

**REQUEST FOR PROPOSALS TO ACT AS TECHNICAL CONSULTANT
TO THE HELLENIC REPUBLIC ASSET DEVELOPMENT FUND ("HRADF")
FOR THE PROVISION OF TECHNICAL CONSULTANCY SERVICES
FOR THE PROJECTS MANAGED BY
THE HRADF PPF UNIT**

Notice number in the OJ S: 2022/S 001-001089

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Athens, 23rd of December 2021

1. Introduction

The Hellenic Republic Asset Development Fund S.A. ("HRADF" or the "Fund"), which is based in Athens, Karageorgi Servias 6 Str, 10562, NUTS EL303 (Phone: +30 210 3274400, e-mail: info@hraf.gr), is the legal entity entrusted, amongst others, with the implementation of the privatization program of the Hellenic Republic ("HR"). HRADF is established by and is operating under Law 3986/2011, with the objective of a) developing assets belonging to the HR or to legal entities of public law or to public undertakings wholly owned by the HR and b) of maturing, awarding, and monitoring the performance of Projects of Strategic Importance, according to the procedure foreseen in the article 5B of Law 3986/2011.

Pursuant to article 188 par. 1 of Law 4389/2016, HRADF is a direct subsidiary of the "Hellenic Corporation of Assets and Participations S.A." ("HCAP").

HRADF has created a new independent operational unit, the Project Preparation Facility (PPF), pursuant to article 5B of Law 3986/2011 to accelerate the absorption of funds from the Recovery and Resilience Facility and to accelerate the maturation and implementation process of Projects of Strategic Importance.

The purpose of the PPF unit is to mature, conduct the tender procedures, and monitor the performance stage for Projects of Strategic Importance, which are classified as part of the

“Strategic Project Pipeline” (SPP) as per Law 4799/2021.

The PPF unit acts at the request of, and in the name and on behalf of, the project Beneficiary to accelerate the project completion and to reduce the Beneficiary’s workload. This is done by supporting the Beneficiary’s administrative structure, as well as through management and coordination of the project consultants, to ensure quality and efficiency in their delivery.

By virtue of the Resolution dated 08.11.2021 of the Governmental Committee on Projects of Strategic Importance, eleven (11), amongst others, Projects of Strategic Importance were included in the Strategic Project Pipeline, pursuant to which HRADF was designated as the body responsible for the maturation, the preparation and conduct of the tender procedures and monitoring of the performance of the contracts in relation to the above Projects of Strategic Importance.

Based on the above, HRADF intends to hire two consultants for the technical support of the Projects assigned to the Fund (the “**Program**”), most of which shall be financed by the Recovery and Resilience Facility, since they are included in the approved National Recovery and Resilience Programme. The Tender and the Contract, therefore, are divided into two (2) lots as follows. Each lot includes, the provision to HRADF of the requested technical consultancy services, as described herein, in relation to the following Projects of Strategic Importance (the “**Projects**”):

Project title	Project budget (million Euros)	Project budget (million Euros)
	LOT 1	LOT 2
Creation - Expansion – Upgrade of Infrastructures of Research Centres supervised by the General Secretariat for Research and Technology (GSRT)/ Ministry of Development and Investments	177,0	177,7
Professionalization of Public Procurement domain/ Ministry of Development and Investments	3,0	
Combating illicit trade and protecting intellectual property/ Ministry of Development and	16,0	

Investments		
New Industrial Parks/ Ministry of Development and Investments		200,0
Primary Health Care Reform/Ministry of Health	100,0	100,0
Health Infrastructure – NHS Hospital Renovation and Infrastructure upgrade/Ministry of Health	176,0	176,0
Court of Athens/Ministry of Justice		66,0
OAKA/Repair, maintenance and improvement of OAKA's operational efficiency/ Ministry of Culture and Sports	43,0	
Athens Riviera/Urban walk/Ministry of Environment and Energy		31,8
Forest Protection Plan/ Ministry of Environment and Energy	125,0	75,0
Prisons of Korydallos, Ioannina and Chalkida/Ministry of Citizen Protection	220,0	
TOTAL	860,0	826,5

It should be noted that the Projects' budget as described above is an estimate, according to the information contained in the Resolution dated 08.11.2021 of the Governmental Committee on Projects of Strategic Importance and shall be finalized after the conclusion of each agreement with the Beneficiaries of each Project. Both Consultants unconditionally accept that the budget for the provision of the Services for each Project shall not exceed the respective budget determined in the agreement with the Beneficiaries and/or the technical fiches of each Project. This budget shall be communicated in writing to the Consultants during the performance of the Contracts.

Proposals may be submitted for one or for both the above lots. Both Contracts cannot be awarded to the same economic operator. In case both Lots are to be awarded to the same tenderer, then the Lot no 1 shall be awarded to the Interested Party whose Proposal is the most advantageous according to the award criteria described herein. In case of equal Proposals HRADF reserves the right to request the Interested Parties to improve their Financial Offers, until one offer proves to be the most advantageous according to the award criteria described herein.

This present tender procedure falls under the following CPV codes:

- i. 79411000-8: General management consultancy services
- ii. 71311000-1: Civil engineering consultancy services
- iii. 72224000-1: Project management consultancy services
- iv. 71310000-4: Consultative engineering and construction services
- v. 71311300-4: Infrastructure works consultancy services
- vi. 71312000-8: Structural engineering consultancy services
- vii. 71541000-2 Construction project management services
- viii. 71251000-2 Architectural and building-surveying services
- ix. 71315300-2 Building surveying services
- x. 71520000-9 Construction supervision services

To that end, interested parties (“**Interested Parties**”) are hereby invited to submit a proposal (the “**Proposal**”) according to the terms of this Request for Proposals (the “**Request for Proposals / RfP**”).

More information regarding the Projects that shall be financed by the Recovery and Resilience Facility are contained in the approved National Recovery and Resilience Plan “Greece 2.0” and the respective Council Implementing Decision (10152/21). The abovementioned documents can be found in the following address: [Greece 2.0 - National Recovery and Resilience Plan \(greece20.gov.gr\)](https://greece20.gov.gr)

In case of participation of Interested Parties under a group or consortium, one of the group or consortium members shall be appointed as Leader (the “**Leader**”) of the group or the consortium.

Interested parties can request clarifications via the tender email mentioned in para 7.8.1. until ten (10) days before tender submission due date, while HRADF will answer them at the latest five (5) days before tender submission date and the answers along with the questions will be published anonymously (without revealing the Interested Party who asked the specific question) in HRADF’s official website. HRADF shall extend the time limits for the receipt of the Proposals so that all Interested Parties may be aware of all the information needed to produce Proposals in the cases foreseen in par. 3 of Article 47 of Directive 2014/24.

The tender process for the award of said services (the “**Tender Process**”) shall be conducted according to HRADF’s Procurement Regulation (Decision of the Minister of Finance no. 2/16128/0025, Government Gazette of the Hellenic Republic – B 476/26.02.2014) (the “**Regulation**”). An engagement letter (“**Engagement Letter**” or “**Contract**” or “**Agreement**”) shall be signed between HRADF and the Interested Party to be selected through the Process and its final draft is provided as an Annex herein (Annex VII).

2. Scope of Basic Services

The Consultants shall carry out and complete the Basic Services (the “**Services**”) upon the terms and conditions set out in this RfP and in accordance with all instructions and directions given to it by the HRADF. The scope of the Services is stated in **Annex I**.

The Consultants shall carry out and complete additional services, per lot, during and under the terms of the Engagement Letters, if so instructed by the HRADF, at HRADF’s full discretion, and according to the Fund’s needs, with a scope of work similar to those of each lot, up to fifty percent (50%) of the total estimated value of each lot, as described below.

3. Duration and Budget

3.1 Duration of the Engagement: The duration of the engagement shall be four (4) years or until the completion of the Program / Projects, whichever event occurs first and shall commence on the date to be specified in the Engagement Letter. The duration of the Engagement Letter may be extended in accordance with the Procurement Regulation of the Fund, if such extension is deemed necessary by HRADF.

