

**OPEN CALL FOR TENDER  
(TED 041/2021)  
FOR THE PROVISION OF CLEANING SERVICES FOR THPA SA OUTDOOR AND INDOOR PREMISES**

**TENDER SUMMARY**

<b>OPEN TENDER</b>	
<b>ECONOMIC OPERATOR</b>	<b>THESSALONIKI PORT AUTHORITY SA</b> Main activity: Port activities: Address: Inside the Port of Thessaloniki PC 54012 Thessaloniki Tel.: 2310593121, Fax: 2310510500 Email: <a href="mailto:secretariat2016@thpa.gr">secretariat2016@thpa.gr</a> Website: <a href="http://www.thpa.gr">http://www.thpa.gr</a>
<b>Deadline for the submission of Tenders</b>	<b>03.02.2021</b>
<b>Deadline for the submission of clarification requests</b>	<b>27.01.2021</b>
<b>Award criterion</b>	The most economically advantageous offer, based on the best value for money, provided that the general and special terms are met.
<b>Estimated procurement value</b>	<b>€798,000.00 plus VAT 24%</b>
<b>Estimated value of right to extension</b>	<b>€798,000.00 plus VAT 24%</b>
<b>Estimated option value</b>	<b>10% of the estimated value, i.e. up to 79.800,00€ yearly</b>
<b>Contract Term</b>	<b>one (1) year with an option to extend for (1) more year</b>
<b>Contact for clarifications</b>	Name: Chrysanthi Athanasiou & Paraskevi Theologou E-mail: <a href="mailto:cathanasiou@thpa.gr">cathanasiou@thpa.gr</a> & <a href="mailto:ptheologou@thpa.gr">ptheologou@thpa.gr</a> with a copy to <a href="mailto:gpapageorgiou@thpa.gr">gpapageorgiou@thpa.gr</a> Tel: +302310593360, 363, 305

## PART A: GENERAL & SPECIAL TERMS

### ARTICLE 1 - Description of Material & Financial Scope of the Contract

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#### 1.1. Material Scope

The scope of this contract is the provision of cleaning services for indoor and outdoor premises of Thessaloniki Port, as listed on the attached Table of Service Provision Premises and are shown on the topographic diagram attached. The Port zone of ThPA SA covers a surface of approximately 1,550,000m<sup>2</sup> and stretches to a 3500m long zone.

**It must be specified that alternative tenders and tenders for part of the requested services shall not be accepted.**

#### 1.2. Financial Scope

##### 1.2.1 Estimated Contractual Price

The estimated contract value amounts to **€798,000.00** plus 24% VAT for one year, with the option to extend for one more year, of an estimated value of 798,000.00€ plus VAT 24%.

##### 1.2.2. Option value

The estimated option value may amount to 10% of the contract price that is up to **79.800,00€** plus 24% VAT for one year.

The option covers:

- a) any necessary provision of services on holidays and rest days, provision of services outside normal working hours, provision of services at night
- b) the additional cost resulting from the employment of one or more employees with increased experience at specific positions.
- c) any employment of additional staff required to meet extraordinary needs.

To exercise the option right, ThPA shall notify the Contractor before taking up the service.

Note that exercising the option right is not subject to any administrative & operating costs.

#### 1.3. Term

The term of this contract is set at one (1) year starting from 01/03/2021 with the option to extend it for one (1) year.

#### 1.4. Award Criterion

The contract shall be awarded according to the criterion of the most economically advantageous offer, based on price and quality criteria, provided that the requirements of this Call are met.

### ARTICLE 2 - Eligibility - Quality Selection Criteria

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#### 2.1 Eligible participants

**2.1.1.** Eligible to participate in the conclusion of this contract are the natural or legal persons and, in the case of an association of economic operators, their members that perform professional activities relevant to the scope of the tendered services.

**2.1.2.** Participants shall:

- Not be in a state of bankruptcy, liquidation or compulsory receivership.
- Not be convicted by a final judgement for the offences below, as follows: in the case of General Partnerships (GP), Limited Partnerships and Limited Liability Companies (LTD), this requirement applies to the managers; in the case of a Société Anonyme (SA), this requirement applies to the Chairman and CEO and in any other case to the natural persons managing the company:
  - a) participation in a criminal organisation, within the meaning of Article 2(1) of EU Council Joint Action
  - b) bribery, within the meaning of Article 3 of the Council Act of 26 May 1997(21) and Article 3(1) of Council Joint Action 98/742/JHA.
  - c) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests,
  - d) money laundering, within the meaning of Article 1 of Council Directive No. 91/308/EEC, on prevention of the use of the financial system for the purpose of money laundering,
  - e) embezzlement (article 375 of the Criminal Code)
  - f) fraud (article 386-388 of the Criminal Code)

- g) extortion (article 385 of the Criminal Code)
- h) forgery (article 216-218 of the Criminal Code)
- i) perjury (article 224 of the Criminal Code)
- j) bribery (article 235-237 of the Criminal Code)
- k) bankruptcy fraud (article 398 of the Criminal Code)

- They shall have fulfilled their obligations' relating to the payment of taxes or social security contributions.

**2.1.3.** Associations of economic operators, including any temporary partnerships, are not required to have a specific legal form in order to submit a tender. The selected Joint Venture or Association of Suppliers may be required to assume a specific legal form to the extent that the specific legal form is necessary for the proper execution of the contract.

**2.1.4.** If a tender is submitted by an association of economic operators, all its members are jointly and wholly liable towards the contracting entity.

## **2.2 Economic & Financial Standing**

With regard to their financial and economic standing and for the purpose of signing this contract, the economic operators shall have:

- an average annual turnover of at least **one million euro (€1,000,000.00)** in the last three (3) fiscal years.
- "General Personal Injury & Damage to Property Civil Liability" and "Employer Civil Liability" insurance policies, with a total annual compensation of **three million euro (€3,000,000)** for all coverages. Note that for the purposes of all Civil Liability insurance policies, ThPA SA, its staff, consultants, associates, suppliers, Contractors, subcontractors and customers are considered third parties.

## **2.3 Technical & Professional Capacity**

With regard to the technical and professional capacity and for the purposes of this procurement procedure, economic operators are required to have at least three (3) years of experience in the cleaning services sector, at facilities of similar size, such as ports, airports, large industrial complexes, high traffic places, hospitals etc. More specifically, the economic operators shall have executed at least one annual procurement procedure for each one of the three past years (2017, 2018, 2019), with a value equal to the annual budget hereof. The annual term may result from either one contract or consecutive extensions - awards.

The economic operators shall have employed in the three past years (2017-2019) at least 50 full-time or 100 part-time employees irrespective of working hours, per year.

## **2.4 Quality Assurance & Environmental Management Standards**

For the purposes of this procurement procedure, the economic operators must have:

- a)** Quality management certification, per **ISO 9001:2015** (or equivalent), for the provision of cleaning services for premises,
- b)** Environmental management certification, per **ISO 14001:2004** (or equivalent), for the provision of cleaning services for premises, and
- c)** Health & Safety certification, per **ELOT 1801 / OHSAS 18001:2007 / ISO 45001:2018** (or equivalent), for the provision of cleaning services for premises.

**In cases of company partnerships, company associations or joint ventures, it suffices that one member fulfils the criteria of articles 2.2, 2.3.& 2.4.**

## **ARTICLE 3 – Proof of Fulfilment of the Participation Criteria**

In order for participants to demonstrate that they meet the selection criteria of *article 2, Eligibility - Quality Selection Criteria*, along with their tender, they shall submit the following participation documents:

a) To prove their eligibility under paragraph 2.1:

- A certificate of registration to the corresponding chamber (domestic economic operators) and a similar certificate/approval/licence from the competent authority in their country of origin (foreign economic operators).
- A solemn statement by the tenderers stating that the participation impediments set out in paragraph 2.1.2 do not apply in their case, and that they have no reason to believe that they will apply during the tender validity period or any of its extensions.

