



## REQUEST FOR THE SUBMISSION OF PROPOSALS FOR THE PROVISION OF TRANSLATION AND INTERPRETATION SERVICES TO THE HELLENIC REPUBLIC ASSET DEVELOPMENT FUND SA (“HRADF”)

Athens, September 2, 2022

### 1. Introduction

#### 1.1. Pursuant to:

- i. the provisions of Law 3986/2011 on “Emergency Implementation Measures for the Medium-Term Fiscal Strategy Framework 2012-2015” (Government Gazette A’/151/2011), by virtue of which the Société Anonyme Hellenic Republic Asset Development Fund SA (“HRADF” or “Fund”) was incorporated, being entrusted with the development (incl. sale or other transactions) of the assets of the Hellenic Republic as well as the assets of public law legal entities (bodies) or public companies, the share capital of which is fully owned, directly or indirectly, by the Hellenic Republic or public law legal entities.

ii. the provisions of the HRADF’s updated Asset Development Plan (ADP), and given its’ ongoing privatization processes, the HRADF is implementing strategic decisions with long term, paramount impact, to the benefit of the Greek Economy. In the frame of the said processes that aim at attracting multinational investors, the HRADF is herein announcing the initiation of a tender for the provision of translation and interpretation services by a firm (or a consortium), specialized in high-quality business translation and interpretation, able to meet the high demands of HRADF BoD meetings.

### 2. Scope of Work

The assignment shall include *inter alia* the following:

- 2.1. Translation of documents from Greek to English and vice versa
- 2.2. Editing of the final deliverables, including tables and diagrams
- 2.3. Interpretation during the meetings of the Board of Directors of HRADF as well as of the meetings held by other HRADF bodies, with a *simultaneous* interpretation in English and vice versa. The frequency of the BoD meetings is up to 4 times per month and their duration does not exceed eight (8) hours.
- 2.4. Standardization of the terminology used, in order to ensure uniformity of the translated documents as well as of the interpreting services.
- 2.5. Responsibility, confidentiality, responsiveness and on time delivery of the translated documents, both in the cases of simple and/or urgent assignments.
- 2.6. Ability to provide translation and/or interpretation services beyond business hours and/or during weekends (weekends, public/bank holidays).

### 3. Budget and timeline

- 3.1. The duration of the assignment will be **twelve (12)** months, following the closing date of the tender. The assignment may be extended by the Fund, with the same terms, for another twelve (12) months.
- 3.2. The overall budget for the provision of the tendered assignment, described under 2(Scope of work)



above, shall not exceed **Thirty Seven Thousand Five Hundred Euros (€ 37,500)**.

#### **4. Qualification and Criteria**

The Interested Parties should be able to demonstrate their standing and professional experience in relation to the tendered assignment. In particular, the candidates should be able to demonstrate:

- 4.1. Track Record & Experience:** Proof of relevant track record and experience in the provision of translation and interpretation services. The respective dossier of the Proposal should obligatorily include a catalogue of relevant projects in which the interested parties have participated. **(Dossier A)**.
- 4.2. Project Team:** Proposed team composition (and its proposed structure) including relevant experience of the leader and senior members of the team. Expressions of Interest should include CVs of all members of the engagement team. Moreover, a list of all relevant projects proving experience of those individual members should be submitted and included in the Proposal. **(Dossier B)**.
- 4.3. Certifications/ Recommendations:** Interested parties and the individual members of their proposed team should prove their expertise by submitting their accreditations, certifications, participation in professional associations and unions any other respective documentation, along with recommendations from companies and bodies active in the fields of HRADF's scope of work, including but not limited to finance, infrastructure, energy and real estate. **(Dossier C)**.
- 4.4. Budget:** The Dossier should include a detailed budget analysis and structure for the fees quoting. **(Dossier D)**.
- 4.5.** The Interested parties and each member of their proposed team must declare in writing that they do not have a conflict of interest at the time of the Submission of their Proposal. Such a declaration confirming the absence of any conflict of interest shall be in effect throughout the term of the engagement of the Successful Candidate with HRADF.
- 4.6.** Natural persons being involved in the tender must also declare in writing acknowledgment on the processing of their personal data submitted in the context of this RfP (as per par. 6.6 below) according to Annex 1 attached hereto and consisting an essential part hereof. The legal entities submitting proposals in the context of this RfP shall ensure the existence of legal basis (i.e. consent/ contractual obligation, etc.) for the transfer/disclosure of personal data included in their proposals in accordance to the national and European data protection legislation.
- 4.7.** The Interested Parties must meet all the qualifications as described above under 4.1 -4.6. Candidates who fail to submit their Proposals fully compliant to the qualifications required under 4.1 - 4.6 of this RfP, shall be disqualified from the Tender.
- 4.8.** The Successful Candidate must observe and abide by the rules provided for in art. 7 of the Law 3049/2002 and particularly their professional code of conduct and relevant confidentiality rules even after the conclusion of their engagement.