3.2 Budget: The maximum available budget (capped fee) for the Services is EUR sixteen (16) million excluding VAT (the “**Budget**”) for each one of the two Consultant contracts. The Budget includes all the fees and expenses to be paid to the Consultants in relation to the Services. The available budget includes any and all required expenses to complete the assignment. The kind of expenses and their reimbursement shall have to comply with the

Project Expense Policy of HRADF (Annex V). The contract budget and the scope of work may be increased in case where HRADF exercises the option right of an increase of up to fifty percent (50%) on the initial budget of each Lot to account for additional or new services. It is in the absolute discretion of HRADF to assign additional Services, which shall not exceed the aforementioned budget cap (50% increase), to any of the Consultants which is deemed most appropriate and advantageous, taking into consideration the work load of each Consultant, at the time HRADF requires the additional Services.

3.3 Regarding both lots, the Fund is entitled, not to exhaust the entire contractual budget and/or the physical scope, even if no contractual budget is exhausted, if deemed appropriate due to the circumstances of its execution. In such a case, the Consultant explicitly waives all rights to any remaining amount.

4. Grounds for Exclusion

The objective of the exclusion criteria is to assess whether an Interested Party falls under any of the exclusion situations listed in Article 57 (1) of the Directive 2014/24. Interested Parties found to be in an exclusion situation will be rejected.

The objective of the exclusion criteria is to assess whether:

(i) an Interested Party (or a member of its administrative, management or supervisory body or a person that has powers of representation, decision or control therein) falls under the exclusion situations included in Article 57 (1) of the Directive 2014/24, i.e. whether that Interested Party has been the subject of a conviction by final judgment for one of the following reasons:

(a) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

(b) corruption, 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 and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law, i.e. as defined in any of the articles 159A, 236, 237 paras. 2-4, 237A para. 2, 396 para. 2 of the Greek Criminal Code;

(c) fraud within the meaning of Article 1 of the Convention on the protection of the European

Communities' financial interests;

(d) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;

(e) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council ;

(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.

(ii) an Interested Party is in breach of its obligations relating to the payment of taxes or social security contributions. This exclusion ground shall no longer apply when the Interested Party has fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines. Interested Parties found to be in an exclusion situation will be rejected.

Any Consultant which has been subject to a horizontal exclusion sanction in accordance with the applicable provisions and for the time period specified therein shall be excluded from the present procurement procedure.

In the case of consortia/joint ventures, the exclusion criteria are examined with regards to each individual member of a consortium/joint venture.

In case of reliance in the capacity of third parties, the exclusion criteria are examined and with regards to the above entities (third parties), according to the provisions of this RfP. Interested Parties shall include in the respective Dossier of their Proposal an ESPD of the above entities and all the respective means of proof foreseen in this RfP.

5. Guarantees

5.1. Participation guarantee

5.1.1. For valid participation in the procedure for the award of this contract, the participating Consultants (tenderers) must lodge a participation guarantee in the amount of 320.000,00 Euros for each lot, to be issued by credit institutions or financial institutions or insurance companies within the meaning of Article 14 (1) (b) (c) of Law 4364/2016 (A' 13), operating legally in the Member States of the EU or of the EEA or in the Member States of the GPA and

having, in accordance with the provisions in force, this right. The letter of guarantee shall be formulated in accordance with Annex VI herein.

In the case of an association/group of economic operators, the participation guarantee shall include the condition that the guarantee covers the obligations of all the economic operators participating in the association.

The participation guarantee must be valid until the 4th of March of 2023, failing which the tender will be rejected. The HRADF may, prior to the expiry of the tender, request tenderers to extend, before the expiry of the tender, the validity of the tender and the participation guarantee.

5.1.2. Each participation letter of guarantee shall be returned as follows:

(a) With respect to the Interested Parties that shall be awarded a Contract: Upon signing of the respective Contract, following a relevant request by the respective Consultant.

(b) With respect to unsuccessful Interested Parties: Within ten (10) days from the expiration of the time limit for bringing an appeal and/or a suspension petition against the decision awarding the Contracts or in case such appeal and/or suspension petition has been brought, within ten (10) days from issuance of the relevant decision by the competent adjudicating body or court, following a relevant request by the Interested Party concerned.

(c) With respect to all Interested Parties: If HRADF cancels/ terminates the award procedure of the respective Lot, within ten (10) days from such cancellation/termination.

5.1.3 The participation letter of guarantee shall be called in the following cases:

(a) Where the Interested Party withdraws from the award procedure during its term.

(b) Where the Interested Party knowingly provides to the Fund false information related to the exclusion an/or selection criteria provided herein or where the Interested Party knowingly provides false documents.

(c) Where the Interested Party fails to provide documents requested by the Fund.

(d) Where the Interested Party that has been awarded the Agreement fails to sign the Contract.

5.2. Performance Guarantee

The signing of the contract requires the provision of a performance guarantee, the amount of

which amounts to 4% (640.000,00 Euros) of the estimated value of each contract, not including options, and which shall be submitted until the signing of the agreement.

The performance guarantee covers the application of all the terms of the contract and any claim of the HRADF against the Consultant in its entirety and without discrimination.

In the event of a modification of the contract, which entails an increase in the contract value, the Consultant must submit, until the signature of the modified contract, a supplementary performance guarantee, which shall amount to 4% of the amount of the increase in the contract value.

The performance guarantee(s) is/are returned in its/their entirety upon the Consultant's request, after the quantitative and qualitative acceptance of the entire scope of the contract.

The letters of guarantee of this present Article 5 of the RfP shall be formulated in accordance with Annex VI herein;

6. Qualifications and Criteria

Interested Parties are required to demonstrate their financial and technical standing and professional experience in relation to the assignment. The selection criteria for this Request for Proposals, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections. Proposals submitted by Interested Parties not meeting the minimum levels of capacity envisaged in paragraphs 6.1, 6.2, and 6.3 will be rejected. In particular, the Proposals to be submitted are required to include:

6.1. Financial Records and Professional Insurance Coverage (DOSSIER A)

- (i) At least EUR 3 million average annual turnover in the last 3 years.

Interested parties shall submit relevant audited P&L statements for years 2018, 2019 and 2020.

Interested Parties may rely on other entities in terms of required financial records for the last 3 years. In this case, they shall prove that they will have the necessary resources at their disposal, by presenting the relevant commitment of the entities in which they rely.

- (ii) Professional Insurance coverage certificate with limits Euro two (2) million per claim and Euro four (4) million in aggregate that shall be valid before the tender publication in the Official Journal of the European Union.

In the case of consortium, the above criteria shall be fulfilled by the Interested Party as a whole, i.e., the combined capacities of all involved entities will be evaluated.

6.2. Track Record & Experience (DOSSIER B):

- (iii) Proof of relevant experience in the management or technical assistance of EU co-financed projects under Partnership Agreements (PA) 2014-2020 or 2021-2027 in the last five (5) years (ongoing or completed).
- (iv) Proof of relevant experience of at least one project (ongoing or completed) in the provision of design review and/or construction supervision, or technical assistance or project and program management or independent engineer/certifier services in construction or redevelopment projects in at least four of the following six (6) categories in the last five (5) years (Design projects are not considered eligible):
 - sports facilities
 - healthcare facilities
 - environmental projects (solid and water waste, forest protection, environmental protection, etc.)
 - energy projects
 - infrastructure projects or industrial parks
 - Innovation and R&D centers / buildings or ICT buildings

Construction value of each one of above projects shall exceed Euro 20 million.

- (v) Proof of relevant experience in the supervision of at least one project which concerns a large-scale building over 20.000 sqm with extensive metal structures works completed in the last 5 years.

- (vi) Proof of experience in the role of technical advisor in at least one PPP or concession project in the last 5 years (completed or ongoing).
- (vii) Proof of experience in the master planning or engineering design or project management / supervision for the regeneration of urban / coastal areas projects in the last 5 years (completed or ongoing)
- (viii) Proven knowledge in the use of New Greek Building Code (NOK) in building projects in the last 5 years

Regarding the above, the Proposal is required to include a catalogue of all relevant projects in which the interested party has participated in the last 5 years with a description of the services provided, the project construction budget, the consultant's fee, and the start and completion dates.

HRADF has the right to request project completion certificates or client recommendation letters or contracts for the above projects; or to contact directly project clients to verify the accuracy of the submitted information.

In case of a consortium the experience can be covered collectively by all members of the consortium.