After the award of the project and before signing the contract, the selected economic operator shall furnish the necessary certificates and other supporting documents (criminal record copy, tax and insurance clearance certificate, GEMI certificate etc.).

b) To prove their economic and financial capacity under paragraph 2.2:

- Financial accounts of the past **three (3)** years (2017-2019). If an economic operator, for a valid reason, is not able to furnish the above-mentioned documents, he may prove its economic and financial capacity by any other appropriate document. In addition, he shall submit a solemn statement stating the general and the specific turnover.
- An insurance policy covering at least General Personal Injury & Damage to Property Civil Liability and Employer Civil Liability policies, and at least within the limits set forth herein.

c) To prove their technical capacity of paragraph 2.3,

- A table with the relevant projects completed in the last three (3) years: (project name, brief description, contracting authority, budget, implementation timetable). On the table of projects, he shall mark the projects meeting the requirements of paragraph 2.3 herein.
- Annual establishment plans (2017-2019) demonstrating that the needs set forth herein are met.

d) To prove their compliance with the quality assurance and environmental management standards of paragraph 2.4 they shall furnish:

- Quality management certification, per ISO 9001:2008 (or equivalent), for the provision of cleaning services for premises,
- Environmental management certification, per ISO 14001:2004 (or equivalent), for the provision of cleaning services for premises, and
- Health & Safety certification, per ELOT 1801/OHSAS 18001:2007/ISO 45001:2018 (or equivalent), for the provision of cleaning services for premises.

e) To prove his legal incorporation and representation, in the cases when the economic operator is a legal person, he shall furnish the appropriate legal incorporation and representation documents (such as articles of incorporation, certificate of changes, Government Gazettes, Board of Directors constituent sitting in the case of SA, etc., depending on the tenderer's legal form). The lawful incorporation, all the relevant amendments to the articles of association, the person/s that lawfully bind the company at the time of the tender (legal representative, power of signature etc.), any third parties with representation authority, as well as their term and/or the term of the administrative body members/legal representative must all derive from the aforementioned documents.

f) The economic operator associations submitting a joint tender, submit the supporting documents referenced in paragraphs (a) & (e) for each economic operator participating in the association. For the other categories b to d, it suffices that one member fulfils the criteria of articles 2.2, 2.3, 2.4.

g) In the case when an economic operator wishes to rely on the capacity of other operators, to prove that he will have the necessary resources at his disposal, he must furnish a written commitment of these operators to this end.

**NOTE:** The Solemn Statements set forth in this Call, if drafted by Greek citizens, must be in the form provided for in article 8, par. 2, Law 1559/1986 and submitted by the interested natural persons or in the case of legal persons and depending on the legal form of the participating legal person: a) by the general partners and administrators in the case of General and Limited Partnerships or b) by the Managers in the case of Limited Liability companies or) by the legal representative in the case of Société Anonymes (e.g. Managing Director) provided it is demonstrated by a Board of Directors Act published in a Government Gazette issue, where the relevant competence is stated.

#### **ARTICLE 4 - Tender submission modalities & time**

Tenders are submitted by the economic operators during business days and hours, by no later than Wednesday, **03/02/2021** at 15:00, in Greek, not subject to terms, requirements, conditions or provisos.

**Address for tender submission:**

Thessaloniki Port Authority SA

(Administration Division - Secretariat Department)

Technical Services Building (within the Port)

GR 54012 Thessaloniki

After the closing date and time, it will no longer be possible to submit tenders. Tenders submitted late shall be returned.

## **ARTICLE 5 – Tender extension, amendment, addition or annulment**

ThPA SA holds the right to extend the tender submission date, cancel the award procedure or decide to repeat it at any stage without any liability, cost or penalty, following the decision of its competent body. It also reserves the right to modify the terms of the procedure with transparency.

## **ARTICLE 6 – Clarifications on the Call of Tender**

Clarification requests are submitted electronically at the ThPA SA Procurement Department at [cathanasiou@thpa.gr](mailto:cathanasiou@thpa.gr) and at [ptheologou@thpa.gr](mailto:ptheologou@thpa.gr) with a copy to [gpapageorgiou@thpa.gr](mailto:gpapageorgiou@thpa.gr) with (5) working days before expiry of the deadline for submitting tenders at the latest. Clarification requests submitted by any other means will not be considered.

The clarifications shall be posted on the ThPA SA website [www.thpa.gr](http://www.thpa.gr).

## **ARTICLE 7 - Tender Preparation - Content**

The tender envelope will consist of the following:

- (a) one (sub)envelope marked "Participation Documents - Technical Tender" and
- (b) one (sub)envelope marked "Financial Tender" and
- (c) an electronic storage medium (usb) with the content of the two above sub-envelopes in electronic form. Every envelope will include the respective storage means.

In all other respects, alternative tenders, counteroffers or amended tenders or any proposals that may be construed as counteroffers shall not be considered and shall be rejected by the ThPA SA competent body, after an opinion has been delivered by the Tender Committee.

## **ARTICLE 8 – Tender Validity Period**

The submitted tenders must be valid for **one hundred twenty (120) days** after the deadline for tender submission. Tenders with a shorter validity period will be rejected **as unacceptable**.

The tender validity may be extended, if it so requested by ThPA SA, prior to its expiry, for up to a period equal to the initial tender validity period set forth in the Call. Any extension to the tender validity is accompanied by an extension of the duration of the relevant participation guarantee.

## **ARTICLE 9 – Contents of (sub)envelope "Participation Documents - Technical Tender"**

### **9. 1. Participation Documents**

The economic operators submit participation data and supporting documents, which include:

- A solemn statement whereby Candidates declare they accept unreservedly the terms of the Call, and that they have been apprised of the special requirements and specificities of the project scope and will provide the minimum mechanical equipment according to Article 2 of Part B hereof.
- A Participation Bond/letter of guarantee with a validity of  $\geq 120$  calendar days, counting from the Tender Closing Date, in the amount of 15,960.00€ euro. In the case of Joint Ventures, Associations or Partnerships, the Participation Bond shall cover the obligations of all members of the Association or separate participation bonds shall be submitted by every member depending on its participation rate, which will add up to the above required amount. The Participation Bond shall be forfeited in favour of ThPA SA in the case when the selected Contractor refuses, expressly or tacitly, to sign the minutes or contract, within the specified deadline. Instead of a letter of guarantee, it is possible to deposit the equivalent amount to ThPA SA's bank account in Piraeus Bank, before submitting the tender envelope which shall also include (in the sub envelope of "participation documents") the deposit slip.

- The documents under Article 3 - Proof of Fulfilment of the Participation Criteria.
- A Copy of Annex E (Information document on the processing of personal data, withing the meaning of Article 13, GDPR 679/2016) signed by the legal representatives of the participating economic operator.

## 9. 2. Technical Tender

The Technical Tender of the economic operators shall meet all the requirements set out by ThPA SA in Part B hereof and describe in detail how said requirements and specifications are met. It specifically includes the documents and supporting evidence that are necessary for evaluating the competence of the human resources and the mechanical equipment, the appropriateness of the services provided, based on the detailed terms under Part B. Also, the Technical Tender will include a detailed list of the chemical agents to be used by the candidate contractor, documents with the technical features of the above supplies and approvals-registrations on the respective registries, if required (General Chemical State Laboratory, National Register of Chemical Products, National Organization for Medicines etc.)

