



**THESSALONIKI PORT AUTHORITY
SOCIETE ANONYME
(ThPA S.A.)
S.A. Register No.: 42807/06/B/99/30
SEAT: THESSALONIKI**

Thessaloniki, 31.10.2019

Ref. Num.: 7110

CALL FOR TENDERS

**FOR THE CONCLUSION OF A CONTRACT FOR THE IMPLEMENTATION OF ACTIONS WITHIN
THE EUROPEAN PROJECT**

“ISTEN - Integrated and Sustainable Transport in Efficient Network”

(Project Nr 448)

**funded by the Transnational Cooperation Program “Interreg V-B Adriatic-Ionian program -
ADRION 2014-202”**

BRIEF PROJECT INFORMATION

CONTRACTING ENTITY	THESSALONIKI PORT AUTHORITY SA (ThPA SA) Address: Within the Port of Thessaloniki PC: 54625, Thessaloniki Tel.: 2310593121, Fax: 2310510500 Email: secretariat@thpa.gr Website: http://www.thpa.gr
TENDER TYPE	OPEN
OBJECT OF THE TENDER	Selection of Partner(s) for participation in the implementation of the European Project “ISTEN - Integrated and Sustainable Transport in Efficient Network”
PROJECT	Participation of Partner(s) in the implementation of the European Project “ISTEN - Integrated and Sustainable Transport in Efficient Network”
BUDGET	35,000 plus VAT
DEADLINE FOR THE SUBMISSION OF BIDS	18 November 2019, 15:00 pm
DATE OF THE TENDER	
INFORMATION	Ms. Stella Fassa Strategic Planning, Marketing & Sales Department Tel: 2310593323, sfassa@thpa.gr

Thessaloniki Port Authority SA, within the framework of the implementation of the ISTEN project - Integrated and Sustainable Transport in Efficient Network (Project No 448), funded by the Transnational Cooperation Program “Interreg VB Adriatic-Ionian program - ADRION 2014-2020”, intends to award a contract for the preparation of part of the work required to fulfill its obligations deriving from the project concerned and invites interested natural or legal persons or associations of interested parties to submit bids, in accordance with the conditions set out below in this call.

1. OBJECT OF THE PROJECT

The aim of the ISTEN project is to develop a coherent freight hub network focusing on intermodal port-inland transport in the area of the Adriatic-Ionian Interreg area.

The candidate that will be selected will work, in collaboration with the staff of ThPA SA, on the work packages of the project in which ThPA SA participates, as listed in Annex 1 herein. Within the framework of the aforementioned work packages, the selected candidate, in collaboration with the staff of ThPA SA, will prepare the following project deliverables.

Deliverable	Title
T2.2.6	Local Action Plan for Thessaloniki Area

The proper performance and verification of the delivered project will be certified by a certificate of receipt and proper performance of the project, which will be signed by the Project Manager.

Candidates may find out about the whole project before submitting their application, up to two days before submitting bids by contacting ThPA SA.

2. DURATION OF THE CONTRACT

From signing the contract until the submission of the project deliverables.

The contract may be extended until the required audits of the project have been completed, upon decision of the Managing Director.

The candidate to be selected

- Will work under the supervision of ThPA SA
- The results of his/her work will belong to ThPA SA.

The ISTEN project has a duration of 24 months with its starting date being 01.12.2017

3. BUDGET

The project budget is € 35,000.

4. REQUIRED QUALIFICATIONS FOR CANDIDATES

The tender is open to natural or legal persons or associations of interested parties that, either the associating parties themselves or members of the project team, have the following qualifications:

- Proven experience in implementing EU funded projects
- Knowledge and Experience in port and Logistics projects
- Solid academic background on the subject of the ISTEN project

The experience of the interested parties will be evidenced by a description of the works carried out, relevant certifications by contracting Public Authorities or private entities, copies of CVs.

Associations of interested parties, including partnerships, are not required to submit a contract at the stage of tendering. It is sufficient to declare the legal representatives of the members responsible that they are jointly involved in the bidding process.

5. BID EVALUATION - AWARDING CRITERION

The evaluation of the bids will be carried out by the Evaluation Committee of ThPA SA.

In order to determine the most economically advantageous bid, the Technical and Economical Bids of participants that were not excluded at the stage of checking the supporting documents will be evaluated based on the following criteria:

5.1 Technical bid score

Criterion 1: Technical report

The completeness and thoroughness of the evaluation of the object of the project is assessed, as shown by the Technical Report, namely:

- the degree of completeness of the evaluation of the project objects
- the degree of completeness and correctness of their commentary, and in particular the identification of any problems and suggestions on how to resolve them properly

The first criterion will be scored as U1, consisting of an integer from 1 to 100. Bids that receive below 60 in this criterion shall be rejected as unacceptable.

The weight of criterion 1 in the total score of the bidder is set at B1 = 30%.