Interested Parties may rely on other entities in terms of required experience for the last 5 years. In this case, they shall prove that they will have the necessary resources at their disposal, by presenting the relevant commitment of the entities in which they rely.

6.3. Quality Assurance Qualifications (DOSSIER C):

Interested parties shall comply with the following quality assurance standards, by submitting the relevant certificates:

- (ix) Certificate of ISO 9001:2015 or equivalent for quality management
- (x) Certificate of ISO 14001:2015 or equivalent for health & safety management
- (xi) Certificate of ISO 45001:2018 or equivalent for environmental management
- (xii) Certificate of ISO 27001:2013 or equivalent for information security management
- (xiii) Certificate of ISO 37001:2016 or equivalent for anti-bribery management systems
- (xiv) Certificate of ISO 50001:2018 or equivalent for energy management systems

In case of a consortium at least the Leader shall hold above certificates.

Interested parties cannot rely on other entities to cover the above requirements.

6.4. Project Team & Organization (DOSSIER D):

Proposed project team composition and structure, including relevant experience of the members of the team.

The Consultant project team shall consist of the Main Project Team and the Support Project Team. The composition of the Main Project Team staff shall not be modified during the whole contract period without HRADF's prior approval. HRADF intends to fully mobilize the Main Project Team during the contract period as per the utilization mentioned in Annex II.

The Support Project Team shall be mobilized as per the projects' needs and following pre-approval by HRADF management.

The required person-months effort of the Main Project Team will be 1173 person-months, while for the Support Project Team effort is estimated at 1850 person-months.

The designated Project Manager, the Deputy project Manager, and all senior staff (over 15 years of experience) shall remain the same during the whole contract and may be replaced only with HRADF's prior consent (not to be unreasonably withheld).

The Proposals are required to include detailed CVs of all members of the Main Project Team described in Annex II. An indicative, but not exhaustive, list of available staff (list of names) proposed for the Support Project Team positions described in Annex II shall be submitted by Interested Parties. The Consultant is free to propose alternate positions at their own discretion for their organization.

Interested parties shall also propose an organization chart and a mobilization plan of the Main & Support Project Teams staff linked with the project management / technical assistant needs of RRF projects and Annex II details.

The number of pages of DOSSIER D cannot exceed 15 pages not including the required CVs and solemn declarations of the Main Project Team.

6.5. Methodological Approach (DOSSIER E):

A detailed description of the proposed methodological approach to the assignment, identification of critical issues, and an indicative work plan, outlining key steps in the process, as well as an indicative timetable with key deliverables taking into account the RRF program milestones.

The number of pages of DOSSIER E cannot exceed 50 pages.

6.6. Financial Offer (DOSSIER F)

The financial offer (the “**Financial Offer**”) shall include a detailed analysis and structure of fees payable to the Consultant as per Annex IV:

- A capped amount of fees for the total duration of the Consultant’s engagement.
- Monthly rates for Main Project & Support Project Teams positions
- Monthly rates for additional staff might be required during contract execution.

The Consultant shall submit Annex IV forms with his Financial Offer.

All amounts are required to be stated in Euro (€). The Financial Offer must be unconditional and without any reservations and it cannot exceed the Budget (Capped Fee) stated in paragraph 3.2 of this Request for Proposals and shall include any kind of expenses / costs that will be required during project execution (local travel for project purposes in the country, any accommodation, tax & social insurance, communication costs, professional insurance, administrative support, software & hardware, reports production, etc.).

HRADF or Awarding Authorities shall provide through the project contractors equipped site offices (furniture, cleaning, and utilities only) required for the project supervision activities in every construction project, as well as up to 5 workstations in HRADF offices for the daily use of consultant management staff. The remaining consultant staff shall be located in the consultant’s home office (in a dedicated project space) and in the project site offices, subject to regular inspections by HRADF management staff. For the optimum coordination between HRADF and the Consultant, the latter shall make 2 workstations available for HRADF staff in their home office.

6.7. Interested Parties and each individual member of their proposed Main Project Team must declare in writing under the form of solemn declaration that, at the time of the submission of the Proposal, they do not have a conflict of interest in connection with the

engagement. Alternatively, in case a natural person – member of the proposed project team is directly employed by an Interesting Party (*i.e.* through a labor contract), such Interested Party, in its capacity of employer, may, in the name and on behalf of its employees, submit a declaration incorporating the above- mentioned statement and the names of those employees. Such obligation for the absence of any conflict of interest shall be in effect throughout the term of the engagement.

6.8. Interested Parties must meet all the requirements described above under paragraphs 6.1 to 6.5 of this Request for Proposals. Interested Parties who fail to submit their Proposals fully compliant to the aforementioned requirements shall be disqualified from the Tender Process.

6.9. ESPD – Letter of Guarantee (DOSSIER G)

As evidence of non-exclusion, and the fulfillment of the selection criteria, each Interested Party needs to submit with its tender a European Single Procurement Document (ESPD) as per Annex VII herein. The declaration must be signed by an authorised representative of the entity providing the declaration. Interested Parties that are consortia/joint ventures shall be required to include in Dossier G' separate ESPDs, one for each member.

Interested Parties that are consortia/joint ventures shall be required to include in Dossier G' declarations of each of their members appointing one of the consortium member as the Lead Member authorized to submit the Proposal on the consortium's and its members` behalf, execute the Agreement and act as a single point of contact between HRADF and the relevant Interested Party /Advisor and a process agent throughout the procurement process and during the term of the Agreement.

6.10. Reliance on the capacities of other entities to fulfil the selection criteria

In order to fulfil the eligibility criteria, an Interested Party may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. With regard to technical and professional selection criteria, a Tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required.

HRADF shall require from the Tenderer to replace an entity which does not meet a relevant selection criterion, or in respect of which there are compulsory grounds for

exclusion.

Where a Tenderer relies on the capacities of other entities with regard to criteria relating to economic and financial standing, it is required that the Tenderer and those entities shall be jointly liable for the execution of Agreement.

Interested Parties must prove that they will have at their disposal the resources necessary for the performance of the Contracts by producing a commitment letter, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective capacities in accordance with the terms of this RFP. In particular, a document shall be submitted (agreement or, in the case of a legal person, a decision of the competent administrative body or, in the case of a natural person, a self-declaration), under which both the tendering economic operator and a third-party tenderer of the financial and / or technical and / or professional capacity of the entity, so that it is at the disposal of the tenderer for the performance of the Contract. The relevant document should be detailed and state at least the specific resources that will be available for the performance of the contract and how they will be used to perform the contract. The third party will explicitly undertake to make the specific resources available to the tenderer during the term of the contract and the tenderer will make use of them in the event that the contract is awarded to them. In case the third party possesses financial standing, it will also state that they become, jointly with the tenderer, responsible for the performance of the contract. In case the third party possesses technical or professional suitability related to the qualifications and professional experience defined in the case in Part II of Annex XII of Directive 2014/24 or with the relevant professional experience, they will commit to perform the tasks or services for which the specific skills are required, stating the part of the contract that they will perform.

7. Selection Process

7.1. The assignment will be awarded in accordance with the provisions of Law 3986/2011 and article 2.4 of the Regulation, as in force. The award criterion is the most economically advantageous tender, based on the best price-quality ratio.

7.2. The Proposals will be assessed and evaluated in accordance with the table below. The Tender Process will be awarded to the first Interested Party with the highest score

(the “Preferred Bidders”) in each Lot.

7.3. The Proposals will be evaluated based on the criteria and the weight factors stated below:

Criterion	Evaluation Criterion	Weight Factor S(i)
K1	Project Team & Organization - DOSSIER D’	50%
K1.1	Main Project Team CVs Each CV is evaluated as follows: <ul style="list-style-type: none"> - PM with 10 points - Construction Manager, Design Manager with 8 points - Deputy PM, Resident Engineers and Senior staff with 5 points - Other staff with 3 points 	35%
K1.2	Proposed organization fit to the Program needs, composition of Support Project Team, cohesion of proposed teams and proposed staff mobilization plan	15%
K2	Methodological Approach - DOSSIER E’	50%
K2.1	Project understanding on Program targets	20%
K2.2	Methodology analysis and effectiveness	30%

7.4 Every criterion shall be evaluated with maximum score 100 points and then multiplied with the relevant weight factor for each criterion.