The technical tender shall include the data submitted by ThPA for evaluation - scoring of tenders, based on the following table:

S/N	EVALUATION CRITERIA	WEIGHTING FACTOR
A.1.	Way to organise the provision of services	40%
A.2	Quality Assurance Procedures	25%
B.1	Way of supervision and internal audit	20%
B.2	Supplied equipment and cleaning materials	15%
<b>TOTAL</b>		<b>100%</b>

A1: Description of the way of organizing the provision of services focusing on the allocation of the personnel and every action that will be taken by the candidate contractor to satisfy ThPA requirements. Description of the action to be taken in order to reach the best possible result, additional services that will upgrade cleanliness and any other action deemed necessary. A contingency plan, adjusted to ThPA data and needs, shall be submitted. The mere fulfilment of the technical specifications hereof is scored with 100.

A2: All the procedures that will be applied by the economic operators in the framework of the project, such as the quality control, the behaviour, the employees' performance, the staff selection, the training and any other procedure or compliance with standards as per ISO. The procedures shall be adjusted to the project. Vague manuals or procedures will not be considered and the tender will be rejected.

B1: Description of the proposed method of supervision for maintaining an optimal cleanliness level and the internal audit procedures applied by the economic operator.

B2: Description of the proposed equipment and the materials that will be used within the framework of the project. Specific types are proposed to ensure compliance with the specifications hereof and the respective approvals-registrations for the cleaning materials. The economic operators shall propose specific quantities of equipment and materials to carry out the project. Compliance with the minimum requirements of the specifications will be scored with 100.

Scoring varies between 100 and 120. Any tender that receives a score under 100 will be rejected.

The sum of the relative weighting factors of the Evaluation Criteria Groups is always 100. Tenders are scored and ranked according to the formula:

$$U = \sigma_1.K_1 + \sigma_2 .K_2+ ..+\sigma_n .K_n$$

whereby:  $\sigma_n$  is the weighting factor of the award criterion  $K_n$  and we have  $\sigma_1+\sigma_2+...+\sigma_n=1$

Every evaluation criterion is scored separately based on the data of the tender. Scoring shall be fully and specifically justified. The temporary contractor shall be the tenderer whose tender has obtained the lowest ratio of the formula:

$$A=P / U, \text{ with } P: \text{ offered price.}$$

## **ARTICLE 10 – Contents of the Sub-envelope “Financial Tender”**

The (sub)envelope “Financial tender” includes the following documents:

**I) Financial tender**, which covers the implementation of all the services of this Call, is drafted according to Annex C - Financial Tender Template, and states:

- a) The number of employees involved in the project.
- b) The working days and hours.
- c) The collective labor agreement by which employees are covered.
- d) The budgeted amount of all kind of legal pay for these employees (monthly cost per employee, total monthly cost, total yearly cost).
- e) The amount of the social security contributions based on the budgeted amounts.
- f) The surface area (in square meters) cleaned per person.
- g) The administrative cost of service provision
- h) The cost of consumables/materials.
- i) The contractor benefit

The costs under items (g), (h), (i) and (j) shall remain fixed throughout the term of the contract.

Work outside normal working hours shall not be calculated during the submission of the financial tender but shall be borne by ThPA SA as needed, when required, at its sole discretion, based on the Contractor’s financial tender, by exercising the option right. The supervisor, the foreman and the operators shall not work on holidays. Should they need to work, their employment will be calculated based on the contractor’s financial tender. The financial tender shall include the final manhour cost for the following cases: Monday - Saturday (morning-evening), Monday-Saturday (night), Sunday-Holiday (morning-evening) and Sunday-Holiday (night).

The financial tender shall also include an assessment of the total cost of materials that cannot account for less than the 3% of the final price.

The Financial Tender shall make reference to its validity period, according to article 8 of this Call for Tender, and be signed by the lawfully authorized representative of the tendering company.

The following tenders shall be rejected as unacceptable:

- a) when it does not have a price in EURO or when a EURO to foreign currency relationship is set,
- b) the offered price is not clear

The administrative cost cannot account for less than 5.5% of the total price, the equipment cost cannot account for less than 7% and the materials cannot account for less than 3% of the total price. The contractor benefit that accounts for 3% of the total price is considered reasonable. Any tender that fails to comply with the above will be rejected.

ThPA SA has calculated and set as a minimum labor cost the amount of **52,582.90€ including Special Account of Children’s Camps** Any tender with a labor cost lower than the above will be rejected as unacceptable.

**II) Copy of the collective labor agreement** by which employees are covered.

## **ARTICLE 11 - Language**

The official language of this procedure is Greek and the tenders and all information included therein shall be in Greek or be accompanied by a translation into Greek. Technical brochures or certificates with special or not content shall be submitted in English without an accompanying translation. ThPA SA may, at any time, request from participants to submit translations of the above brochures into Greek, within reasonable time.

## **ARTICLE 12 - Tender Evaluation**

The opening of the tenders will be made without the presence of the participants.

During the evaluation, ThPA SA may address requests for clarification to the participating economic operators, who shall provide such clarification within the specified deadlines, as the case may be.

The participants will be informed about the result of the evaluation following the issue of a relevant decision by ThPA SA competent body.

### **ARTICLE 13 – Contract – Amendments – Unilateral Termination**

After the notification of the tender result, a contract is signed between ThPA SA and the selected company. For the signing of the contract, the Contractor shall submit a Performance Bond.

The contract may be amended during its term of validity, without the need for a new contract conclusion procedure, following an agreement between the two parties.

The Contract shall be terminated in the cases of paragraph 4 or paragraph 6, article 68 of Law 3863/2010, as in effect.

### **ARTICLE 14 – Contract Performance Terms**

During the Contract performance, the Contractor fulfils his obligations in the areas of environmental, social security and labour law, established by the EU & national legislation, the collective bargaining agreements or any international provisions of environmental, social security and labour law.

### **ARTICLE 15 - Performance Guarantee**

For signing the contract, the Contractor shall furnish a Performance guarantee the amount of which is set at 5% of the contract value, not including VAT, delivered before or upon contract signing.

The performance guarantee shall be forfeited in the event of failure to comply with the terms of the contract, as specified therein.

The performance guarantee shall cover entirely and without exceptions the implementation of all the conditions of the contract and any claim of ThPA SA toward the supplier.

### **ARTICLE 16 - Contract Monitoring**

The business units responsible for monitoring the contract and supervising the services offered by the Contractor are:

#### **Guarding unit & Port Facility Security Officer**

- The Guarding unit & Port Facility Security Officer inspects the cleanliness of outdoor spaces that do not fall within the administrative competence and jurisdiction of the ThPA SA Departments, inspects the cleanliness of the New Passenger Terminal, the guardhouses, the individual restrooms, the port church and its surrounding outdoor area, and the ThPA SA offices.

- At the Contractor's office, there is a time clock recording the staff times of arrival and departure. The arrival, departure and presence of the staff is monitored by the Guarding unit & Port Facility Security Officer.

The Guarding unit & Port Facility Security Officer make sure that the cleaning supplies used by the Contractor have labels bearing a General Chemical State Laboratory registration number.

- The cleaning crews for each sector shall be assembled by the Contractor in cooperation with the competent body of the Guarding unit & the Port Facility Security Officer.

#### **Conventional Terminal Documentation Department**

It supervises and inspects the cleanliness of the Warehouses, warehouse hangars, outdoor storage areas, weighing units and generally all areas falling under the administrative competence of the Department.

#### **Conventional Terminal Resource Coordination Unit**

It supervises and inspects the cleanliness of the offices and workshops that belong to the Unit as well as the cleaning of the drains and other facilities, as described in paragraphs 1 and 2 of the Technical Terms. At the same time, these facilities (drains etc.) are also inspected by the Conventional Terminal Documentation and the Infrastructure Maintenance Department.

