✓ He has been apprised of the special requirements and specificities of the project scope and accepts fully and unconditionally the terms of the relevant invitation to tender.
 - ✓ Insurance contract or written statement of the Insurance Company stating that it shall provide on behalf of the particular competitor, insurance coverage in accordance with the requirements of this notice, which is at least Professional Liability.
 - ✓ Has formed his own view about the elevators (that he will have to maintain and repair), is fully aware of the local conditions and the specificities of the service provided and does not have any real impediment.
- e) A solemn declaration by the bidder's legal representative stating:
 - i. that the person who signs the bid is a legal representative of the economic operator, on behalf of whom he signs.
 - ii. the Tender details
 - iii. that until the bid submission date:
 - The tenderer has no outstanding tax and social security obligations.
 - In the case of a natural person, the natural person and, in the case of the legal persons, its legal representative(s) have not been convicted of an offense related to their

professional activity (embezzlement, extortion, forgery, bribery and fraudulent bankruptcy). More specifically, for the Societes Anonymes, the statement applies to the Chairman and Managing Director of the company, while for the other legal entities, it applies to the administrator or its legal representative(s).

- The tenderer is not in a state of bankruptcy, liquidation, winding-up, bankruptcy compromise or is in any analogous situation and is not subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or other similar proceedings. Also, the tenderer is not put on probation and is not subject to any other legal limits.
 - The tenderer is not in any of the situations referred to in par. 1 and 2 of Art. 73, Law 4412/2016 (par. 1 and 2, Art. 57, Directive 2014/24/EU).
 - The candidate fulfils the selection criteria that are set out herein.
- iv. That the candidate undertakes the due and timely submission of the certificates proving the veracity of content of the Solemn Declaration, upon request of ThPA SA during the signing of the contract.
- v. That the tenderer accepts in full and unconditionally all the terms herein and that he waives any right of compensation related to any decision of ThPA SA for adjournment, cancellation or annulment of the tender.

The economic operator associations (Joint Ventures etc.) submitting a joint bid, submit the above solemn declaration for each economic operator participating in the association.

1.11. Counteroffers

Counteroffers will not be accepted.

1.12. Bid Validity

The submitted bids must be valid for sixty (60) days from the Tender bid closing date.

2. SPECIAL PERFORMANCE TERMS

2.1. Performance bond

For the signing of the contract, a Performance Bond is required, the amount of which shall be 5% of the annual remuneration, exclusive of VAT; it shall be deposited before or during the signing of the contract and shall be valid until the expiry date of the Contract.

In case of an extension, a new performance bond will be submitted with a validity period equal to the extension period.

The performance bond shall cover the implementation of all contractual terms and requirements of THPA SA against the Contractor, in their entirety and without discriminations. The performance bond shall be forfeited in the case where the terms of the contract are violated, as specifically defined.

2.2. Payment method

The payment of the Contractor will be made within 60 days from the submission of the relevant invoice to ThPA SA. The invoice shall be accompanied by an updated maintenance book submitted by the Contractor and held at ThPA SA. The book shall also bear the stamp/signature of the Contractor and the Electrician of ThPA SA.

PART B:

TECHNICAL TERMS

1. EQUIPMENT TABLE

ThPA SA has the following elevators: 4 elevators installed on the container loading/unloading gantry cranes and 3 elevators installed in the buildings:

Elevator/Features	Manufacturer/Type	Stops	Type	Certificate - date of issuance
N1 Traction Load max: 375kg Course: 40m U=0,8m/sec Pmot=3,1kw	THYSSEN (8550488)	5	Persons	Yes 09-03-2020
N2 Toothed Load max: 300kg Course: 32m U=22m/sec Pmot=5,5kw	ALIMAK (ALICOM 300- 3952/1992)	3	Persons	Yes 09-03-2020
N3 Toothed Load max: 300kg Course: 32m U=0,55m/sec Pmot=5,5kw	ALIMAK (ALICOM 300- 9823/1997)	3	Persons	Yes 09-03-2020
N4 Toothed Load max: 300kg Course: 32m U=0,55m/sec Pmot=5,5kw	ALIMAK (ALICOM 300- 9824/1997)	3	Persons	Yes 09-03-2020

Elevator/Features	Manufacturer/Type	Stops	Type	Certificate - date of issuance
Hydraulic elevator Administration building Load max: 700kg Course: 3m U=0,63m/sec Pmot=11kw		2/ Σ +1	Persons	16/1/2020
Hydraulic elevator Technical Service Building Load max: 375kg Course: 9m U=0,40m/sec Pmot=7,7kw		4/ Σ +3	Persons	31/10/2019
Elevator WAREHOUSE C WHEELCHAIR LIFTING PLATFORM Load max: 300kg	LIPPE LIFT and ANLANGEBAU GmbH		Persons	21-03-2019

2. DESCRIPTION OF WORKS

The Contractor is responsible:

- For the preventive management,
- Supervision of the proper operation of the elevators in conformity with the applicable legislation (GG 815B'/1997, GG 2604B'/2008 as amended and in force), as well as the relevant standards and instructions of the manufacturers
- Corrective maintenance

The preventive and corrective maintenance includes:

1. A control of the electrical and mechanical safety provisions and other elevator spare parts to verify and assess a non-safe operation.
 2. The necessary works for restoring the safe operation by eliminating the damage and disadjustments.
 3. cleaning and lubrication, when necessary, of all spare parts, according to the technical rules and the instructions of spare part manufacturers and safety provisions.
- Maintenance includes the control of the walls, roof and bottom of the well, the contacts, the measurement of circuits' resistance in case of leak etc.