The overall score of the technical offer is calculated based on the following formula:

$$T = S1.1 \times K1.1 + S1.2 \times K1.2 + S2.1 \times K2.1 + S2.2 \times K2.2,$$

Where:

S(i) = Weight factor of the evaluation criterion

K(i)= Evaluation criterion

T = Overall technical offer score

7.5 Any candidate’s proposal with technical evaluation scoring less than 70 points in the criteria K1 - “Project Team & Organization” and K2 - “Methodology & Approach” will be rejected as insufficient.

The most economically advantageous offer is the one that presents the highest price (A) of the relationship:

$$A = (T / T_{max}) \times 100 \times 80\% + (1 - O / Budget) \times 100 \times 20\%$$

where:

T = Total technical offer score of the candidate,

Tmax = Overall rating of the best technical offer,

Budget=Project Budget,

O = financial offer price of the candidate,

7.6. Financial offers of applicants shall be compared with each lots' Budget. HRADF shall require Interested Parties to explain the price or costs proposed in the Proposal where Proposals appear to be abnormally low in relation to the relevant Services, in accordance with Article 69 of Directive 2014/24.

7.7. HRADF reserves the right to request additional documents and/or clarifications and/or information from Interested Parties in connection with any issue related to their Proposals, as deemed necessary. HRADF reserves the right to request from Interested Parties any omitted documents and/or information in relation to the Proposal dossiers submitted, as well as any additional documents and/or clarifications and/or information in connection with any issue related to their Proposals, as deemed necessary, in accordance with Article 56 (3) of Directive 2014/24. HRADF hereby ensures that only authorised persons will have access to data transmitted in the context of this RFP and only after the prescribed date provided for in section 7.10 of the present RFP.

7.8. Separate Proposals shall be submitted per each Lot. The Proposals shall be submitted in Greek or English and shall be valid for a period of twelve (12) months from the next day of the deadline for submission of Proposals. Validity of offers shall be extended beyond the six-month period following a relevant request of the Fund. Variants are not allowed. The Proposals, consisting of Dossiers A', B', C', D', F' and G', the participation guarantee of article 5.1., the declarations confirming the absence of any conflict of interest and any other supporting documentation relating thereto and/or proving the required experience and expertise of the Interested Parties as well

as of the individual members of their proposed team, are required to be submitted:

7.8.1 either by e-mail to the address: tender@hraf.gr (for the attention of **Chrysoula Rallia**), marked “**TECHNICAL CONSULTANCY SERVICES FOR THE PROJECTS MANAGED BY HRADF PPF UNIT**”

Please note that the maximum size of the e-mail should not exceed 8MB, the attached files should not be compressed (.zip) and their names should not exceed 20 characters.

7.8.2 or by uploading the files (maximum overall file size 15GB) to a secure electronic folder to be created by the Fund, upon request by the Interested Party and notification of the Interested Party’s e-mail address to: tender@hraf.gr (for the attention of **Chrysoula Rallia**) by no later than 48 hours prior to the deadline for the submission of Proposals, in order for the instructions and passwords for uploading the tender material to be sent to the Interested Party.

7.9. DOSSIER F’ must be protected with a password; if not, the Interested Party shall be automatically disqualified. Following the assessment of DOSSIERS, A’, B’, C’, D’ and G’, and provided that the declarations confirming the absence of any conflict of interest are included, only Interested Parties which comply with the requirements under paragraph 6.8 (regarding DOSSIER A’, B’, C’, D’ and G’) will be invited via e-mail to send the password for DOSSIER F’. Interested Parties who fail to comply with the above requirements will be notified accordingly. Following the assessment of DOSSIER F’, Interested Parties (invited to send the password for DOSSIER F’) will be notified about the outcome of the process.

7.10. The Proposals must be submitted **by no later than the 3rd of February of December, 2022, 17:00, Athens time**. Proposals submitted after the deadline shall be deemed inadmissible and, thus, immediately rejected. In case of a late receipt, the Proposal shall not be evaluated. The original version of the letter of guarantee shall be submitted in hard copy form to the HRADF Protocol, until the next day, local time 12:00 after the deadline for Proposal submission. The Proposals shall be evaluated by an evaluation committee that will be established by HRADF according to its Procurement Regulation.

7.11. HRADF reserves the right to request from the Interested Party with the highest score to improve its Financial Offer, prior to the final award of the assignment.

7.12. The award of the assignment is subject to the conclusion of a written contract (the “**Contract**”). In case the Preferred Bidder fails to conclude a Contract with HRADF within requested by HRADF time, HRADF reserves the right, at its exclusive discretion, to nominate as Preferred Bidder and award the Tender Process to the next Bidder as per the evaluation procedure. In that case the participation letter of guarantee of the Preferred Bidder who failed to sign the Contract shall be forfeited. In such a case, and for the avoidance of doubt, the award of the assignment shall also be subject to the conclusion of a written contract for each lot, as stated herein above.

7.13. It should be noted that the monthly rates for the Main and the Support Project Team will be adjusted during the performance of the Contracts based on the Consumer Price Index (CPI), as published by the Hellenic Statistical Authority (ELSTAT), if the CPI exceeds three percent (3%) in reference to the date when the Contracts are set in force. The above adjustment shall be applied two (2) years after the Contracts are set in force until their termination. In any case, the capped amount of the fees offered for the total duration of the Consultants’ Contracts and the budget determined in the agreement with the Beneficiaries and/or the technical fiches of each Project cannot be exceeded.

8. Tender Terms and Conditions

8.1 The participation in the Tender Process entails the full and unconditional acceptance of the rules of the Tender Process and of this Request for Proposals by the candidates. Accordingly, any conditional offers and/or any terms and conditions contained in the Proposals, which are not in compliance with this Request for Proposals, shall not be taken into consideration and shall not bind HRADF in any way whatsoever, either in the course of the Tender Process or thereafter.

8.2 This Request for Proposals and the Tender Process are governed by and construed in accordance with the laws of the Hellenic Republic, taking also into consideration the prevailing market conditions, the practice of HRADF and its internal policy, including terms and conditions customary in the circumstances.

8.3 HRADF, the members of any corporate body thereof, as well as its officers, employees, Consultants and agents are not to be held responsible or liable in respect of any error or misstatement/misrepresentation in, or omission in this Request for Proposals. No person acquires against HRADF, the HR, the Hellenic Corporation of

Assets and Participations (“**HCAP**”), and/or any and all of the members of their corporate bodies, their officers, employees, Consultants and agents, any right or claim for compensation, or indemnification, or other, for any reason or cause related to this Request for Proposals and/or any Proposal submitted and/or any participation in the Tender Process. No representation, warranty or undertaking, expressed or implied, is, or will be made, in relation to the accuracy, adequacy or completeness of this Request for Proposals and the Tender Process in general.

8.4 HRADF reserves the right, according to the applicable law and the Regulation, to extend and/or amend the engagement with the Consultant in order to include complementary services which may be required and cannot be identified today, but which shall prove to be inseparable from the original engagement, or which may be absolutely necessary for the completion of the assignment. The option right cannot exceed the 50% of the initial contract value.

8.5 HRADF reserves the right, at the fullest extent possible and at its exclusive discretion, to cancel, suspend, amend or postpone this procedure, without any prior notice or update, as well as to terminate any negotiations or discussions at any stage of the process, without incurring any liability whatsoever as against any participant and/or any third party. The Agreements may be modified without a new procurement procedure under the conditions provided for in Article 72 of Directive 2014/24.

8.6 Any dispute arising under, or out of, or in connection with this Request for Proposals, including any Proposal submitted, shall be subject to the exclusive jurisdiction of the Courts of Athens, Greece. This RfP and the Contracts are governed by the Laws of the Hellenic Republic.

8.7 The Proposals, declarations, including the ESPD, and commitment letters shall be signed by using electronic signatures supported by a qualified certificate, for the purposes of electronic submission of the Proposal.

8.8. Prior to the conclusion of the Agreement, HRADF shall request the eligible Tenderers to submit all supporting documents, demonstrating the fulfilment of the exclusion and eligibility criteria, in line with Article 60 of Directive 2014/24. More specifically the documentation needed is the following: (1) Extract(s) of criminal record or other equivalent document(s) / certificate(s) issued within the last thirty (30) days by the competent judicial or administrative authorities in the country of origin /

establishment of the Consultant, verifying that the Consultant has not been convicted by a final judgment of conviction for any of the offences below:

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).

