



PROCUREMENT & INVESTMENT DIVISION

Thessaloniki, 18/06/2021

REQUEST FOR PROPOSAL **FOR THE INSPECTION AND CERTIFICATION OF LIFTING MACHINES OF THPA S.A.**

ThPA S.A. invites interested companies to submit their bid for the inspection and certification of its lifting machines, in accordance with the following conditions.

1. Description of procedure

1.1 Scope

This Request for Proposal concerns the inspection and certification of the lifting machines of ThPA SA by approved - certified control bodies according to the Hellenic Accreditation System. Information such as: the number and type of lifting machines as well as the type of certificate in force and the dates of the previous and next inspection are posted as Annex 1, together with this RfP.

1.2 Bid evaluation criterion

The award of the supply will be based on the total lowest price for all certification categories. The price offered will include the fee of the inspector, the travel expenses to and from the place of inspection, the cost of issuing the certificate. The participants together with their bids must present a valid accreditation certificate, according to the Hellenic Accreditation System (ESYD).

1.3. Bid submission time

The bids are submitted, no later than 06/07/2021, to the email address asachinidou@thpa.gr, and ggeorgiadis@thpa.gr with notification to the email address gpapageorgiou@thpa.gr. After the bid closing date and time, it shall not be possible to submit bids. Bids submitted late will not be considered.

It is specified that the financial bids will be sent **locked**. After the expiry of the bid submission closing date, participants will send the codes to all of the above email addresses, after relevant information. Indicative instructions for creating a locked file have been posted along with this Request for Tender on the website of ThPA SA.

2. Special performance terms

2.1 Procedure

The inspections that will be carried out will be in accordance with the requirements of the Greek Legislation - Regulation on the Control of Lifting Machines (Government Gazette 1186/τΒ /2003). The technical file and the certificates of the lifting machines will be available during the procedure. In addition, ThPA SA will provide both the required loads for the execution of all tests (dynamic or static) and the necessary technical staff for the operation of the machines. It is clarified that after the end of the procedure, the issued certificates of the machines accompanied by the respective technical reports will be delivered in paper and in electronic format to the competent Division of ThPA SA.

2.2 Contractor's obligations

The Contractor based on Annex 1 where all the required information about the time of certification, its type, as well as the number of machines that are to be inspected and certified, must inform throughout the duration of the contract, the competent Division of ThPA SA about the machines that must be inspected and certified each current month of the year as well as seven (7) days before the final date (according to the valid certificate) of inspection of each machine to allow ThPA SA to provide the required means (loads - technical staff, etc.) on the specific date of inspection of the machine that will be set jointly.

In case of non-compliance of the lifting machine with the requirements and specifications of the relevant legislation, the re-inspection process is carried out following an order from the competent division of ThPA SA to the Contractor.

The Contractor is obliged to fulfill its contractual obligations in full throughout the duration of the contract. In addition, throughout the contract, the cost of inspection and certification will remain constant and unchanged.

2.3 Payment method

The Contractor's payment will be made against invoice, within sixty (60) days from the month of issue of the invoice.

3. Term

The Contractor will undertake the inspection and certification of the lifting machines of ThPA SA for two (2) years from the signing of the relevant contract.

4. Option right

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

Attachments:

- A.** Annex 1 - Posted with this RfP
- B.** Financial Bid Table
- C.** Confidentiality Agreement

The Procurement Department of ThPA SA

C. Confidentiality Agreement

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

The Société 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 retains 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 679/2016). 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 regarding 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: 54625, Thessaloniki, tel: 2310 593118-121, or by sending an email to the address: {HYPERLINK ".\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\NIZXCBTB\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 by 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 (www.dpa.gr).

Thessaloniki, ___/___/20__

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