#### **Infrastructure Maintenance Department**

It supervises and inspects the cleanliness of all the storm drains anywhere in the port facilities, and the rainwater gutters on all the ThPA SA buildings and the port rainwater system (drains and pipes).

#### **Accounting Department**

It generally supervises and monitors the implementation and compliance with the financial terms of this Contract.

#### **Container Terminal Resource Coordination Unit**

It inspects and monitors the cleanliness of offices, workshops and other spaces under its jurisdiction and the cleanliness of machinery & vehicles of the Container Terminal.

### **Conventional Terminal Planning & Monitoring Department**

It supervises and inspects the proper cleaning and preparedness from a cleanliness standpoint of the outdoor area of the berths and behind them in order to receive cargoes. Any requests or remarks are addressed to the Contractor. It supervises and inspects the proper cleaning and decent condition of the Dockworker's House, as well as its cleanliness (cleaning of dockworkers restrooms).

### **ARTICLE 17 – Subcontracting – Assignment**

The economic operators shall state the subcontractors they propose, specifying the part of the project they will execute and the percentage of the total project it accounts for. The contractor is in no way relieved from his obligations during the execution of any part of the project by the subcontractor.

ThPA may request the replacement of a subcontractor if he considers that he does not meet the requirements of the project; he shall proceed to such replacement within 15 days, eliminating any failure due to the subcontractor's or contractor's fault.

The Contractor is not entitled to assign all or part of the rights and claims arising from this Contract or to proceed in any way to the transfer, pledge or expropriation thereof. The only exception is the assignment of the contractual price (right of the economic operator) to a recognized banking institution, without a further approval of the Contracting Authority being necessary.

### **ARTICLE 18 – Price Adjustment**

The offered prices may only be adjusted in the case when there is a later change in the labour cost by law, collective agreement, arbitration award, ministerial decision or other similar regulation or by agreement of the parties or, similarly, by reduction of the social security employee and employer contributions or other encumbrances on the salaries of these employees, which will be used by the Contractor to fulfil its obligations and will prompt a corresponding change in the Contractor Fee. It is specified that the percentage profit, the administrative cost and the cost of materials-consumables used for the provision of services shall remain fixed throughout the duration of the Contract.

### **ARTICLE 19 – Funding - Payment Method**

The procurement financing shall be made by the ThPA SA regular budget.

The Contractor will be paid monthly against invoice. Invoices will be paid within 60 days from the date of issue, subject to the full and adequate performance of the cleaning services and the full and timely fulfilment of employer's obligations towards the employees which shall be presumed if no written complaint is lodged.

The payment item for the CONTRACTOR shall be the monthly statements regarding the strict compliance with the Contract terms, drafted by the competent business units of ThPA SA and submitted to the Accounting Department of the Finance Division.

For the payment of the monthly contract price, the CONTRACTOR shall submit to ThPA SA (Accounting Department):

- a) A Service Provision Invoice, accompanied by a detailed list of the employees' working hours, per job position;
- b) Tax clearance form;
- c) Social security clearance form;
- d) A copy of the contract with a Safety Engineer, submitted to the Labour Inspectorate, proving compliance with the health and safety conditions.

The final clearance will take place after the expiry of the contract, subject to the offset of any pending claims of ThPA SA against the contractor (such as non-payment of employees pay, which had been paid to the contractor by ThPA SA).

## **ARTICLE 20 – Contract Performance – Penalty Payments – Declaring a Contractor Forfeit**

**20.1** In the case when the Authority finds that some parts of the Port are poorly cleaned or not cleaned on time, it may proceed to clean these outdoor or indoor premises by its own means and withhold the cost of this work from the Contractor's fee, without any objection on his part. In addition, the penalties referred to under Par 20.2. below will be imposed.

### **20.2. Penalty Payments**

➤ A penalty of up to the amount of **one thousand euro (€1,000.00) or 0.5%** of the contractual price may be imposed following a justifiable report and recommendation submitted by the competent Department (Guarding unit & Port Facility Security Officer), when the Contractor repeatedly fails to properly perform the cleaning services or when he fails to adhere to a term of this Call for Tender.

➤ In case of non-compliance of the contractor with the instructions that led to the above penalty, as well as in cases of recurring breaches referring to the cleanliness of the premises of ThPA SA a penalty of up to **three thousand euros (€ 3,000.00), or 1%** of the contractual value, may be imposed. If it is deemed necessary to impose a higher financial penalty, the ThPA SA competent body has the right to impose a higher financial penalty or declare the contractor forfeit and collect the amount of the performance guarantee in favor of ThPA SA, without any further procedure and maintaining an explicit reservation for any other damage occurred to ThPA SA.

The penalty is collected by an equivalent deduction from the next monthly payment of the contractor and, in case the amount is not sufficient, by an equivalent forfeiture of the performance guarantee. In the case that the Contractor is a Joint Venture, the penalty is proportionally imposed on all of its members.

➤ If the Contractor ceases the provision of services inappropriately and without the consent of ThPA SA, before the contract expires, he shall pay to ThPA SA a penalty of **one thousand euro (€ 1,000.00)** per day of service interruption and up to the expiration date of the contract or any extension hereof. In such case, ThPA SA shall have the right to recruit a third party, at any price, and shall be entitled to request from the forfeited Contractor to pay any arising price difference. At the same time, ThPA SA may seize the Performance Guarantee, without any reductions to the amount of the daily penalty.

### **20.3 Declaring a Contractor in Forfeit**

The Contractor, subject to events of Force Majeure, shall be declared in forfeit of the Contract and any right stemming from it if he fails to fulfil their contractual obligations or to comply with the written orders of ThPA SA, which are in line with the contract or the applicable provisions, or if they intentionally miss the deadline for the performance of the contract, taking into account any extensions.

## **ARTICLE 21 - Dispute Resolution - Applicable Law**

This procurement is governed by the Greek and EU Legislation and any dispute that may arise between ThPA SA and the Contractor, regarding the execution, implementation of or, in general, the relationships created with this contract and until the guarantee period of the contractual object expires, shall be settled by the competent courts in Thessaloniki.

## **ARTICLE 22 - Other information**

Interested parties can receive information regarding the areas and buildings of ThPA SA from the Civil Engineer Studies Department (tel: 2310-593353)

Interested parties may visit these areas to gain an on-site understanding of the conditions and particularities of the offered services. The competent ThPA SA personnel shall provide any necessary information or assistance (tel: 2310-593326).

The interested parties can also acquire additional information on the ThPA SA activities from the company website, [www.thpa.gr](http://www.thpa.gr).

## PART B: TECHNICAL SPECIFICATIONS

### ARTICLE 1 - Scope

The scope of this contract is the provision of cleaning services for ThPA SA indoor and outdoor premises, as they are described in the topographic diagram of Annex 1 and are listed on the attached Table of Service Provision Premises.

The scope of this tender also includes the cleaning and refuelling of wheeled machines & vehicles of the company, the regular cleaning (every two months) of the crane and G/C outer glass panels and the monthly – or whenever required by ThPA - cleaning of the drains.

Expected starting date of the cleaning services is 01/03/2021.

### ARTICLE 2 - Methodology of cleaning services performance

The cleaning of facilities and equipment will be continuous and exclusive. The cleaning programme and the organization of cleaning crews (per area, shift, duties etc.) will be fixed by the Contractor in cooperation with ThPA SA supervising body, according to the attached Table of Service Provision Premises.

The persons under Article 5 will be employed daily. To meet the extraordinary periodical needs, ThPA SA may request additional temporary staff and the Contractor shall respond by making available the appropriate personnel within 48 hours at the latest from the reception of the relevant notification.

The supervision of the cleaning works will be carried out by the Contractor or by a person authorized by him, who shall be present at the ThPA SA facilities at all times during working days and hours.