B. Corruption, 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 corruption as defined in the national law, i.e. as defined in any of the articles 159A, 236, 237 (2) to (4), 237A (2) and 396 (2) of the Greek Criminal Code.

C. Fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities (OJ C 316, 27.11.1995, p. 48).

D. Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 respectively of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism (OJ L 164 of 22.6.2002, p. 3), or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 thereof.

E. Money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and the Council of 26 October 2005 on the prevention of the use of the financial system for money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

F. Child labour and other forms of human trafficking, as defined by Article 2 of Directive 2011/36/EC of the European Parliament and 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).

The above documentation shall also be provided in respect of the members of the administrative, management or supervisory body of the Consultant or having powers of representation, decision or control therein.

(2) Certificate(s) valid and in force from the competent authorities of the Consultant's country of origin / establishment that the Consultant is not in breach of its obligations

relating to the payment of taxes (i.e., a tax clearance certificate).

(3) Certificate(s) valid and in force from the competent social insurance organisation(s) of the Consultant's country of origin / establishment that the Consultant is not in breach of its obligations relating to its social insurance contributions (i.e., an insurance clearance certificate).

(4) In order to prove the legal representation, in cases where the economic operator is a legal entity and is registered compulsorily or voluntarily, according to the applicable legislation, and declares its representation and changes to a competent authority (e.g., G.E.C.R. - ΓΕΜΗ), it presents a relevant certificate of valid representation which must be issued up to thirty (30) working days prior to its submission, unless this has a specific period of validity. Specifically for domestic economic operators, the following are produced:

i) in order to prove legal representation, in cases where the economic operator is a legal entity and is obliged, according to the applicable legislation, to declare its representation and changes in G.E.C.R - ΓΕΜΗ, it presents a relevant certificate of valid representation, which must be issued by thirty (30) working days before submission.

ii) For the certificate of good standing and the changes of the legal entity, general certificate of changes of G.E.C.R - ΓΕΜΗ, if it has been issued up to three (3) months before its submission.

In other cases, the relevant legal documents of establishment and legal representation (such as statutes, certificates of alteration, respective Official Government Gazette (of the H.R.)/O.G.G., decisions establishing administrative bodies, etc., depending on the legal form of the economic entity), accompanied by a self-declaration of the legal representative that they are still valid at the time of submission.

If for the performance of the present award procedure powers have been granted to a person other than those mentioned in the above documents, an additional decision is presented - minutes of the competent statutory body of the legal entity with which the relevant powers were granted. In the case of natural persons, if powers have been granted to third parties, the authorization of the economic operator shall be produced.

Foreign economic operators shall provide the supporting documents required by the legislation of the country of establishment, and if not provided, a self-declaration of

the legal representative, which proves the above in terms of the legal composition, changes, and representation of the economic operator.

The above responsible statements are accepted, if they have been prepared after the request for the submission of the supporting documents.

The legal composition of the economic operator must be issued from the above documents, all relevant amendments to the articles of association, the person (s) who legally bind the company on the date of the tender (legal representative, right to sign, etc.), any third party to whom a power of attorney has been granted, as well as the term of office of the member and / or members of the governing body / legal representative.

8.9. By submitting a Proposal, an Interested Party commits to perform the agreement in full compliance with the terms and conditions of the procurement documents for this Request for Proposals. Particular attention is drawn to the fact that Interested Parties must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24.

8.10. The information comprised in this RfP and its Annexes has been gathered in good faith in order to help Interested Parties to form their own views on the Tender and the Project; however, they should be considered comprehensive and have not been verified independently by HRADF or its consultants. No representation, declaration of guarantee or commitment, express or implied, is or shall be given in relation to the accuracy, adequacy or completeness of this document. In any event, Interested Parties, must, at their own sole responsibility, investigate and analyse the actual and legal elements relating to the scope of the Tender and the Engagement.

8.11. This Request for Proposals does not, in any case, constitute a proposal for the conclusion of a contract. No person shall obtain or acquire against HRADF, its bodies, officials, employees, executives or advisers, any right or claim for compensation (including costs for the submission of a Proposal) or any other compensation claim against HRADF as a result of the publication or the receipt of this RfP or the participation in the Tender for any reason. Exclusion from this Tender or failure to succeed in the Tender shall not become the basis of any right for compensation against

HRADF and/or the aforementioned persons. Each Interested Party shall be responsible for the costs and expenses to be borne in response to this RfP. Neither HRADF nor its officials, employees, executives or advisers shall be liable for any costs or expenses or damages incurred or suffered by an Interested Party or other recipients of this RfP in relation to this Tender.

8.12 The Consultants shall comply with the provisions of the Review and Management System for the Measures and Subprojects of the Recovery and Resilience Facility, as approved by the Decision 119126 ΕΞ 2021 of the Alternate Minister of Finance (Gov. Gazette B' 4498), as in force from time to time and the Regulation (EU) 241/2021.

8.13 Confidentiality: HRADF shall treat all information submitted by the Interested Parties for the purposes of the Tender Process as strictly confidential. All information shall be used strictly for the purposes of evaluation of the Proposals and HRADF shall endeavour to take all necessary measures to ensure their confidentiality.

8.14 Data Protection

HRADF acts as data controller regarding personal data of individuals which are collected in the context of the Tender Process (indicatively as per Qualification & Criteria of section 6 in this Request for Proposals) and the processing of said data is to be conducted pursuant to the legislation regarding the protection of personal data, especially the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) as well as with the Greek Law 4624/2019, as in force.

The purpose of processing of personal data as per paragraph 8.13 is the implementation of the Tender Process, the evaluation of Proposals submitted by Interested Parties, as well as of the Contract, and their monitoring, the safeguarding of the Fund's rights and the security and protection of transactions in general, the fulfillment of the Fund's legal obligations, the prevention of fraud against the Fund, as well as informing Interested Parties with regard to the evaluation of their submitted Proposals.

Said personal data may be shared with the HR, HCAP, public entities and judicial authorities within their competence.

The personal data collected and processed in the context of the Tender Process may be retained for a period starting from the date of their receipt and lasting: (a) for ten (10) years in case no Contract is concluded (b) for twenty (20) years in case a Contract is signed. After the expiration of the above periods the personal data will be properly destroyed.

Pursuant to the General Data Protection Regulation, natural persons have the following rights regarding the processing of their personal data: (a) access and information, (b) correction, (c) deletion, (d) limitation of processing, (f) opposition to the processing of their personal data, including opposition to automated decision making and profiling, and (g) data portability. For the enforcement of said rights or any other related enquiry, persons concerned may address the Fund in writing (e-mail: dpo@hraf.gr). The Fund shall take every possible measure to satisfy data subject's requests within reasonable time and not later than one (1) month at most, which may be extended by two (2) more months at most if the request is complex or there is a large number of requests, informing the data subject of such delay within one (1) month from receipt of the request. The Fund has the right to reject the request for erasure of any natural person's data, if their retention is necessary for compliance with a legal obligation, for the performance of a task carried out in the public interest, for archiving purposes in the public interest, or for the establishment, exercise or defense of legal claims or third-party claims. The enforcement of said rights does not relieve Interested Parties from their obligations deriving from their participation in the Tender Process.

All Interested Parties shall comply with the existing national and European legal and regulatory framework with respect to the protection of personal data and shall take all necessary technical and organizational measures to ensure that the requirements of the General Data Protection Regulation are met. More specifically, the Interested Parties declare that they have established the legal basis for the transfer and provision of all personal data provided to the Fund in the context of the Tender Process and that they have properly informed all natural persons, whose personal data are being provided to the Fund, in accordance with the requirements of the national and EU legislation on personal data protection.

ANNEX I

A. Scope of Basic Services

The Basic Services shall comprise:

All the functions which are conferred on the Consultant under or pursuant to the Project Contracts including, without limitation, the functions referred to in this ANNEX I; and

All other tasks which are reasonably required in order for the Consultant to comply with its obligations under this Agreement and the functions conferred on the Consultant under or pursuant to the Project Contracts.