- In general, the Contractor shall proceed to all the actions required for the excellent condition and safe operation of elevators.
Preventive maintenance includes all necessary small consumables (lubricants & cleansing agents)
- The planned control visits and regular maintenance of the elevators will be held twice a month in accordance with the provisions of the JMD Φ.A/9.2/OK 28425 (GG 815B'/1997, GG 2604B'/2008) on business days and hours following consultation with the competent Committee of ThPA SA. In the case when the Contractor wishes to work during the weekends, except during official holidays, he must notify the Service at least one day in advance. SA The elevator maintenance shall last at least forty-five (45) minutes or as long as it is deemed necessary according to the repair workshop.

The services provided for each elevator include the following:

- A. Twenty-four (24) maintenance works per year, two (2) per month.
- B. Certification of elevators, according to the applicable legislation and the existing Inspection certificates for each elevator. The Contractor shall inform ThPA SA in writing about the award of the inspection to a recognized body and the due inspection date.
- C. Immediate damage restoration with or without spare parts, if necessary, following a call of the Competent Shift Electrician of ThPA SA.
- D. Elevator insurance to a recognized Insurance Company. More specifically, before signing the contract and throughout its duration, the Contractor shall insure the elevator with an accredited insurance company for any personal or group accident and for the maximum liability level in conformity with the provisions of the applicable legislation.
He shall submit a copy of the insurance policy to the ThPA SA
- E. Anything already provided for or will be provided for by Law for the safe operation of machine elevators.
- F. Guarantee that the elevators will not be out of service for over 3 days during the contract. If the above time period is exceeded, a penalty clause will be imposed, according to the relevant article herein.

Specifically:

Preventive Maintenance

Preventive maintenance is the periodic control, cleaning, regulation, timely replacement of worn accessories (such as motor repair or maintenance etc.) replacement of completion of lubricants, control and provision of the necessary instructions for the sound operation and the trial under normal operation conditions.

In case of breakdown of elevators, the provisions of the JMD Φ.A/9.2/OK 28425 (GG 815B'/1997, GG 2604B'/2008).

To ensure the proper and responsible performance of the maintenance works, the Contractor must have and inform the following:

- A. Book-registry paged and certified by an official body.
- B. Book- logbook of all maintenance works
- C. Permanent seat with answering machine to notify failures 24 hours a day.

The only exception is the expense of the spare parts that will be required for restoring any possible damage if it is due to bad use or improper function (as provided for by manufacturers) or a damage that will be caused by third parties, following its evaluation. ThPA SA will be informed by means of an incident report by the Contractor and also about the cost of the necessary spare part.

Corrective maintenance

Corrective maintenance includes the damage restoration (materials and works)/ In the event of a phone call from ThPA SA and if an on-the-sport intervention is deemed necessary to restore the damage, the Contractor shall respond by a telephone call within two (2) hours and perform an on-the-sport control deploying technical staff to the installation within six (6) hours from the initial phone call of ThPA SA. The total damage restoration must be completed within 48 hours. Corrective maintenance services shall be provided 24 hours a day, any weekday, including public holidays.

After the completion of each work, the Contractor will complete the Works and Control Sheet - Maintenance Book, which will be delivered to ThPA SA

In case of emergency works, after the end of the works, an Emergency Work Sheet will be completed indicating all the works performed and the type of spare parts used.

If a spare part is replaced to any Elevator, the Contractor shall inform accordingly the Technical Folder of the Elevator, as required by ELOT 81.1.

Labelling all maintenance works

In any case, the above preventive and corrective maintenance works are the minimum possible and the Contractor shall also perform any extra work that may be deemed necessary either due to a problem or to an addition of new material or amendment of the relevant legislation. The Contractor undertakes to deploy all necessary qualified personnel to perform the above preventive and corrective maintenance works.

3. IMPOSITION OF PENALTIES

In case of a phone call for the restoration of a damage and late arrival of over 2 hours, a 200€ penalty will be imposed to the Contractor per hour of delay. The delay will be confirmed by the Competent Shift Electrician of ThPA SA, who will record it on the Maintenance Book. On the Maintenance Book, (which will also be signed by the Contractor's Technical officer), he will indicate the precise time of the telephone call and the precise arrival time of the Contractor's repair team.