For the excellent and smooth performance of the contract, the Contractor shall provide privately owned or rented mechanical equipment. The following equipment is the minimum required for the proper performance of the project.

- ✓ 2 garbage trucks, one of which will be provided by ThPA
- ✓ 2 broom sweepers with built-in road sprinkler, one of which will be provided by ThPA SA
- ✓ 1 loader that will be provided by ThPA
- ✓ 1 forklift that will be provided by ThPA
- ✓ 1 15-t dump truck that will be provided by ThPA
- ✓ 1 self-propelled bin washer
- ✓ 1 self-propelled drain plunger
- ✓ 1 vehicle
- ✓ 1 pickup truck
- ✓ 1 self-propelled mower

Fuel, lubricant and maintenance costs of the above equipment are borne by ThPA SA.

The machines and equipment used during cleaning must be in perfect condition both in terms of operation and appearance. The machines and vehicles shall have the necessary certificates of good standing (Technical Inspection Certification (KTEO), insurance policies, certificates of suitability etc.)

### ARTICLE 3- Regular works description

- The care of the buildings consists of sweeping and moping daily the offices and the communal spaces, removing the garbage, cleaning the furniture (desks, closets etc.), disinfecting the restrooms (toilet seats, sinks etc.) and cleaning the offices (furniture, handles, switches) and glass panels weekly using a special disinfectant.
- The cleaning of the open-air areas, roads warehouses etc. will start at 6:30 a.m. and will continue in all working hours, depending on the arising needs, and in such a way that the Port is kept clean throughout the day. Exceptionally, the cleaning of the main road of the Container Terminal will take place after 15:00.
- The Contractor is responsible for cleaning the rails of all the ThPA SA Electric Cranes, the rails of the transtainers and the railway network (rails, direction changes etc.). Cleaning of the rails will begin at 8:00 am, both on weekdays and holidays.
- The contractor is responsible for cleaning the drains and the cable ducts of the power supply cables of the Electric Cranes (E/C) at berth 24, and the cable ducts of the Container Bridge Cranes.

- For cleaning the surface of the platforms of carriages and other open-air spaces, rails of electric cranes and gantry cranes, and the rail network in the port area, the Contractor's operators shall use the mechanical means to be provided by ThPA SA.
- A dedicated crew-cleaning team will be set up for the continuous cleaning of the independent outdoor sanitary facilities. The independent outdoor sanitary facilities also include the sanitary facilities of the Dockworker's House, the workshops and other communal sanitary facilities and change rooms of the Building Materials and Electrical Engineering Divisions (Repair and Maintenance workshops, Operators, Electrical Mechanical workshops, Container Terminal, etc.). As regards, in particular, the open-air sanitary facilities, they will be disinfected once a week or whenever deemed necessary to protect public health and the decent condition of the facilities.
- The maintenance of green spaces includes gardening of green space in Pier 1 and the church of Saint Nicolas Church, the area behind the dockworkers and foremen association and gardening of the tree fence in the free zone and the planning and planting of new trees and green islands across the port, in cooperation with the ThPA SA competent services.
- The Contractor shall remove any metal shavings from the engine room of ThPA SA from the space they are going to be collected, under the responsibility of the Wheeled Equipment Department.

The Contractor shall remove unusable pallets and stacking timber from the loading/unloading areas and gather these items at points indicated by the Guarding unit & Port Facility Security Officer of ThPA SA. Other waste materials, cargo residues, abandoned loading/unloading materials, etc. will be transported to the landfill if deemed unusable and of no value by the respective Head of Conventional Cargo Department.

- The urban waste collected daily after cleaning all areas, as well as those left on the berths by the ships moored at the port, will be transported by a THPA SA garbage truck, under the Contractor's responsibility and supervision, and disposed at the location indicated each time by the Local Authorities. Removal of the urban waste from the port area will be carried out during working hours, from a specific gate indicated by the Guarding unit & Port Facility Security Officer. The waste will be inspected by the Guarding unit & Port Facility Security Officer of ThPA SA and ThPA SA. The Guarding unit & Port Facility Security Officer may refuse the removal of waste from the Port, if it deems that, as the case may be, this waste might be useful to ThPA SA.
- Cleaning and fuelling of wheeled machines & vehicles of ThPA SA will be daily and will include inter alia the following services:
  - Washing of vehicles & machines with hot water high pressure cleaning system, according to the standards of ThPA SA (safety & environmental regulations) and cleaning of the control cabin.
  - Fuelling of the vehicles & machines;
  - Recording of fuel consumption, related consumables (detergents etc.) and hours of operation;
  - Recording of the potential problems identified during the course of work.

When carrying out the work, the cleaner shall follow the machine cleaning schedule, as set by the Technical Manager, wear appropriate protective equipment: work tracksuit and protection mask, work boots and use the safety belt when working at height.

It is estimated that for the performance of the above works, five (5) full-time cleaners will be needed and will be included in the personnel composition of Article 5.

#### **ARTICLE 4- Description of emergency works**

- The Contractor's general obligations include the obligation to clean the Warehouses of ThPA SA where cargo is stored in bags and in bulk.  
The Contractor shall, upon notification from the competent department, provide workers promptly to clean up these Warehouses from any residues (residues of bulk cargo that was not picked up, residues from torn cargo bags), so that the Warehouses are clean and ready to accept new cargo in the shortest possible time.
- The contractor shall also undertake the cleaning of all facilities of ThPA SA under construction, during the term of the contract, upon their completion, with the existing contract staff as specified in the Call.
- The Contractor shall drain or disperse, by brooms or other appropriate means of his own, the stagnant waters that accumulate in the port area due to rain or other causes.

- The Contractor shall pile the snow in areas near workstations, indicated by the Guarding unit & Port Facility Security Officer in the event of snowfall, up to a height of 10 cm.
- The Contractor is responsible for maintaining good functioning of the storm drain across the Port facilities. Apart from this, the Contractor shall clean the drains on a monthly basis, or whenever required by ThPA. The Contractor is responsible for cleaning the drains in case they are blocked.  
Also, the Contractor is in charge of unblocking the horizontal and vertical gutters and warehouses and the sewerage system etc. from the point of the pipe receptors (sink, toilet seat) to the main sewerage conduit of the area. Main drainage pipe means the collecting drainage pipe extending in the middle of the road.
- The Contractor shall clean the ramp and drainage system (grooves, shaft for oil removal and separation etc.) of the machine washer every two months, as well as whenever the need arises.
- The Contractor shall provide the necessary personnel, when there is a need to transport, transfer, load or unload office furniture or for other types of ancillary work, inside or outside of ThPA SA This must not affect the cleaning services provided to ThPA SA
- The Contractor shall clean the glass panels of 26 cranes and G/Cs of the company, once every two months. For the performance of works, ThPA will provide a personnel lifting basket that is suitable for performing works at height and the necessary Personal Protective Equipment (5-point harnesses).

## ARTICLE 5 - Contractor's personnel

**5.1** To provide the cleaning services, the Contractor shall provide:

### **MONDAY - FRIDAY**

Thirty (30) full-time (8-hour workday) cleaners

Three (3) full-time machine operators

One (1) full-time foreman

One (1) full-time supervisor

### **SATURDAY - SUNDAY - HOLIDAYS**

Four (4) full-time (8-hour workday) cleaners

One (1) full-time operator

The final work schedule will be agreed between the Contractor and ThPA SA

**5.2** The operators shall have an appropriate machine operator licence per Presidential Decree\_31/5-2-90 or previous Presidential Decree \_22/76 and shall operate depending on the requirements the mechanical broom sweeper, the loaders, the forklift and other machines made available to the Contractor by THPA SA . Two (2) of them, at a minimum, shall have a professional category C driver's licence to operate the ThPA SA garbage truck.