For the avoidance of doubt, nothing in this ANNEX I is to limit the Consultant's functions, duties, responsibilities, and obligations conferred on the Consultant under or pursuant to the Project Contracts.

B. Functions under the Project

Without limiting the Consultant's functions under the Project, such functions can be summarised as follows:

Overall Program / Projects Management

Prepare the initial Master Schedule (in Primavera software) covering all Projects Design and Construction activities and overall Tendering Program according to HRADF commitments to RRF and updating it regularly as per Design & Construction Contracts provisions and design services & construction works progress.

Prepare and submit to HRADF for approval the Project Execution Plan (PEP) covering Consultant's services during the whole period of Consultant's contract. The PEP shall be submitted one month after Consultant's contract signing to HRADF for approval. The Consultant's PEP shall be fully coordinated with RRF Management & Control Plan provisions and the HRADF/PPF unit internal procedures and regulations.

Further review the approved Program Budget covering all project elements

and activities and updating it regularly as the design and construction works progress.

Support in the preparation and modification of the projects' technical data sheets (Τεχνικά Δελτία Έργου - ΤΔΕ) and the approval procedure of new projects by RRF, if needed.

Organize a know how transfer program to HRADF staff in the project management and monitoring / supervision of public works.

Review of Design Documentation & Tendering Process management

Advise HRADF and projects Awarding Authorities on the most suitable procurement strategy for each project / component of the program to achieve RRF milestones and program budget.

Prepare Project Tender Documents and manage Contract Documents for the design and construction of the projects and make recommendations to the HRADF for amendments which, in its opinion, should be made to the proposed Project Contracts & Tender Documents to avoid conflicts and speed up the tender procedures.

Support the HRADF in answering any technical clarifications during the tender process and provision of legal support on critical legal issues (design and construction tenders).

Support the HRADF in tender proposals evaluation (design and construction tenders) and review of final tender evaluation reports (if requested) for the design and construction phases of each Project and make recommendations to HRADF for the Bidder/s to be chosen who, in its opinion, should be awarded the proposed Project Contract/s.

Review the Preliminary Design for compliance with all the standards and specifications provided by HRADF and make recommendations to the HRADF for approval by the HRADF and the Awarding Authorities for their approval.

Review the Final & Detailed Design for compliance with all the standards and specifications provided by HRADF and make recommendations to the

HRADF and Awarding Authorities for their approval. This concern also designs submitted by design & built contractors if any in the program.

Close monitoring of the overall Design & Tendering Programme with regards to the obligations & milestones of HRADF to RRF and inform HRADF of those obligations.

Monitoring of Permitting Process

Monitor, obtain information from Designers or Contractors (as applicable) and report to the HRADF on the status and progress of permits applied for in relation to the Project.

Identify delays in permitting processes of the projects and report to HRADF for mitigation actions needed and furthermore evaluate the impact in the projects time and cost.

Construction Programmes Monitoring & Supervision

Review the Initial Construction Programme and any revisions submitted by the Contractor for compliance with HRADF's requirements and milestones (if any) and the relevant Construction Contract and, if necessary, recommend to the HRADF any amendments to the programmes which may be necessary to achieve the construction completion requirements / milestones.

On site supervision of construction works to assure full compliance with the approved detailed designs and with construction technical specifications & quality standards Attend regular site (weekly or biweekly) progress meetings with Contractors.

Monitor the monthly physical and financial progress of the Construction Works against the Initial Construction Programme and any revisions (as relevant) and report to the HRADF any variance from the relevant programmes and especially RRF milestones, promptly give written notice of the variance to the HRADF and the Awarding Authority.

Determine any requests for extension of time, review of variation orders &

claims or relief from penalties to which the Contractor is entitled on suspension or variation of any Construction Works by the HRADF and Awarding Authorities pursuant to the Project Contract.

Financial Control

Review the proposed Payment Schedules (as defined in the relevant Design or Construction Contracts) in conjunction with the Design or Construction Programme and Design or Construction Schedules;

Report on the Contractor's control of progress of Works and risks to completion within the time established in accordance with the relevant Construction Contract.

Receive the Contractor's application for progress payments for Construction Works and certify amounts due for payment under the Construction Contract.

Adjudicate claims for additional payment and extensions of time in terms of the Project Contracts.

Certify final amounts due under the Construction Contracts.

Submit monthly status reports covering all aspects of his activities under this Agreement to the HRADF and the Awarding Authorities.

Construction Quality Control & Assurance (QA/QC)

The Consultant shall review the Quality Assurance System of Project Designer(s) and Contractor(s) and report to the HRADF and the Awarding Authorities, as to whether it complies with the requirements of ISO/9001 or any other standard agreed by the Parties to the Project Contract and, if not provide the HRADF, the Awarding Authorities, the Designer(s), and the Contractor(s) with details of the non-compliance comments as soon as reasonably practicable.

Ensure compliance of the Contractor against the Project Quality Plan requirements, by implementing amongst other things a system of verification involving inspections and periodic checking (e.g: attend on/off inspections & tests and review relevant test results, etc)

Ensure compliance of the completed Construction Works with the HRADF's Requirements and prepare a list of snagging matters at the date of the Substantial Completion Certificate of each construction project.

Completion Certificates and Requirements

Inspect projects facilities in the completion period and as required by the Project Contract on receipt of a notice of the Project Contract and prepare the Taking Over Certificate in respect of any Construction Works as required and in accordance with the Project Contract or give notice to the HRADF and the Managing Authorities as required under the Project Contract. Support of HRADF & Awarding Authorities in the provisional and final handover procedures as well.

Issue a Handover Certificate as required and in accordance with the Project Contract for a particular package of Construction Works or the Consultant being satisfied that the Contractor has completed all Items (as that phrase is defined in the Project Contract).

Verify that the as-built drawings, other technical and design information, and completion records that are required to be provided to the HRADF/Awarding Authorities in respect of completed Construction Works have been provided by the Contractor.

Environmental Requirements

Monitor the environmental permitting process for all projects, when required

Monitor compliance of Contractors works with the Environmental Terms of the projects

H&S Requirements

Approve of H&S plans submitted by the project Contractors

Monitor compliance of Contractors with H&S plans, regulations and national legislation in the projects by organizing regular site inspections.



ANNEX II

Main Project Team

The Main Project Team is comprised by following positions and disciplines:

Position	Years of professional experience	Discipline / Degree	Required Man-months
Project Manager	20 years	Engineering Degree	48
Deputy Project Manager	10 years	Engineering Degree	48
Construction Manager	15 years	Civil Engineering Degree	48
Resident Engineer Buildings	10 years	Civil Engineering Degree	61
Resident Engineer Infrastructure	10 years	Civil Engineering Degree / Land Surveyor	52
Design Manager	15 years	Architectural / Civil Engineering degree	48
Senior Architect Design	10 years	Architectural degree	75
Senior MEP Design Engineer	10 years	Electrical or Mechanical engineering degree	99
Senior Structural Design Engineer	10 years	Civil engineering degree	76
Senior Civil Works Design Engineer	10 years	Civil engineering or land surveyor degree	49
PPP Advisory Expert	15 years	Engineering degree	18
EU co-founded projects expert	10 years	Engineering degree or economist	18
Time Scheduler	10 years	Engineering degree	48
Cost Engineer / Quantity Surveyor	10 years	Engineering degree or economist	20
Senior Expert in CBAs	10 years	Engineering degree or Economist	10
Environmental	10 years	Engineering degree or geologist	18
QA/QC Manager	10 years	Engineering degree or geologist	48
H&S Engineer	10 years	Engineering degree	48
IT Expert	10 years	University degree in IT sciences	20
Forests Expert	10 years	University degree	144
Medical Expert	10 years	University degree	29
Senior Administration	10 years	University degree	48

Position	Years of professional experience	Discipline / Degree	Required Man-months
Assistant			
Lawyer	7 years	University degree in law	100
Total man-months			1.173

The Support Project Team is comprised by following disciplines:

