

**GENERAL INVESTMENT DIVISION
 PROCUREMENT DEPARTMENT**

 Thessaloniki, 30/7/2019
 Ref. Num.: 5247

CALL FOR TENDERS
FOR THE SELECTION OF A CONTRACTOR FOR THE PERFORMANCE OF MEDICAL CHECK-UPS TO THE STAFF OF THPA SA FOR 2019

ThPA SA calls companies (Clinics, Medical Centers, and Medical Laboratories) to submit their bid for the performance of medical check-ups for the total number of its staff of approximately 429 persons.

PART A - GENERAL TERMS

1. OBJECT
1.1. Object of the contract

The object of the competitive procedure is the performance of medical check-ups mentioned in detail in the following table, for the total number of staff of ThPA SA, within a duration of six (6) months.

1.2. Duration

The contract to be signed will have a duration of six (6) months from the next day of its signature.

Serial number	CHECK-UPS OF ADMINISTRATIVE STAFF (104 PERSONS)	CHECK-UPS OF TECHNICIANS - OPERATORS - DOCKERS (325 PERSONS)
1	ROUTINE BLOOD TEST	ROUTINE BLOOD TEST
2	BLOOD SUGAR TEST	BLOOD SUGAR TEST
3	UREA TEST	UREA TEST
4	CREATININE TEST	CREATININE TEST
5	CHOLESTEROL TEST	CHOLESTEROL TEST
6	TRIGLYCERIDE TEST	TRIGLYCERIDE TEST
7	SGOT, SGPT	SGOT, SGPT
8	HDL, LDL	HDL, LDL
9	CHEST X-RAY	CHEST X-RAY
10	ELECTROCARDIOGRAM	ELECTROCARDIOGRAM
11	EYE EXAMINATION	EYE EXAMINATION
12	ORTHOPEDIC ASSESSMENT	ORTHOPEDIC ASSESSMENT
13		AUDIOGRAM
14		DERMATOLOGICAL ASSESSMENT

2. MINIMUM CONDITIONS FOR PARTICIPATION

2.1. Suitability to perform a professional activity

Participants (Clinics, Medical Centers, Medical Laboratories) shall have the legal licenses and operate under the supervision and control of the competent bodies. Interested parties must provide, along with their offer, copies of the above documents and certificates. Any temporary or permanent suspension of their legal license shall be notified immediately to ThPA SA.

2.2 Technical – Professional Capacity

Participants shall have under the same building

- A complete hematology and biochemical laboratory with automatic analyzers and the necessary trained medical, paramedical and nursing staff;
- A complete radiology lab with modern machines, not older than a decade, with the possibility of digital processing of X-ray images;
- Full cardiac, auditory, ophthalmologic, orthopedic and dermatological assessment within the lab by a trained and specialized doctor.

If the participants have a parking lot to facilitate the workers of ThPA SA, they shall include it in their offer.

3. PROCESS FOR OFFER SUBMISSION

Interested parties shall submit an offer no later than 23/08/2019, by sending an e-mail to the Procurement Department of ThPA SA, at the following address: cathanasiou@thpa.gr, also forwarding to ptheologou@thpa.gr and the following items shall be attached:

- a. offer for the selection of a contractor for the performance of medical check-ups for 2019;
- b. participant's information (full name of the participant, address, telephone number, fax).

4. CONTENT OF OFFERS- PARTICIPATION DOCUMENTS

The offer shall include the following:

- A) A financial offer in accordance with the attached document (signed by the bidder and including the company seal), which must include:
 - The percentage of discount (%) to be allocated on the prices of the government tariff applicable to the medical check-ups, according to the present terms;
 - The validity of the offer, which must be no shorter than two (2) months from the deadline for the submission of offers for the tender.
- B) Solemn Statement of the law number 1599/86, indicating that the bidder became aware of the terms of this call, which he/she fully and unconditionally accepts. The Formal Statements submitted in accordance with this document, if drawn up by Greek citizens living in Greece, shall be in the form provided for in article 8 par. (2) of the law number 1599/1986 (Official Gazette A' 75), as in force. For legal entities, solemn statements shall be signed by their legal representative, as evidenced by relevant documents.

5. OFFER VALIDITY

Offers must be valid for at least sixty (60) days from the deadline for the submission of bids for the tender.

6. AWARD OF RESULT - CONTRACT

The award criterion is the lowest price (based on the discount rate provided). In the case of equal offers, an additional discount will be requested. Upon award, the supplier will be called to sign the contract, providing the required Certificates and Letter of Guarantee for the Good performance of the terms of the Contract, the amount of which is set at 5% (five percent) of the contractual price, excluding VAT and will be valid until its return to the Credit Institution that issued it. It is noted that, prior to the award, the Occupational Physician of ThPA S.A. will visit the premises of the selected company in order to confirm the integrity of its facilities.