## 5. Selection Process

- 5.1. The assignment will be awarded in accordance with the provisions of the Law 3986/2011 and article 2.3 of the Procurement Regulation of HRADF (Min. Finance Decision 2/16128/0025/2014, Governmental Gazette B' 476/26.02.2014), as in force.
- 5.2. The Proposals submitted by the Candidates are assessed and evaluated in accordance with the table under 5.3 below. The tender will be awarded at the Candidate with the highest score.
- 5.3. The Candidates will be evaluated on the basis of the following criteria and their respective weighting:

Criterion	Weighting
Track Record & Experience - DOSSIER A	20%
Project Team - DOSSIER B	15%
Certifications/ Recommendations - DOSSIER C	25%
Budget- DOSSIER D	40%

- 5.4. HRADF may request additional documents and/or clarifications and/or information from the Candidates in connection with any issue related to their Proposal, if deemed necessary.
- 5.5. The Proposal, cumulatively consisting of DOSSIERS A, B, C and D, the declarations (a) consenting to the processing of natural persons' personal data submitted in the context of this RfP and (b) confirming the absence of any conflict of interest and any other supporting documentation which proves the required experience and expertise of the Interested Parties as well as of the individual members of their proposed team, are permissibly submitted:
- either electronically, by e-mail at the e-mail address: [tender@hraf.gr](mailto:tender@hraf.gr) (for the attention of Mrs. Chrysa Stasinopoulou), marked "REQUEST FOR PROPOSALS FOR THE PROVISION OF TRANSLATION AND INTERPRETATION SERVICES" (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).
  - or by uploading the files to a secure electronic file to be created by the Fund, upon request by the Candidate and notification of the correspondent's e-mail address to: [tender@hraf.gr](mailto:tender@hraf.gr) up to 48 hours prior to the deadline for the submission of proposals, in order for the latter to be sent the instructions and passwords for uploading the tender material (maximum overall file size 15GB).
- 5.6. DOSSIER D must be password protected; if not, the Candidate shall be automatically disqualified. Following the assessment of DOSSIERS A, B, C and D and provided that the declarations confirming the absence of any conflict of interest are included, only the Interested Parties which comply with the requirements under para. 4.6 (regarding DOSSIERS A, B, C and D) will be invited via e-mail to send the password for DOSSIER D. The Candidates who fail to comply with the above requirements will be notified accordingly. Following the assessment of DOSSIER D, the Candidates (invited to send the password for DOSSIER D) will be notified about the outcome of the process.



- 5.7. The Expressions of Interest are to be submitted no later than September 16, 2022, 16:00, Athens time. Expressions of Interest submitted after the aforementioned deadline shall be deemed inadmissible and thus immediately rejected. In the case of a late receipt, the Proposal shall not be evaluated.
- 5.8. HRADF reserves the right to ask from the Candidate with the highest score to improve its financial offer, prior to the final award of the assignment.
- 5.9. The award is subject to the conclusion of a written contract.

## 6. Terms and Conditions

- 6.1. The Expressions of Interest to be submitted and this RfP are governed by and construed in accordance with the laws of the Hellenic Republic, taking also into consideration the prevailing market's levels, the practice of HRADF and its internal policy, including terms and conditions customary in the circumstances.
- 6.2. HRADF or any of its advisors or agents or employees or officers are not to be held responsible or liable in respect of any error or misstatement/misrepresentation in, or omission from, this RfP. No person acquires against HRADF and its officers, agents, employees and officers, or the HCAP or the Advisors any right or claim for compensation, or indemnification, or other, for any reason or cause related to this RfP and/or the Proposal and/or the participation in the Tender. No representation, warranty or undertaking, expressed or implied, is, or will be made, in relation to the accuracy, adequacy or completeness of this RfP and the Tender Process in general.
- 6.3. 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.
- 6.4. The Fund reserves the right, according to the Procurement Regulation, to extend and/or amend the engagement with the Successful Candidate 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 without causing a major issue, or which may be absolutely necessary for the completion of the provision of service.
- 6.5. The Fund reserves the right to cancel the process of the contract signing with the Successful Candidate, without any liability towards him, if the latter is responsible for delay of the signing process that exceeds three (3) weeks period. In that case, the Fund reserves the right to sign the contract with the second in score series.
- 6.6. Any dispute arising under, or out of, or in connection with the present RfP including the Expressions of Interest submitted shall be subject to the exclusive jurisdiction of the Courts of Athens, Greece.



