



**GENERAL INVESTMENTS DIVISION
PROCUREMENT DEPARTMENT**

REQUEST FOR TENDER
FOR THE ANNUAL MAINTENANCE & REPAIR OF THPA SA A/C UNITS

ThPA SA invites any interested companies to submit their tender for the provision of maintenance and repair services in A/C units devices in THPA SA A/C, in accordance with the following terms and conditions.

PART A' GENERAL TERMS

1. Object

1.1. Scope description

The scope of the herein is the maintenance and repair of A/C units that are installed and operate in ThPA SA machinery, vehicles and building infrastructure for one (1) year according to the technical standards, as in detailed referred in Part B, herein.

The scope of this Request is sub-divided in the two following categories:

1st category of A/C units: **149** A/C (air-condition) units installed on ThPA machines and vehicles (passenger or/and trucks, loaders, forklifts, straddle carriers etc.)

2nd category of A/C units: **295** Split units installed in ThPA SA building infrastructure, spaces and cranes.

2. Right of Option

ThPA SA reserves the right, following the agreement of the Contractor, to extend the provision of services for one (1) more year under the same terms and conditions.

3. Duration

For the provision of the aforementioned services, the contractor shall enter into a contract for a period of one (1) year.

4. Right of Participation

Participants must be individuals or legal persons, joint ventures or associations of suppliers engaged in the provision of relevant services.

4.1 Technical & Professional Capacity

The participants must have:

1. License of HVAC technician accordance to Legislation 1/2013.
2. Certification of using fluorinated greenhouse gases according to European Legislation 517/2014.

5. Description of procedure

5.1 Criterion of evaluation

Tenders shall be evaluated and contract will be awarded per category of A/C units and based on the offered price, provided that the general and technical requirements herein are met.

5.2. Submission of offers

Interested parties can submit their offer, for one or both categories, of A/C units by **21/4/2020**, at the latest, at the Procurement Department of ThPA SA by e-mail at the e-mail address cathanasiou@thpa.gr, with a copy to ptheologou@thpa.gr

5.3 Clarifications

Requests to provide additional information or clarifications are submitted at the email: cathanasiou@thpa.gr with a copy to: cathanasiou@thpa.gr five (5) working days before the deadline for submitting tenders at the latest.

5.4 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.

6. Offer Content

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

- The financial offer according to the attached template, shall include:
- The unit price and the total offer price in euros (€), plus VAT. The price offered shall include any kind of costs, expenses and workshop personnel.
- The offer validity period, which cannot be less than 60 days (from the tender closing date).
- Solemn Declaration of Law 1599/86, as applicable, in which:
 - a) Information of the tenderer's legal representative is mentioned.
 - b) It is stated that the tenderer has become fully aware of the terms herein and accepts them fully and unconditionally.
- License of HVAC (Heating, Ventilation, Air-conditioning) technician according to FEK 1/2013
- Certification of using fluorinated greenhouse gases according to European Legislation 517/2014.
- Any other necessary information, at the discretion of the participants.

7. Counteroffers

Counteroffers are not acceptable.

8. Special Terms of the Procurement Execution

8.1 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 it shall be deposited before or during the signing of the contract. The performance bond shall cover entirely and without exceptions the implementation of all the conditions of the contract and any claim of ThPA SA against the supplier.

The performance bond shall be forfeited in the case where the terms of the contract are violated, as specifically defined.

8.2 Payment method

70% of the total expense (VAT excluded) will be paid to the Contractor after the successful completion of preventive maintenance of A/C units and approval of the relevant Technical Report by the responsible Division. The remaining price and VAT of the invoice will be paid after the end of the annual maintenance period.

Terms of ThPA A/C unit maintenance

1. Maintenance of the 1st Category - 149 A/C (air-condition) units installed on ThPA machines and vehicles (passenger or/and trucks, loaders, forklifts, straddle carriers etc.)

Preventive maintenance of A/C units of machinery – vehicles will take place at least once a year and must be completed within forty calendar days from the relevant instruction. The Contractor is entitled to fulfil periodical maintenance works more often in order to reduce damage - repairs.

The maintenance works will be carried out using means and tools of the Contractor. The cost of the consumables such as the ecological cleaning agents and the necessary lubricants shall be borne by the Contractor. The coolants required to fill in the devices will be granted by ThPA SA after the Contractor informs timely the service about the quantities, the type of coolants and the machinery - vehicles where they will be used for.

More specifically, the preventive maintenance works will be performed on the A/C units of vehicles and will include at least:

- Control - cleaning of aeration filters of cockpit and replacement information when cleaning is no longer possible.
- Check if there is sufficient coolant and fill in if the coolant quantity is not sufficient
- Control of pipelines and coolant circuit for damage and possible leak, cleaning, maintenance and repair
- Control of operation of the coolant circuit, filling in or replacing lubricant
- Cleaning of parts using the adequate, ecological liquid
- Defining the spare parts such as conveyors, compressors, discharge valves, condensers etc. that need to be replaced
- Cleaning, lubrication and control of fan operation
- Verifying whether the system works properly

After the completion of the preventive maintenance, the Contractor will submit to ThPA SA a **detailed report** setting the timetable of the maintenance works for each A/C unit and detailed remarks about the units where problems were identified such as the need for repair using a spare part, the existence of a leak, the need to fill in coolant, electrological damage etc.