4. CONTRACTOR OBLIGATIONS

- ✓ Before the start of the project, the Contractor will submit a declaration of liability assumption, whereby a copy of the ERGANI referred to by the Security Technician will be attached.
- ✓ The Contractor shall have the staff required for the timely execution of works, which shall have all the licenses provided for by law.
- ✓ He shall have all of the employer's responsibilities as regards their work crew, i.e. salaries and main and supplementary social security contributions.
- ✓ He shall submit inspection maintenance books for the elevators, validated by the Region; the books will have a different monitoring section for each one of the seven elevators. These books will be kept at the office of the Competent Division of ThPA SA or any other place of the gantry crane and will be available, at any time, for inspection

by the Competent Technical Officers of ThPA SA, the Contractor and the competent Authority.

- ✓ Within ten days from the signing of the Contract, the Contractor shall submit a detailed report at his own expense about the condition of the elevators, the procurement cost and the delivery time of the necessary spare parts together with their cost.
- ✓ The Contractor will provide his services during the certification of the elevators by the certification body without any extra charge.
- ✓ Have all the necessary machinery, tools and equipment to execute the Contract.
- ✓ The machinery, tools and the equipment that will be used must be compliant with the legal provisions about their safe operation.
- ✓ The Contractor shall have the sole responsibility for all appropriate measures of compliance with the Labor Law for the personnel employed and the provisions for hygiene and safety in the workplace.
- ✓ The Contractor bears the full and sole civil and criminal responsibility for any accident or damage to persons, property or facilities of ThPA SA including its personnel or any third party and for the restoration of any failure or damage that may be incurred during or due to the execution of works by the Contractor.
- ✓ ThPA SA shall not be liable for any theft of materials, equipment, machinery or tools of the Contractor, who shall be required to ensure they are properly and efficiently stored.

NOTE:

Participants may visit ThPA SA elevators in order to be informed on the spot and have their own estimate about the equipment. The on-the-spot visit will be held on a convenient day and time

ThPA SA Procurement & Investment Department

ANNEX I
TECHNICAL BID DOSSIER
COMPLIANCE TABLE

COMPANY NAME: _____

REGISTERED OFFICES - _____

POSTAL CODE - ADDRESS: _____

TAX

VAT NO.:

OFFICE: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

S/N	SPECIFICATIONS	REQUIREMENT	ANSWER	CLARIFICATION
1.	The services will be provided by specialized personnel with the necessary formal and substantial qualifications under the supervision, responsibility and monitoring of the Contractor.	YES		
2.	Description of the facilities, machinery and, generally, the Technical Equipment provided by the bidder for the execution of the contract. - a detailed list will be attached -	YES		
3.	Mechanical or Electrical Engineer with a proven 3-year experience in	YES		

	the operation and maintenance of elevators.			
4.	Detailed description of the technical staff making up the bidder's staff and the licenses required by law.	YES		
5.	After the end of the works, the Contractor's staff shall comply with the hygiene rules in the workplace in and around the elevator.	YES		
6.	The Contractor shall have stock of spare parts for all maintenance works as detailed in the tender notice.	YES		
7.	The Contractor will provide an integrated maintenance programme aiming at reducing the repair cost and thus the elevator's dead time when out of service.	YES		
8.	The works will be performed based on the Technical Specifications of the Tender.	YES		
9.	For any damage, the Contractor shall	YES		

	respond within two (2)hours as often as required and any day and time of the year.			
10.	The Contractor shall certify the elevators, one inspection per year or whatever applies based on the applicable legislation - and a possible re-inspection- in case of remarks by the body.	YES		

ANNEX II
FINANCIAL BID SAMPLE

COMPANY NAME: _____

REGISTERED OFFICES - _____

POSTAL CODE - ADDRESS: _____

TAX

VAT NO.:

OFFICE: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

For the performance **of the fortnight works** of the elevator maintenance, of the table, par. (1) of the technical terms of the Tender Notice, I offer the price of:

1. Gantry crane elevator 1..... **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.
2. Gantry crane elevator 2..... **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.
3. Gantry crane elevator 3..... **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.
4. Gantry crane elevator 4..... **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.
5. Elevator at the Administration Building **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.
6. Elevator at the Technical Service Building **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.
7. Elevator of Warehouse C..... **€/Per 15 days**, i.e. in total€ **yearly**, plus VAT of the invoice.

- (C).** The cost for the renewal(s) of the Operation Certificates and the registration of ThPA SA elevator foldersis Euros per elevator (..... €), i.e. in total
€ **yearly**, plus VAT of the invoice.

The above prices do not include VAT.

Bid Validity: The bid is valid for 60 (sixty) days.

...../2020

THE TENDERER

(Signature & Seal)

ThPA S.A. | Port of Thessaloniki, Pier No.1, 546 25, Greece | www.thpa.gr
Reg. No: 42807/06/B/99/30 | GEGR No. 58231 004000 | SEAT: Thessaloniki