Position	Years of professional experience	Discipline / Degree	Estimated man-months
Civil Engineer Buildings (supervision)	7 years	Civil engineering degree	400
Civil Engineer Infrastructures (supervision)	7 years	Civil engineering / land surveyor degree	80
Architect (supervision)	7 years	Architectural degree	80
MEP Engineer (supervision)	7 years	Mechanical or electrical engineering degree	200
Structural Design Engineer	7 years	Civil engineering degree	14
Junior civil/infra Engineer (supervision)	3 years	Civil engineering / land surveyor degree	400
Junior MEP Engineer (supervision)	3 years	Mechanical or electrical engineering degree	200
Junior Cost Engineer	3 years	Engineering degree	50
Junior IT	3 years	IT degree	50
Junior Scheduler	3 years	Engineering degree	48
Junior Forest	3 years	University degree	157
Document controller / Administration	5 years	University degree	171
Total man-months			1.850
Position	Years of professional experience	Discipline / Degree	Estimated man-months
Civil Engineer Buildings (supervision)	7 years	Civil engineering degree	400

Civil Engineer Infrastructures (supervision)	7 years	Civil engineering / land surveyor degree	80
Architect (supervision)	7 years	Architectural degree	80
MEP Engineer (supervision)	7 years	Mechanical or electrical engineering degree	200
Structural Design Engineer	7 years	Civil engineering degree	14
Junior civil/infra Engineer (supervision)	3 years	Civil engineering / land surveyor degree	400
Junior MEP Engineer (supervision)	3 years	Mechanical or electrical engineering degree	200
Junior Cost Engineer	3 years	Engineering degree	50
Junior IT	3 years	IT degree	50
Junior Scheduler	3 years	Engineering degree	48
Junior Forest	3 years	University degree	157
Document controller / Administration	5 years	University degree	171
Total man-months			1.850
Position	Years of professional experience	Discipline / Degree	Estimated man-months
Civil Engineer Buildings (supervision)	7 years	Civil engineering degree	400
Civil Engineer Infrastructures (supervision)	7 years	Civil engineering / land surveyor degree	80
Architect (supervision)	7 years	Architectural degree	80
MEP Engineer (supervision)	7 years	Mechanical or electrical engineering degree	200
Structural Design Engineer	7 years	Civil engineering degree	14
Junior civil/infra Engineer (supervision)	3 years	Civil engineering / land surveyor degree	400
Junior MEP Engineer (supervision)	3 years	Mechanical or electrical engineering degree	200

Junior Cost Engineer	3 years	Engineering degree	50
Junior IT	3 years	IT degree	50
Junior Scheduler	3 years	Engineering degree	48
Junior Forest	3 years	University degree	157
Document controller / Administration	5 years	University degree	171
Total man-months			1.850

ANNEX III

PROJECT BUDGET

MAIN PROJECT TEAM

Position	man-months	Budget Rate (Euros)	Budget (Euros)
Project Manager	48	6.500	312.000
Deputy Project Manager	48	6.200	297.600
Construction Manager	48	6.500	312.000
Resident Engineer Buildings	61	6.500	396.500
Resident Engineer Infrastructures	52	6.500	338.000
Design Manager	48	6.500	312.000
Senior Architect Design	75	6.200	465.000
Senior MEP Engineer Design	99	6.200	613.800
Senior Structural Design Engineer	76	6.200	471.200
Senior Civil Works Design Engineer	49	6.000	294.000
PPP Advisory Expert	18	6.500	117.000
EU co-founded projects expert	18	6.500	117.000
Time Scheduler	48	6.200	297.000
Cost Engineer / Quantity Surveyor	20	6.000	120.000
Senior Expert in CBAs	10	6.500	65.000
Environmental	18	6.000	108.000
QA/QC Manager	48	6.000	288.000
H&S Engineer	48	6.000	288.000
IT Expert	20	6.000	120.000
Forests Expert	144	6.000	864.000
Medical Expert	29	6.500	188.500
Senior Administration Assistant	48	3.400	163.200
Lawyer	100	6.342	634.200
SubTotal	1.173		7.182.000

SUPPORT PROJECT TEAM

Position	man-months	Budget Rate (Euros)	Budget (Euros)
Civil Engineer Buildings (supervision)	400	5.500	2.200.000
Civil Engineer Infra (supervision)	80	5.500	440.000
Architect (supervision)	80	5.500	440.000
MEP Engineer (supervision)	200	5.500	1.100.000

Structural Design Engineer	14	5.500	77.000
Junior civil/infra Engineer (supervision)	400	4.800	1.920.000
Junior MEP Engineer (supervision)	200	4.800	960.000
Junior Cost Engineer	50	4.800	240.000
Junior IT	50	4.800	240.000
Junior Scheduler	48	4.800	230.400
Junior forest	157	4.000	628.000
Document Controller / Administration	171	2.000	342.000
SubTotal	1.850		8.817.400

Total (Euros)	16.000.000
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ANNEX IV

Main Project Team Pricing Sheet

Position	Years of professional experience	Required Man-months	Monthly Rate (Euros)	Position Fee (Euros)
Project Manager	20 years	48		
Deputy Project Manager	10 years	48		
Construction Manager	15 years	48		
Resident Engineer Buildings	10 years	61		
Resident Engineer Infrastructures	10 years	52		
Design Manager	15 years	48		
Senior Architect Design	10 years	75		
Senior MEP Design Engineer	10 years	99		
Senior Structural Design Engineer	10 years	76		
Senior Civil Works Design Engineer	10 years	49		
PPP Advisory Expert	15 years	18		
EU co-founded projects expert	10 years	18		
Time Scheduler	10 years	48		
Cost Engineer / Quantity Surveyor	10 years	20		
Senior Expert in CBAs	10 years	10		
Environmental	10 years	18		
QA/QC Manager	10 years	48		
H&S Engineer	10 years	48		
IT Expert	10 years	20		
Forests Expert	10 years	144		
Medical Expert	10 years	29		
Senior Administration Assistant	10 years	48		

Position	Years of professional experience	Required Man-months	Monthly Rate (Euros)	Position Fee (Euros)
Lawyer	7 years	100		
PRICE 1 – MAIN PROJECT TEAM (without VAT)				
Position	Years of professional experience	Required Man-months	Monthly Rate (Euros)	Position Fee (Euros)
Project Manager	20 years	48		
Deputy Project Manager	10 years	48		
Construction Manager	15 years	48		
Resident Engineer Buildings	10 years	61		
Resident Engineer Infrastructures	10 years	52		
Design Manager	15 years	48		
Senior Architect Design	10 years	75		
Senior MEP Design Engineer	10 years	99		
Senior Structural Design Engineer	10 years	76		
Senior Civil Works Design Engineer	10 years	49		
PPP Advisory Expert	15 years	18		
EU co-founded projects expert	10 years	18		
Time Scheduler	10 years	48		
Cost Engineer / Quantity Surveyor	10 years	20		
Senior Expert in CBAs	10 years	10		
Environmental	10 years	18		
QA/QC Manager	10 years	48		
H&S Engineer	10 years	48		
IT Expert	10 years	20		
Forests Expert	10 years	144		
Medical Expert	10 years	29		
Senior Administration	10 years	48		

Position	Years of professional experience	Required Man-months	Monthly Rate (Euros)	Position Fee (Euros)
Assistant				
Lawyer	7 years	100		
PRICE 1 – MAIN PROJECT TEAM (without VAT)				

Support Project Team Pricing Sheet

Position	Years of professional experience	Estimated man-months	Monthly Rate (Euros)	Position Fee (Euros)
Civil Engineer Buildings (supervision)	7 years	400		
Civil Engineer Infrastructures (supervision)	7 years	80		
Architect (supervision)	7 years	80		
MEP Engineer (supervision)	7 years	200		
Structural Design Engineer	7 years	14		
Junior civil/infra Engineer (supervision)	3 years	400		
Junior MEP Engineer (supervision)	3 years	200		
Junior Cost Engineer	3 years	50		
Junior IT	3 years	50		
Junior Scheduler	3 years	48		
Junior Forest	3 years	157		
Document controller / Administration	5 years	171		
PRICE 2 – SUPPORT PROJECT TEAM (without VAT)				

Applicant's offered fee (without VAT) will be

OFFERED PRICE = PRICE 1 + PRICE 2	
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Rates for new staff disciplines that might be mobilized during contract implementation in case of additional services. Offered rates cannot exceed rates of Project Budget for similar experience positions.

