



ΟΡΓΑΝΙΣΜΟΣ ΛΙΜΕΝΟΣ ΘΕΣΣΑΛΟΝΙΚΗΣ  
ΑΝΩΝΥΜΗ ΕΤΑΙΡΙΑ  
(Ο.Λ.Θ. Α.Ε.)  
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ΕΔΡΑ ΘΕΣΣΑΛΟΝΙΚΗ

INVESTMENT DIVISION  
PROCUREMENT DEPARTMENT

Thessaloniki 9/7/2019

Ref. No.: 4818/9-7-19

**REQUEST FOR TENDER**  
**FOR THE PROVISION OF POST TRANSPORTING OF THPA - 2019**

ThPA SA invites interested companies to submit an offer regarding the provision of Post Transporting, for one (1) year, according to the following terms.

**1. Object**

**1.1. Scope description**

Regarding the fastest service of staff working documents post transporting needs, ThPA SA intends to award at a courier company, its post transporting.

**1.2 Duration**

For the provision of the aforementioned service, the contractor shall enter into a contract for a period of one (1) year, which may extend one more year.

**1.3 Right of Participation**

- Participants must be individuals or legal persons, joint ventures or associations of suppliers engaged in the provision of relevant services.
- To own the National General and Special Licence of Postal Service of the National Registry Telecommunication and Postal Services Committee.

**2. Description of procedure**

**2.1 Criterion of evaluation**

Criterion for awarding the procurement shall be the lower offer price. Defining the tenderer, the multiplied offer price of each kind shipment, shall be added with the relevant rate of gravity (**Total Offer Price =  $T1*\Sigma1+T2*\Sigma2.....Tv*\Sigmav$** ) in accordance to the attached financial offer sample. The Contractor shall be the participant who will cumulate the lowest price.

**2.2. Submission of offers**

Interested parties can submit their offer, 26/7/2019 at the latest, at the Procurement Department of ThPA SA by e-mail at the e-mail address: [cathanasiou@thpa.gr](mailto:cathanasiou@thpa.gr), with notification to [ptheologou@thpa.gr](mailto:ptheologou@thpa.gr)

### **2.3 Clarifications**

Requests to provide additional information or clarifications are submitted at the email: [cathanasiou@thpa.gr](mailto:cathanasiou@thpa.gr) with a copy to: [cathanasiou@thpa.gr](mailto:cathanasiou@thpa.gr) five (5) working days before the deadline for submitting tenders at the latest. The answers shall be posted at ThPA SA's website.

### **2.4 Cancellation-Modification**

THPA SA reserves the right to cancel the procedure of assignment or may decide to repeat it at any stage. It also reserves the right to modify the terms of the procedure with transparency.

## **3. Offer Content**

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Bids shall be submitted in Greek, bearing the signature and stamp of the company and they shall include the following information:

### **3.1 Documentation of participation**

- Solemn Declaration of Law 1599/86, as applicable, in which shall be stated that the tenderer has become fully aware of the terms herein and accepts them fully and unconditionally
- Information of the tenderer's legal representative is mentioned submitted (such as statutes, certificates of company information amendments, respective pages of the Official Gazette, documents of BoD meetings, in the case of SAs, depending on the legal form of the participant).
- Copy of the National General and Special License of Postal Service of the National Registry Telecommunication and Postal Services Committee

### **3.2 Finance Offer**

The financial offer according to the attached template, shall include:

- The unit price in euros (€), per description of service.
- The offer validity period, which cannot be less than 90 days.
- Any other necessary information, at the discretion of the participants.

## **4. Counteroffers**

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Counteroffers are not acceptable.

## **5. Special Terms of the Procurement Execution**

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### **5.1 Performance warranty bond**

For the signing of the contract, a Performance Bond is required, the amount of which shall be 5% of the annual remuneration, exclusive of VAT, and shall be valid until its return to the Credit Institution which issuance it.

The Performance Guarantee of the Contract, shall fully cover, without discretion, the implementation of all contractual terms and every ThPA SA's request against the Contractor and revokes in case of violation of the Contract's terms, as defined by the contract and

### **5.2 Payment method**

The Contractor's payment will be made monthly, 60 days of submission of the relevant invoice to ThPA SA and the confirmation of ThPA SA's Competent Department, of the properly provision service, of the invoice.

The invoice will be issued and submitted to ThPA SA within the first fortnight of the month following the provision of the services.

### **6. Contractor's Obligations**

The Contractor is obliged to provide a proper and an expert personnel, in order to successfully fulfill the contractual obligations. Shall show the greater capacity, attention and care for the provided service and shall fulfill its obligations in accordance to the commonly accepted principles and standards. Shall execute its work in a professional and practical way in accordance to the principles of fair trade practices, in order to succeed its objectives of the impending contract.

Attached  
*Form of finance offer*

**Chairman of the Bod & Managing Director of ThPA SA**



**SOTIRIOS THEOFANIS**

**FINANCIAL OFFER SAMPLE**

[COMPANY'S STAMP]

**FINANCIAL OFFER**

Service Description	Charge	Rate of gravity	Offer
Package delivery into the city on the next working day	Up until 2kgr	35%	
	Each extra pound		
Package delivery into the city on the same day	Up until 2kgr	35%	
	Each extra pound		
Packaging delivery outside of the city to land destination within 3 working days	Up until 2kgr	25%	
	Each extra pound		
Protocol number receiving		5%	
<b>TOTAL</b>		100%	

*\*at the offer prices, VAT its excluded.*

OFFER VALIDITY TIME:

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Thessaloniki .../.../20019

**THE OFFEREE**

**STAMP-SIGNATURE**