## **7. Confidentiality – Personal Data**

- 7.1.** The Fund shall treat all information submitted by the candidates during the Tender Process as strictly confidential. All information shall be used strictly for the purposes of the proposals' evaluation and the Fund shall endeavor to take all necessary measures to ensure their confidentiality.
- 7.2.** Moreover, the collection and processing of any personal data included in the submitted proposals shall aim to the evaluation and selection of the candidates, in accordance with the provisions of the applicable national and European legislation on data protection, especially, 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.
- 7.3.** All candidates 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.



## ANNEX 1

### NOTICE ON PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH GENERAL DATA PROTECTION REGULATION (EU) 679/2016

Capitalised terms herein shall have the meaning attributed to them in the RfP.

#### **I. Data Controller**

The Hellenic Republic Asset Development Fund (“The Fund”), which is based in Athens, 6 Karagiorgi Servias Str, 105 62, Phone: +30 210 3274400, e-mail: info@hraf.gr, in its role as Data Controller, informs that the Fund will collect and process the following data in the process of evaluation of proposals for the provision of translation and interpretation services. The processing of these data is carried out in accordance with the provisions of the legislation on the protection of personal data, as in force, in particular 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 - Regulation) and Law 4264/2019, as applicable.

#### **II. Collection and processing of personal data A. Type and source of data**

The personal data included in the present Request for Proposals (the “RfP”), indicatively as per Qualification & Criteria in paragraph 4 of the RfP, which is submitted to the Fund in the context of this tender process and shall include, indicatively: all information provided in the CVs of the members of the proposed Project Team, and/or their legal representatives, declarations of conflict of interest, certifications and recommendations, etc.

#### **B. Purpose of Processing- Legal Basis of Processing**

Processing purpose is the evaluation of the Proposals, the observance of the terms of the Request for Proposals dated September 16, 2022, the implementation of the Tender Process, as well as of the Engagement Letter, and their monitoring, the safeguarding of the Fund’s rights and the security and protection of transactions in general, the establishment, exercise and support of legal claims and the protection of the legitimate interests of the Fund, the prevention of fraud against the Fund, as well as informing Interested Parties with regard to the evaluation of their submitted Proposals as per paragraph 5.6 of the RfP. The Fund may process the aforementioned personal data in order to comply with its pre-contractual and contractual obligations, to fulfil its legal obligations, as well as to pursue its legitimate interests as described above.

#### **C. Recipients of Data**

The recipients of the above (under para. A) data with whom data may be shared are the following: 1) Third parties to whom the Fund entrusts the execution of specific actions on its behalf (Data Processors) subject to the observance of confidentiality in any case, 2) Hellenic Corporation of Assets and Participations S.A., 3) public entities and 4) judicial authorities within their competence.



## II. Retention period

The data under par. A may be retained for a period starting from the date of their receipt and lasting: (a) for 20 years in case no Engagement Letter is concluded or (b) for 20 years after the termination of the Engagement Letter, in case an Engagement Letter is signed. After the expiration of the above periods the personal data will be safely destroyed/ deleted.

## III. Rights enforcement

Pursuant to the Data Protection Legislation, natural persons, whether **candidates** or their **legal representatives**, have the following rights regarding the processing of their personal data: (a) access and information, (b) correction, (c) deletion, (d) limitation of processing, (e) opposition to the processing of their personal data, including opposition to automated decision making and profiling, and (f) data portability. The Fund shall take every possible measure to satisfy data subject's requests within a reasonable time and not later than one (1) month at most, which may be extended by 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 deny 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 defence of legal claims or third-party claims. For the enforcement of said rights the Candidate can address the Fund in writing (e-mail: [dpo@hraf.gr](mailto:dpo@hraf.gr)). Data subjects have the right to lodge a complaint with the Hellenic Data Protection Authority (DPA) for issues concerning the processing of their personal data. For the Authority's competence and the means of filing a complaint, detailed information is provided on the website of the DPA (<http://www.dpa.gr/>). The enforcement of said rights does not relieve candidates from their obligations deriving from their participation in the tender process. All candidates 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 (EU 679/2016) are met. More specifically, by submitting a Proposal, the candidates 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.

## IV. Obligations of the Fund

The Fund has the obligation to take every reasonable technical and organisational measures to ensure the confidentiality and the security of personal data processing and the protection of said data from accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure of, or access to, personal data by anyone, as well as from any other form of unlawful processing. Capitalized terms herein shall have the meaning attributed to them in the RfP.



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**V. Acknowledgement**

I hereby declare that I have been informed on the processing of my personal data as described in the Privacy Notice above.

*(Place)(Date)*

*(Full name)*

*(Signature)*