Category	Years of experience	Monthly Rate (Euros)
Manager	15 years	
Senior Engineer	10 years	
Engineer	7 years	
Junior Engineer	3 years	

ANNEX V
Project Expense Policy of HRADF

DETAILED DESCRIPTION OF REGULATION/POLICY

1. Expense type and limits

The expenses covered by the Fund pertain to:

A. Travel and living expenses for advisors that are away from home, in other words expenses which pertain exclusively to the development project in which they are involved, as described in the cases below:

1. Advisors based abroad:

I) Air travel to/from the advisor's home base as well as domestic travel within Greece by air or a different means and living expenses in Greece, when the advisor travels to Greece for the purposes of the project.

II) Air travel to/from the advisor's home base, expenses for air travel or via a different means within the destination country and living expenses, when the advisor carries out trips abroad for the purposes of the project.

2. Advisors based in Greece:

I) Domestic air travel or via a different means as well as living expenses at the destination when travelling domestically for the purposes of the project.

II) International air travel with return as well as living expenses at the destination when travelling abroad for the purposes of the project.

In the table which follows, the corresponding maximum limits are described, which will be taken into account when calculating the expense budget during conclusion of contracts, multiplied by the estimated man days. In addition, the limits below will have to be taken into account when calculating the daily remuneration as well as for calculation of reimbursement for air travel when required. For contracts that have already been concluded, the limits below are taken into account for approval of the expenses made within the framework of the contracts already in effect.

Type of provision for each case	A. and B.i	A.ii and B.ii
Air travel	Economy Class	Economy Class
Accommodation	€ 130	€ 180
Daily living expenses¹	€ 50	€ 75
¹ :Living expenses means the cost of food and travel expenses on means of public transportation or by taxi in the event that no other means of transportation exists in the city/destination		

DETAILED DESCRIPTION OF REGULATION/POLICY

In cases where air travel is carried out in business class for reasons of the counterparty's policy, the maximum limits for compensation per destination are provided in the Table in Appendix 1. Cases of travel from destinations not included in the aforementioned Table will be examined on a case by case basis. In cases where air travel is carried out in business class for reasons of proven force majeure, these are exempt from the above policy and will be examined on a case by case basis.

In the event that the project requirements necessitate the use of a car, then kilometric compensation will be recognised, equal to €0.20 per kilometre, based on documentation.

B. Expenses for *printing, photocopies, teleconferencing, and other expenses required to cover the specific needs of projects* except for mobile telephone and other telephone contact expenses. Printing and photocopying expenses are not covered which result from the use of own means by the advisor, except solely if, for the purposes of the project, provision of services by a third party was required.

3. Conditions for covering advisor expenses

- It must be clear from the third party invoices the advisors provide as documentation for coverage of their expenses that these pertain to the specific development projects the latter are employed on.
- Travel expenses will be approved only if the corresponding documents have been issued in the name of the official or the company which is re-invoicing the expense to HRADF. Otherwise, they will not be covered by HRADF.
- Advisors are required to plan their trips in collaboration with the Project Manager in order to avoid charges for extraordinary travel.
- For the coverage of car rental expenses, pre-authorisation by the Project Manager and the Executive Director or the CEO is required.

4. Method of covering expenses

There are two alternative methods of covering advisor travel expenses:

- Through re-invoicing of travel expenses and the provision of related documentation.
- Through the payment of daily compensation, as well as compensation for each trip that the advisor carries out. In this case, the air travel and related cost must be determined, which will serve as the basis for determining compensation. Additionally, in this case, the price which will be paid by HRADF will be considered extra remuneration for the advisor.

5. Procedure for payment of expenses

The procedure for payment of advisor expenses on the part of HRADF includes the following steps:

- Provision of documentation, in other words photocopies of the invoices - expenses being re-invoiced, which must accompany the corresponding invoice.

DETAILED DESCRIPTION OF REGULATION/POLICY

- Solemn Declaration by the advisor's legal representative that the corresponding expenses have not also been invoiced to another client/other project of the advisor, and
- Approval by the Project Manager who will ensure that the above limits have been respected, as well as the purpose of the related travel expenses, in other words how necessary these were for carrying out the advisors' project.

The expenses are paid one month from the date of invoicing provided that problems did not arise during checking of these.

6. Exceeding of expense limits

HRADF will not cover costs and living expenses that exceed the agreed upon limits. Exceeding of the limit shall not be covered by HRADF, without prior notification and approval by the Project Manager and the Executive Director or the CEO.

7. Advisor contracts

New contracts must provide for:

- The expense limits which must be agreed upon prior to conclusion of the contract and must be referred to in the corresponding paragraph.
- A total budget for travel as well as living expenses to include travel expenses.
- The manner of handling expenses, either through re-invoicing of expenses or through payment of daily compensation, as well as agreed upon compensation per trip.

APPENDIX 1

TRIPS TO ATHENS PER DESTINATION

DETAILED DESCRIPTION OF REGULATION/POLICY

	Abroad	Price (€)
1	London	488
2	Larnaca	224
3	Rome	369
4	Istanbul	345
5	Paris	604
6	Milan	400
7	Zurich	430
8	Munich	640
9	Frankfurt	568
10	Brussels	508
11	Bucharest	350
12	Amsterdam	500
13	Doha	1175
14	Berlin	418
15	Moscow	560
16	Warsaw	393
17	Tel Aviv	425
18	Sofia	295
19	Cairo	280
20	Geneva	355
21	Belgrade	415
22	Vienna	375
23	Madrid	505
24	Copenhagen	465
25	Dusseldorf	425
26	Barcelona	440
27	Berut	370
28	Kiev	355
29	Tirana	368
30	Amman	525
31	New York	1980
32	Stuttgart	428
33	Budapest	408
34	Stockholm	435
35	Abu Dhabi	1105
36	Dubai	1100
37	Izmir	265
38	Prague	465
39	Manchester	603
40	Malta	385
41	Hamburg	425
42	Tehran	555
43	Venice	440
44	Larnaca-Dubai	1098
45	Lyon	630
46	Bahrain	1065
47	Dublin	548
48	Toronto	2910

DETAILED DESCRIPTION OF REGULATION/POLICY

	Domestic	Price (€)
1	Thessaloniki	210
2	Santorini	245
3	Irakleio	205
4	Rodos	210
5	Chania	205
6	Mykonos	220
7	Mytilene	205
8	Chios	198
9	Corfu	200
10	Samos	200
11	Alexandroupoli	210
12	Kos	210
13	Paros	180
14	Milos	160
15	Ioannina	210
16	Kavala	205
17	Zakynthos	165
18	Naxos	180
19	Skiathos	180
20	Karpathos	210

1. PRICES ARE BASED ON THE CURRENT AIRLINE PRICING POLICY FOR ROUND TRIP TRAVEL. WHERE TRAVEL PERTAINS TO A ONE-WAY TRIP, THE PRICE IS SET AT ONE HALF OF THE PRICES LISTED ABOVE.

2. CALCULATION OF THE PRICES WAS CARRIED OUT BY CALCULATING THE DIFFERENCE BETWEEN THE HIGHEST PRICE AND THE AVERAGE PRICE PER DESTINATION.

Annex VI

Essential Content of Letters of Guarantee

All letters of guarantee to be issued in the context of the RfP shall include at least the following:

- a) the date of issue;
- b) the issuer,
- c) “Hellenic Republic Asset Development Fund” as the authority to which they are addressed;
- d) the protocol number of the bank guarantee letter,
- e) the amount (EUR) covered by the guarantee [amount in full words and EUR];
- f) the full name, VAT registry number and address of the Advisor,
- g) the conditions that:
 - (i) the guarantee is provided irrevocably and unconditionally, and the issuer waives the benefit of division or discussion; and
 - (ii) if the guarantee is called upon, the amount is subject to the applicable stamp duty;
- h) the details of the Request for Proposals, and the closing date for the submission of Proposals;
- i) the expiry date or period of validity of the guarantee;
- j) the undertaking by the issuer to pay the amount of the guarantee in whole or in part within five (5) days upon receipt of a simple written notice by HRADF;
- k) declaration that the amount of letters of guarantee that have been issued, including the amount of the present one, does not exceed the guarantee limit that the issuer has the right to issue; and
- l) in the case of good performance guarantee, the number and title of the Agreement, as the case maybe.