**5.3** The Contractor's personnel must have at least **three (3)** years of experience in similar cleaning services (cleaners) and machine operation (machine operators), due to the complexity and hazards of the waste managed by the Port, as well as the special conditions and facilities in the Port area.

ThPA SA reserves the right to request at the start or during the term of the Contract that a person or persons with significant experience be recruited for some of the job positions. If the total minimum legal payroll cost increases more than the amount calculated as the basis of the financial offer as a result of ThPA SA exercising this right, the additional cost, i.e. the difference, resulting from the additional work experience requested by ThPA SA for one or more specific job positions, between the minimum legal payroll and social security contributions, and the payroll cost budgeted in the financial offer will be covered by ThPA SA after all the relevant documents and evidence of this extra cost are submitted and reviewed.

**5.4** During the time periods when, as required by law, the staff members are given their annual holiday, the Contractor's obligation as to the available staff remains unchanged only for cleaners, while for the other specializations (supervisor - foreman- operators) there will be no replacement, provided that the Contractor informs ThPA SA at least twenty (20) days before the leave is granted and submits a copy of the employee's application for leave and a certificate showing the days of leave the employee is entitled to.

ThPA SA reserves the right to request the postponement of the leave if it is so required due to the work needs. No more than two (2) Operators can be on leave at the same time.

Note that cleaners will be replaced during the period of annual leave, while the supervisor, the foreman and the operators will not be replaced.

**5.5** The Contractor's staff is subject to the approval and acceptance of ThPA SA, due to the application of the ISPS Code in the ThPA SA port facility and the necessary control of anyone working in it.

**5.6** The Contractor shall:

- keep a daily special form recording the time of arrival and departure of its staff.
- recruit employees that are insured to the competent Social Security Fund.
- To pay to the employees all wages and other lawful benefits on time and in accordance with the Law and the relevant Ministerial Decisions.

**5.7** ThPA SA reserves the right, in special situations, to request part of the personnel to be made available to perform tasks that are not explicitly referenced in the TECHNICAL SPECIFICATION herein, but do fall into the category of cleaning services and the abilities of said personnel.

**5.8** In the case when any of the Contractor's employees does not fulfil his work duties or intentionally creates problems to his co-workers or to other ThPA SA employees or parties in transaction with ThPA SA, ThPA SA has the right to request that said employees be replaced.

**It is explicitly clarified that this personnel does not have a dependent employment relationship with ThPA SA**

## **ARTICLE 6 - Materials, Auxiliary equipment**

The Contractor shall provide sufficient quantities of all materials and cleaning agents that shall be labelled with their registration number in the General Chemical State Laboratory. Annex B lists the minimum required supplies, the cost of which shall be exclusively borne by the Contractor. The consumables of WC and toilets that do not fall under the category of detergents or cleaning agents such as toilet paper, hand towels, liquid hand soap etc. The above supplies will be provided for placement by ThPA SA, which shall cover the purchase cost.

Also, the Contractor shall provide sufficient quantities of all auxiliary materials for performing the works and any other equipment required for the proper performance of the works that are analysed and described herein. The following are illustrative and minimum: brooms, dust pans, scrubbing brushes, metal or plastic wheeled waste bins, uniform in shape and colour, equipment for unblocking sewerage pipes etc.

The Guarding unit & Port Facility Security Officer will carry out regular inspections to verify the sufficiency of materials and auxiliary equipment and the compliance of the technical characteristics and chemicals labelling with the requirements of the Call.

## **ANNEX 7- Supply of Personal Protective Equipment to the Contractor's Personnel**

The Contractor shall provide to the members of its staff, at its own care and cost, all the personal protective equipment they need, depending on the tasks they perform. As a minimum, per category of personnel, the following must be provided:

### **1. Outdoor cleaners**

- Work uniforms with reflective stripes (summer / winter)
- High visibility vest
- Safety boots, type S3
- Waterproof boots
- Helmets
- Safety goggles
- Leather/cloth gloves
- Rubber gloves
- Filtermasks

The outdoor cleaners that wash vehicles, facilities etc. will also receive waterproof uniforms.

### **2. Indoor cleaners**

- Work uniforms
- Anti-slip shoes (low)
- Elastic gloves

### **3. Machine operators**

- Work uniforms with reflective stripes (summer / winter)
- High visibility vest
- Safety shoes (low) type S2
- Helmets
- Safety goggles
- Leather/cloth gloves
- Filtermasks

### **4. Gardeners**

- Work uniforms with reflective stripes (summer / winter)
- High visibility vest
- Waterproof boots
- Safety goggles
- Face protection mask
- Leather/cloth gloves
- Filtermasks

## **ARTICLE 8 - Contractor's liability**

The Contractor bears the full and sole criminal, civil and administrative responsibility against any damage, loss, death or injury incurred by its personnel, the ThPA SA personnel or any third party because of the actions of the Contractor or its personnel.

The Contractor is exclusively responsible, as the technical director, for any loss or damage caused by an occupational or not accident to the personnel it employs to execute this contract.

The contractor shall be responsible for adhering to the provisions of the labour and social security legislation, as well as the legislation on the health & safety of the employees and the prevention of occupational hazards.

## **ARTICLE 9 - Bin Cleaning Services**

### **Scope**

Wash and disinfection of urban waste bins, of household type, located within the premises of ThPA SA

### **In particular:**

#### **Contractor Obligations**

- The contractor shall have a closed vehicle for washing household waste bins. The vehicle shall have a tank with clean water of a minimum capacity of 5m<sup>3</sup>, a separate waste water tank as well as a boiler to heat the water. It shall carry an anchoring system to be able to raise all standard bins of a capacity of up to 1,100 lt.
- The bin washing mechanism shall wash all bins of a capacity of up to 1,100 lt (metal or plastic), with hot water (65°C) sprayed at a rate of 20 lt/min at a pressure of 180 bar and using a detergent.
- The detergent's chemical formula must be approved by the General Chemical State Laboratory.
- Disinfection should be automatically activated at the end of the washing cycle with the detergent. Disinfection shall be made with hot water at 85°C. Particular care shall be taken to ensure that there are no leaks from the bin washing mechanism.
- The machine will be handled by a licensed operator having the license provided for by the law, while 2 persons are required as auxiliary staff to complete the work. (All the above employees are included in the personnel of par. 5.1)

- The wash and disinfection of all the bins will take place on the same day, in cooperation with the Departments of ThPA SA, as a combination of operations is required with the waste truck of ThPA SA, that will precede to empty the contents of the bins.
- Wash and disinfection waters will be transferred on the same day at the biological cleaning facility.
- The number of bins that will be washed once a week is around 65.

## **ARTICLE 10 - Cleaning of Container Terminal machines**

### **Scope**

Daily, proper, continuous and constant cleaning and fuelling of the machines and vehicles of the Container Terminal. Cleaning will be performed by one (1) experienced and trained person (in addition to the persons under par. 5.1) who will be employed daily from Monday to Friday from 8:00 until 16:00 and will provide the following indicative services:

- Washing of vehicles & machines with hot water high pressure cleaning system, according to the standards of ThPA SA (safety & environmental regulations) and cleaning of the control cabin.
- Fuelling of the vehicles & machines of the Container Terminal;
- Recording of fuel consumption, related consumables (detergents etc.) and hours of operation;
- Recording of the potential problems identified during the course of work.