7. DURATION OF THE CONTRACT

The contract to be signed will have a duration of six (6) months, starting on the next day of its signature.

8. BASIC FUNDING TERMS

The procurement is financed from the regular budget of ThPA SA. Payment will be based on an invoice to be issued by the contractor each month. An attached name list will include the type of check-ups performed per employee. The invoices and the attached name lists will be sent to the Occupational Physician of the Environment, Employee Health & Safety Department of ThPA SA, who will confirm the accuracy of the invoice.

9. APPLICABLE PROVISIONS

This tender will be executed in accordance with the terms hereof. ThPA S.A. reserves the right to postpone or terminate the tender process, as well as modify the timetable for the completion of the process at any time, or to repeat it by a reasoned decision.

PART B: TECHNICAL TERMS

1. The laboratory to be awarded the contract shall have under the same building:
 - A complete hematology and biochemical laboratory with automatic analyzers and the necessary trained medical, paramedical and nursing staff;
 - A complete radiology lab with modern machines, not older than a decade, with the possibility of digital processing of X-ray images;
 - Full cardiac, auditory, ophthalmologic, orthopedic and dermatological assessment within the lab by a trained and specialized doctor.
2. It would be pleasantly welcomed by the employees and ThPA S.A., if the laboratory had accessible parking to facilitate the employees and to serve quickly and efficiently the employees of ThPA S.A.
3. For each individual laboratory, the scientific responsible of the respective specialization shall be declared.
4. Laboratories shall have the legal licenses and operate under the supervision and control of the competent bodies. Any temporary or permanent suspension of their legal license shall be notified immediately to ThPA S.A.
5. The outcome or results of each check-up shall be signed by a specialist physician of the laboratory-contractor, who assumes medical responsibility for the reliability of the results, along with the laboratory's scientific responsible, if they are different individuals.
6. All individual laboratories shall operate under the administrative responsibility of the contractor.
7. With regard to the way that the check-ups will be carried out, the contractor shall assume the following obligations:
 - Blood samplings are individual and will take place in the contractor's laboratory, in the morning, starting at 7:15 am;
 - Other tests will take place in the contractor's laboratory in the morning and at a time as close as possible to the time of the haematology tests;
 - Laboratory test staff and supplies shall be provided exclusively by the contractor.
8. The contractor, in order to carry out the project that he/she undertook for ThPA S.A, shall use lawfully insured staff and apply the legislation on health and safety in the workplace.
9. The contractor assumes civil liability of the medical and paramedical operations performed by his/her staff to his employees of ThPA S.A.
10. The contractor shall manage all used consumables for blood sampling and any other medical or paramedical operations carried out for ThPA S.A in a safe and technically optimum manner.
11. For consultation, appointment, and identification of the individuals to be examined, the employees themselves will be responsible for communicating with the diagnostic center that will undertake the performance of the tests.
12. ThPA S.A. is obliged to refer all employees for examination at the same period of time.
13. The results of the examinations will be sent by the contractor in closed envelopes, in paper format and in duplicate. For the orthopedic and eye examination of the administrative staff, a separate medical certificate signed by the physician of the corresponding specialization shall be submitted to the infirmary of ThPA S.A., certifying that the employee may work for 8 hours on screens and visual displays with the corresponding breaks.

THE CHAIRMAN OF THE BOD & MANAGING DIRECTOR

SOTIRIOS THEOFANIS

COMPANY TRADE NAME:

TELEPHONE:

FAX:

OFFER DOCUMENT

(For the selection of a contractor for the performance of medical check-ups to the staff of ThPA SA for 2019)

Serial number	ADMINISTRATIVE EMPLOYEES (~104 persons)	Government Tariff (Unit price) in (€)	Discount % on the Government Tariff	Value of check-up per person	TECHNICIANS - OPERATORS - DOCKERS (~305 persons)	Government Tariff (Unit price) in (€)	Discount % on the Government Tariff	Value of check-up per person	Remarks
1	Routine Blood test				Routine Blood test				
2	Blood sugar test				Blood sugar test				
3	Urea test				Urea test				
4	Creatinine test				Creatinine test				
5	Cholesterol test				Cholesterol test				
6	Triglyceride test				Triglyceride test				
7	SGOT, SGPT				SGOT, SGPT				
9	HDL, LDL				HDL, LDL				
12	Chest X-ray				Chest X-ray				
13	Electrocardiogram				Electrocardiogram				
14	Eye examination				Eye examination				
15	Orthopedic assessment				Orthopedic assessment				
16					Audiogram				
					Dermatological assessment				
	GRAND TOTAL				GRAND TOTAL				

1. Offer Validity:

2. I became aware of the terms of the tender process, which I hereby fully and unconditionally accept.

Thessaloniki,2019

THE BIDDER