Criterion 2: Methodology report

It specifically assesses the extent to which the activities presented for each work package meet the technical requirements of the work package.

The 2nd criterion will be scored as U2, consisting of an integer from 1 to 100. Bids that receive below 60 in this criterion shall be rejected as unacceptable.

The weight of criterion 2 in the total score of the bidder is set at B2 = 30%.

Criterion 3: Project team.

The structure, staffing and experience of the project team are assessed.

The 3rd criterion will be scored as U3, consisting of an integer from 1 to 100. Bids that receive below 60 in this criterion shall be rejected as unacceptable.

The weight of criterion 3 in the total score of the bidder is set at B3 = 20%.

5.2 Economical bid score

The economical Bid will be scored as U4, consisting of an integer from 1 to 100.

The score of each economical bid (EB) is derived from the ratio of the lowest economical bid (EBmin) to that economical bid as follows:

$$U.E.B. = 100 \times EB_{min} / EB$$

The weight of this criterion is set at B4 = 20%.

Specifying the most economically advantageous bid

The weighted score of each bid U is the sum of:

$$U = U1 \cdot B1 + U2 \cdot B2 + U3 \cdot B3 + E.B \cdot B4$$

or

$$U1 \cdot 30\% + U2 \cdot 30\% + U3 \cdot 20\% + E.B \cdot 20\%$$

The most economically advantageous bid is the one that will receive the highest weighted score.

6. REQUIRED DOCUMENTS

The following information and supporting documents shall be included in the bid dossier:

- i. An information note on the areas that the candidate is active in
- ii. Descriptions of works carried out, that are similar to the object of the tender
- iii. A Technical Report on the specific work packages. The Technical Report shall list all tasks, highlighting any problems that may arise and making suggestions regarding the appropriate way of solving them.
- iv. A Methodology Report on the implementation of the tasks, including the main activities - actions for the performance of the project, with a brief description of each one.
- v. Experience Certificate of project team. In case they are not available at the date of submission of offers, a confirmation shall be submitted by the participating economic

operator detailing the experience of each member of the group and stating that if the project is awarded the experience certificates will be produced prior to the signing of the relevant contract.

vi. Economical Bid

7. PERFORMANCE GUARANTEE

Following the award of the tender and prior to signing the contract, the Contractor shall provide a letter of guarantee issued by a Greek Bank for an amount equal to 5% of the contractual price.

8. LANGUAGE

The offer may be submitted in Greek or English language.

9. PROCESS FOR BID SUBMISSION

Interested parties are requested to submit their applications and all necessary supporting documents no later than 18.11.2019, until 13:00.

Bids can be submitted in one of the following ways: in person, by an authorized person, by post or courier at the following address:

**Central Secretariat of ThPA SA
Administration Building, Pier 1
Port of Thessaloniki
54625, Thessaloniki
Tel. 2310593118, 121**

The application dossier shall mention:

Bid for the call for tenders regarding the project ISTEN - Integrated and Sustainable Transport in Efficient Network (Project Nr 448).

Candidate contact information (name and surname, address, contact telephone).

Applications submitted after the above date and time will be rejected as late and will not be evaluated. Incomplete applications will not be considered.

Attached

Annex: Table 1

THE CHAIRMAN OF THE BOD & MANAGING DIRECTOR

SOTIRIOS THEOFANIS

ThPA S.A. | Port of Thessaloniki, Pier No.1, 546 25, Greece | www.thpa.gr
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ANNEX

Table 1. Work Packages that the contractor will participate in, along with the corresponding man/months.

	Work Packages and Tasks	MM
WPM	Management	1
M.4	Financial Management	
WPT1	Transnational Cooperation Network	3
T1.3	Transnational Cooperation Network TCN	
WPT2	Action Plans for ADRION Hubs	5
T2.1	Set-up of Local Working Group Stakeholder	
T2.2	Local Action Plans for setting the hub	
T2.3	Strategic Action Plan for ADRION Region	
WPC	Communication	2
C.1	Start-up activities including communication strategy and website	
C.2	Publication(s)	
C.3	Public Event(s)	
C.4	Promotional material	
C.5	Digital activities including social media and multimedia	

WPM – Financial Management

Preparation of files required by the committee for every reporting period.

WPT1 – T1.3 Transnational Cooperation Network

A transnational network of stakeholders (Transnational Cooperation Network - TCN), involving key actors from partners/associated and from third parties, will be established for exchanging information, procedures and transport knowledge for the ISTEN project.

WPT2 – Action Plans for ADRION Hubs

A network of key stakeholders will be established for exchanging information, procedures and transport knowledge for the ISTEN project, so that a common strategic plan for Adrion hubs, is established.

WPC – Communication

Participation in events (including digital activities) for the promotion of the ISTEN project. Communicate results to external stakeholders.