### **Annexes:**

A – Table of Service Provision Sites

B - Table of consumables

C- Financial Tender Template

D – Topographical plan

E - Information document on the processing of personal data, within the meaning of Article 13, GDPR 679/2016

**The Managing Director - Chief Executive Officer of THPA S.A.**

**FRANCO NICOLA CUPOLO**

## ANNEX I

### TABLE OF SERVICE PROVISION SITES

OFFICES AND OTHER PERSONNEL BUILDINGS	SQUARE METERS	CLEANING FREQUENCY
Gate 1 Eastern Building	95	Exceptional cases (former Tank)
Pier 1 engine room	403	Exceptional cases (former Tank)
HEADQUARTERS (2-storey building consisting of offices & a clubhouse for pensioners)	1,594	Daily cleaning
Lease Department Offices (in the old port building)	150	Daily cleaning
Passenger Terminal	1,296	Daily cleaning
Passenger Terminal Vehicle Parking Office	13	Daily cleaning
Gatehouse of Gate 4	17	Exceptional cases (former Tank)
Warehouse 7 Gatehouse	33	Exceptional cases (former Tank)
Gate 6 Vehicle Parking Office	13	Daily cleaning
PAEGA (Privileged Co of General Warehouses of Greece SA) - office area (ground floor)		Exceptional cases (former Tank)
Workshop warehouse (former CENTRAL WAREHOUSE OF MATERIALS)	2,361	Daily cleaning
Building complex of workshops and engine rooms	552	Daily cleaning
Crane and clark workshops and equipment allocation offices	3,182	Daily cleaning
Mobile harbour crane workshops	421	Daily cleaning
Thermohydraulics workshop	80	Daily cleaning
Mechanical engineering Dpt Workshop	315	Daily cleaning
Repair and maintenance Department	572	Daily cleaning
Repair and maintenance department warehouses and laboratories	707	Daily cleaning
Church	68	Exceptional cases (former Tank)
Guarding building	472	Daily cleaning

Groundfloor of the Dockworker's house	880	Daily cleaning
Dockworker's house 1st floor	484	Daily cleaning
Technical Service Building (3-storey building)	1,980	Daily cleaning
Free-zone gatehouse	37	Daily cleaning
SILO offices	167	Daily cleaning, if operating
Special cargo warehouse	3,715	Exceptional cases (former Tank)
2-Storey building of Pier 5 (former Tank)	42	Exceptional cases (former Tank)
Wagon supervisor office	48	Exceptional cases (former Tank)
Lumber Management Office	35	Exceptional cases (former Tank)
Substation of Pier 5 (small part is used as an office)	89	Daily cleaning
Rain shelter of Pier 5 (used as a hall for workers and rain shelter)	100	Daily cleaning
Container Terminal offices (complex of buildings)	1,241	Daily cleaning
Warehouse for Container Terminal machinery (limited space used as offices and rest rooms)	2,613	Daily cleaning of the office area and rest rooms
Shed of Pier 6 (open-air shed with 60sqm office area)	60	Daily cleaning
Substation of Pier 6	185	Daily cleaning
<b>Small surface buildings</b>	<b>SQUARE METERS</b>	<b>CLEANING FREQUENCY</b>
Weighing buildings, Gates 10, 12, 13		Daily cleaning
Complex of buildings in Gate 14 (gatehouse, customs, weighing unit)		Daily cleaning
Gatehouses of gates 6, 9 and Passenger Terminal		Daily cleaning
<b>Warehouses</b>	<b>SQUARE METERS</b>	<b>CLEANING FREQUENCY</b>
Warehouse B2	1,084	Exceptional cases (former Tank)

Warehouse C (includes offices of EXANTAS Institute)	206	Daily cleaning of offices
Warehouse D		Exceptional cases (former Tank)
Warehouse 1	1,522	Exceptional cases (former Tank)
Warehouse 7, main entrance	1,790	Exceptional cases (former Tank)
Warehouse 8, Pier 2	1,995	Exceptional cases (former Tank)
Warehouse 8A, Pier 2	1,228	Exceptional cases (former Tank)
Warehouse 9, Pier 2	1,540	Exceptional cases (former Tank)
Warehouse 10 Archive	2,015	Exceptional cases (former Tank)
Warehouse 14 Archive (includes offices of the Historical Archive and sanitary facilities)	2,068	Daily cleaning of offices
Warehouse 15	2,576	Exceptional cases (former Tank)
Warehouse 17	6,128	Exceptional cases (former Tank)
Warehouse 18	1,005	Exceptional cases (former Tank)
Warehouse 21	4,008	Exceptional cases (former Tank)
Warehouse 22 (includes offices and customs gatehouse)	4,021	Exceptional cases (former Tank)
Warehouse 23	4,022	Exceptional cases (former Tank)
Warehouse 24 (includes a small office area and sanitary facilities)	4,907	Daily cleaning of offices
Warehouse 25	4,210	Exceptional cases (former Tank)
Warehouse 26	3,212	Exceptional cases (former Tank)
Warehouse 27 (includes the offices of the Central Warehouse and sanitary facilities)	4,906	Daily cleaning of offices & sanitary facilities
<b>Outdoor and Other spaces &amp; equipment</b>	<b>SQUARE METERS</b>	<b>CLEANING FREQUENCY</b>
Outdoor spaces of Pier 1, passenger terminal and Passenger Terminal Vehicle Parking Office		Daily cleaning

Outdoor spaces from Gate 10a to the Container Terminal		Daily cleaning
Other outdoor spaces and car parking area of Gate 6.		Daily cleaning
Ramp & drain groove of the machine washer		Once every two months
Glass panels of 26 cranes (on the outside)		Once every two months
Maintenance of green spaces		Daily
Vehicles - machines		Daily
Cleaning of storm drain & gutters		Once a year
Plumbing works / unblocking		Daily

**ANNEX B**

**TABLE OF CONSUMABLES - CLEANING MATERIALS**

<b>CONSUMABLES</b> (that must be replenished)	<b>CLEANING MATERIALS</b>
<b>1. Black plastic bags, different sizes</b>	
<b>2. Microfibre cloth for dusting or removing impurities</b>	<b>2. GLASS CLEANING LIQUID:</b> Must contain active ingredients, suitable for keeping glass, mirrors and displays shiny. Must come in a trigger spray bottle; must not leave any streaks or spots.
<b>3. Plastic gloves for female cleaners &amp; thick work gloves for male cleaners</b>	<b>3. BLEACH:</b> Must clean and disinfect floors and surfaces.
<b>4. Disposable masks</b>	<b>4. FURNITURE CLEANER:</b> Must polish furniture and must not leave residues.
	<b>5. BATHROOM CLEANER:</b> Must dissolve salts and soap residues. Must effectively clean acid-resistant surfaces
	<b>6. PARQUET FLOOR CLEANER:</b> Must contain special ingredients to clean and protect parquet floors. Must be economical and have a pleasant scent. Must be suitable for all floor types.
	<b>7. FLOOR CLEANER:</b> Must be a neutral floor cleaner (no-rinse), ideal for everyday use.
	<b>8. GENERAL PURPOSE DISINFECTANT :</b> Must contain aldehydes and quaternary ammonium compounds; must have bactericidal and fungicidal activity. Must be effective
	<b>9. WOOD FLOOR POLISH:</b> Must be self-shining; must have high resistance; must contain polyacrylic compounds; must be suitable for all floor types.
	<b>10. WOOD FLOOR POLISH REMOVER:</b> Must be strong; must readily remove difficult stains and old wood polish from the floor. Must also be suitable for marble, mosaic, tile and PVC floors.
	<b>11. TEXTILE CLEANER:</b> Must remove all types of stains from textiles, without destroying them.
	<b>12. MOQUETTE AND CARPET CLEANER:</b> Must remove all types of stains from moquettes and carpets.
	<b>13. DIFFICULT STAIN REMOVER:</b> Must remove difficult industrial stains.
	<b>14. STAINLESS STEEL SURFACE POLISH:</b> Must clean and polish stainless steel surfaces without destroying them.
	<b>16. LIQUID BATHROOM FRESHENER:</b> Mr APOSMINI or other similar product.
	<b>17. DISINFECTANT FOR SURFACES</b> No rinse disinfectant, suitable for neutralising bacteria and microbes.