2. Maintenance of the 2nd category - 295 SPLIT A/C (air-condition) units - 37 of these A/C units are of thermal capacity >24.000 Btu/h, installed and operating on ThPA SA machinery and building infrastructure.

Preventive maintenance of A/C units installed in offices and other building infrastructure includes two ordinary maintenances to be held in the following periods:

- Summer maintenance: From 1st of May to 20th of May
- Winter maintenance: From 1st October to 20th October

Obviously, winter maintenance shall only concern the machinery providing heat.

The materials and spare parts used during maintenance (cleaning liquids, refrigerants,, strip connectors, insulating tapes etc.) shall be borne by the maintener.

Overall, ordinary maintenance includes the following:

- Washing, cleaning and control of external unit.
- Cleaning of internal part - fan, washing of part using a special ecological microbicide and aromatic liquid.
- Control of the unit's electric unit (Int. and Ext.), tightening terminals.
- Control of the liquids, measurement and adjustment of temperature and working pressure, detection of coolant leak and pipeline control.

- Washing, cleaning and control of internal unit.
- Cleaning of external part and lubrication of fan, washing of part using a special ecological chemical product.
- Cleaning of concentrates run-off pipe.
- Function test and check of the remote control.

The Contractor is obliged for each air-condition unit maintained and after the completion of the scheduled operation, must fill, sign and seal the special form "Maintenance Sheet and Control of the Air-Condition System" - ANNEX 1, which shall be delivered to the responsible Department of ThPA SA. On the Maintenance Sheet, remarks of specific problems, which were observed at the aforementioned system, such as spare parts due to operation, or existence of leak, the need of cooling complete, electrical damage etc., shall be mention.

3. Repair of split A/C units

The maintainer's duties also include the repair of A/C units that could sustain damage within twelve months from the award date. The maximum acceptable response time from the notification of the damage is 48 hours from the notification. The work provided by the maintainer will be included in the annual maintenance expenses while the cost of the necessary spare parts shall be borne by ThPA SA.

Attached:

Maintenance Sheet and Control of the Air-Condition System

Offer Draft

THE CHIEF EXECUTIVE OFFICER

FRANCO NICOLA CUPOLO

ANNEX 1

Maintenance sheet and Control of the Air-Condition System

A. General Information

1. Address/number/
City.....
.....
2. Kind/use
Building.....
.....
3. Name/ first name of the person in charge/
Tel.
number.....
.....

B. A/C elements

1. Number/type* of external units	Pump heat air-water	<input type="checkbox"/>
	Pump heat water-water	<input type="checkbox"/>
	Absorption chiller	<input type="checkbox"/>
	VRF	<input type="checkbox"/>
	Autonomous – split unit system	<input type="checkbox"/>
2. Number of internal units	
3. Total installed cooling/electrical power	External unitskw
	Internal unitskw
4. Function	1. Cooling	<input type="checkbox"/>
	2. Cooling-heating	<input type="checkbox"/>
5. Coolant	1. Water	<input type="checkbox"/>
	2. Other	<input type="checkbox"/>
6. Manufacturer/model/ serial number	
	
	

*The type of the external units is noted by "X"

C. Operations per external unit

a/a	Type of operation	**
1.	Inverter Cleaning	
2.	Control of the coolant (completeness, leak, lubricating etc.	
3.	Control of electrical net	
4.	Efficiency control	
5.	Rolling bearing lubricating	
6.	Pump control	
7.	Unit control processor function	
8.	Other operations	

**completed operations noted by "X"

D. Operations per internal unit

a/a	Type of operation	**
1.	Filter's Cleaning	
2.	Strap Control	
3.	Inverter Cooling	
4.	Net Control (insulations, leaks etc.)	
5.	Other operations	

**completed operations noted by "X"

E. Measurements / calculations

External unit	Internal unit
1. Temperature calculation	1. Electricity consumption of engines.....Amp
2. Pressure calculation	2. Other elements
3. Electricity consumption of net.....amp
4. Other elements.....	

F. Remarks

.....

G. Maintainer's Information

1. Name/first name of maintainer.....
2. Address/number.....

3. Number of profession practicing (based on the applicable legislation)

4. Date of maintainer.....
5. In charge of the coolant-factory
 (Operators –etc)



ANNEX 2

COMPANY NAME:

VAT No:.....**TAX OFFICE:**.....

ADDRESS:.....

TEL:

EMAIL:.....

**BID TEMPLATE
FOR THE MAINTENANCE AND REPAIR OF A/C UNITS**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Annual maintenance and repair of A/C units of vehicles and machinery	149		

DESCRIPTION	THERMAL POWER	SUMMER MAINTENANCE		WINTER MAINTENANCE	
		QUANTITY	UNIT PRICE	QUANTITY	UNIT PRICE
Annual maintenance of A/C split units	≤24.000 btu/h	258			
Annual maintenance of A/C split units	≥ 24.000 btu/h	37			
TOTAL		295			

OFFER VALIDITY PERIOD.....

Thessaloniki,

THE OFFEREE