**ANNEX C**

**SAMPLE FINANCIAL TENDER**

By Tenderer .....

COMPANY NAME: \_\_\_\_\_

REGISTERED OFFICES - POSTAL CODE \_\_\_\_\_

- ADDRESS: \_\_\_\_\_

VAT NO.: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TAX \_\_\_\_\_

OFFICE: \_\_\_\_\_

FAX: \_\_\_\_\_

To: **THESSALONIKI PORT AUTHORITY SA** (THPA SA)

WORK ANALYSIS		
1.	Number of Employees	
2.	Working Days & Hours	
3.	Collective labor agreement by which employees are covered <b>(attached)</b>	
4.	Square meters cleaned per persons ( <i>relevant only for cleaners and the foreman</i> )	M-F: S-S:

LABOUR COST ANALYSIS					
S/N	ITEMS	PERCENT AGE	MONTHLY COST PER PERSON	TOTAL MONTHLY COST	TOTAL YEARLY COST
1.	Budgeted amount with regard to all types of legal pay of all employees (cleaners - workers, foreman, supervisor, operators)				
2.	Budgeted amount with regard to all types of legal pay of all employees (cleaners - workers, foreman, supervisor, operators)				
3.	Social security contributions based on the budgeted amounts	—			
<b>TOTAL</b>					

Note: **The above tables must be filled out (on pain of exclusion)**, in accordance with Article 68 of Law 3863/2010 as amended by Law 4144/2013.

<b>TOTAL COST OF SERVICES PROVIDED</b>				
<b>S/N</b>	<b>ITEMS</b>	<b>PERCENTAGE</b>	<b>TOTAL MONTHLY COST PLUS VAT</b>	<b>TOTAL YEARLY COST PLUS VAT</b>
1.	Budgeted amount with regard to all types of legal pay for all employees	-		
2.	Social security contributions based on the budgeted amounts	-		
3.	The administrative cost of services	.....		
4.	Cost of equipment and means	.....		
5.	Cleaning material costs	.....		
6.	Contractor benefit	.....		
<b>TOTAL</b>				
<b>TOTAL WRITTEN OUT (TOTAL MONTHLY COST):</b>				
<b>TOTAL WRITTEN OUT (TOTAL ANNUAL COST):</b>				

Applicable Employment Contract:

The Financial Tender is valid for..... days from the tender date.

*Place & Date)...../...../ 2020*

THE TENDERER

*(Full Name, Signature & Seal)*

## ANNEX IV

### TOPOGRAPHICAL PLAN

The topographical plan has been uploaded in electronic form on the website of ThPA SA

## ANNEX V

**UPDATE ON THE PROCESSING OF PERSONAL DATA, pursuant to Article 13 of the GDPR 679/2016 (accompanies the Application Forms in Tenders procedures - Calls- Offers etc. of the Procurement and Investment Division of "ThPA SA").**

The Societe Anonyme under the name "Thessaloniki Port Authority" (ThPA SA, Law 2688/99, GG 40A/1-3-99), having its registered office in Thessaloniki (Pier 1, inside the Port PC: 54625, tel: 2310 593 118-121), as legally represented, hereby **informs** and; in conformity with the provisions of the applicable legislation on the protection of personal data, and, the General Regulation EU 679/2016 in particular, **in its capacity as a "Controller"**, the natural person (*hereinafter the «Data Subject»*), who signs the Application Form, the Offer or other similar form of the Procurement and Investment Division of "ThPA SA" and submits the necessary supporting documents, **either** on its behalf, as a representative of a private company **or** as a natural person -legal representative of the participant in the legal person procedure, **or** in another similar legitimizing capacity, that ThPA SA and its competent Services-Divisions-Departments (*such as its employees, acting under its supervision, by order and on its behalf and within the framework of their powers and, possibly with others, jointly referred to as "Controllers" and "Processors", third parties or recipients: other participants in the procedure, Ministries, public authorities, Tax Offices, Judicial Authorities etc. based on the compliance with the legal obligation of the "Processor" or in fulfilment of his duty or for performance of a contract*), **collects, processes and keeps** a record of the personal data included in the Application Form, Offer or any other document of the Procurement and Investment Division of "ThPA SA" and in its accompanying documents, which are voluntarily submitted to "ThPA SA" by the "Data Subject" either on his behalf (*private company*) or on behalf of the legal person representing it.

These data will be used for the purposes of handling the Application Form, the Offer or any other similar document of the Procurement and Investment Division of ThPA SA. The purpose of processing may be: The evaluation of the Application/Offer etc, the verification of the details of the «Data Subject» or the company that it represents, required by the procedure, the evaluation of the suitability of the «Data Subject» or the company it represents, as a candidate counter-party towards the conclusion of a contract with "ThPA SA" or with a view to concluding a contract (*Article 6, par.1b GDPR ΑιτΣκ 44*). Furthermore, "ThPA SA" processes such data in order to communicate with the "Data Subject" whenever it considers it to be necessary, on issues relating to the procedure and for reconciling "ThPA SA" with the requirements of the Regulation and law (*compliance with his legal obligation, Article 6, par 1c GDPR*) These data are kept at the competent Procurement Department **for as long as it is necessary to check the Application/Offer etc. and the data submitted therein, throughout the period needed to complete the procedure, throughout the period of submission of any objections and lodging an appeal that may be provided for internally or by law, throughout the period of fulfilment of both parties' obligations and the period of limitation for bringing claims and, generally, for as long as it is required from the letter and the spirit of the Subcontracting and Procurement Regulation and the relevant law and contracts governing the operation of ThPA SA, as applicable.** Then, they are filed, either on paper or electronically in such a way that access is not authorized to non-authorized employees. After the elapse of the necessary time period, they will be safely destroyed, as provided for by the relevant legislation (*the provisions of Article 191 §2 of Law 4610/2019 (A 70) apply for the period up to the 23-3-2018, while, the maximum limitation period laid down in the Civil Code shall apply from then on and for the conversion of the Processor into a SA*). The provision of such data is necessary for this procedure and, failure of the "Data Subject" to provide them will lead to the inability of the Data Subject to participate in the procedure and the impossibility of providing such service.

The "Data Subject" can submit a request to the "Controller" on: Access-information, correction, limitation of the processing of data concerning it, objection to processing, erasure of data and data portability **subject to the conditions and limits laid down by the applicable legislation** (*e.g. 17 par.3, 20 par.3, 23 GDPR*). These rights are exercised either by filling in the relevant application form available on the **Protocol and the Investment and Procurement Division** of "ThPA SA", or by sending a letter to the address: "ThPA SA", Pier 1, within the port, PC: 546, Thessaloniki, tel: 2310 593118-121, or by sending an email to the address: [dpo@thpa.gr](mailto:dpo@thpa.gr). The "Controller" provides information to the "Data Subject" about the action held upon request, pursuant to Article 15 to 22 of the GDPR without delay and, in any case, **within one month** from the reception of the request. This deadline **may** be extended for two more months, if required, taking into account the complexity and the number of requests (*see more in detail: Article 12 par. 3-4 GDPR*). Also, in case of a complaint, the "Data Subject" is authorized to contact the **Hellenic Data Protection Authority** in writing (*address: 1-3 Kifissias Str. P.C. 115 23, Athens*) or by e-mail ([L](#)).

Thessaloniki, \_\_\_ / \_\_\_ /20\_\_\_

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I have become aware of this Update (*signature and in full letters*)