

**Procurement of four (4) Electric Low Lift Reach Trucks
for the needs of Logistics Department of PPA S.A.
of budget 30.000 euros**

**Piraeus, Greece
December 2022**

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1. BACKGROUND INFO

Preamble

The present tender concerns the Procurement of four (4) Electric Low Lift Reach Trucks that will be used from Logistics Department of PPA for auxiliary works for the transfer of general cargo in the Warehouse, **with delivery time of approx. three (3) months from the contract date.**

The Electric Low Lift Reach Trucks shall be designed and manufactured according to the applied EC Directives for Machinery and Safety, must have CE conformity declaration and the manufacturer of the equipment must be ISO 9001 certified.

At least **one (1) year warranty** should be provided for the structure and parts (Excluding wear and tear parts).

The selection of the contractor shall be on the basis of lowest price given that all specification requirements set by the tender are met.

2. TERMS AND CONDITIONS

2.1 Provisions of clarifications

Interested parties may receive relevant additional information or clarifications, until three (3) days included, prior to the expiry of the time limit for offers' submission, by submitting questions in writing to the Procurement Department to the following email address:

procurement@olp.gr.

Candidates are not allowed to refer to verbal responses or clarifications by PPA S.A.

2.2 Submission of offers

Interested parties are invited to submit their offer (alternative/second offers are excluded)

until . 04 / 01 / 2023 at 16:00 by email to the following email address:

offerssubmission@olp.gr.

Offers submission will be completely electronically through email as follows:

1. Each offer should consist of two (2) individual folders: a. the participation documentation and technical offer folder according to tender terms and b. the financial offer which should be protected with separate/different passwords.
2. Both aforementioned folders should be protected with separate/different passwords. The passwords will be sent to PPA separately at each evaluation stage of the tender to a specific e-mail which will be notified by the PPA to all participants.
3. The offers' files only (**not the passwords**) should be sent directly to Procurement Department by the candidates at the following e-mail: offerssubmission@olp.gr before the tender's expiry deadline with the indication: "*Offer for the four (4) Electric Low Lift Reach Trucks for the needs of Logistics Department of PPA S.A.*". The maximum acceptable size of each electronic offer should be 5-7 Mbytes, while the acceptable type of offers' compression is .zip (not .rar).
4. On the date and time of each evaluation stage (i.e. a. participating documentation –, technical evaluation, b. financial evaluation), the requested passwords only (different password for each stage) should be sent to the group email which will be notified by the PPA to all participants in due time with the indication: "*Offer for the four (4) Electric Low Lift Reach Trucks for the needs of Logistics Department of PPA S.A.*".

Within the Participation Documentation - Technical Offer folder the following must be included:

- Business profile (i.e. company profile presentation, company organization, offered products, customers, supplier network etc.),
- Recent Economic Data proving financial adequacy (i.e. tax certificate, published financial statements etc.),
- Technical Description of all offered items including warranty and delivery time details in line with the structure and the technical requirements mentioned within Article “Minimum Technical Requirements Table” of the present Invitation.
- Relevant compliance with quality standards must be included.

IMPORTANT NOTES:

1. The Technical Proposal must not include any financial information.
2. Copy and paste of the minimum requirements of the technical specifications of Article 4 “Minimum Technical Requirements Table” shall not be considered as sufficient proof of the Candidates understanding of PPA’s specific technical requirements for the equipment.

2.3 Validity of offers

- Offers shall bind the Candidates for at least four (4) months from the submission deadline date. Any offer which sets forth a term of validity less than the above mentioned shall be rejected.
- Participants are advised that they may be requested to extend the validity of their proposals for additional period until the contract award is completed. It is at PPA’s sole discretion to cancel the whole bidding process without compensation to the bidders.

2.4 Financial Specifications

- Participants are requested to submit a financial offer according to the requirements of Annex A.
- The selection of the contractor shall be on the basis of lowest total price given that all specification requirements set by the tender are met.
- Participants are requested to submit a financial offer including the following costs for the following:

- i. The requested equipment as mentioned within this Call.
- ii. All the test and certification costs, including the costs for the fulfilment of any other relevant legal requirements related to the use and function of the equipment according to Greek Law.
- i. All documentation, manuals etc., as stated in this Tender document.
- ii. Costs of transportation, related insurance and customs clearance.

All the above costs for the equipment will be fully borne by the awarded Supplier.

3. TECHNICAL DESCRIPTION

3.1 General Requirement

The Electric Low Lift Reach Trucks will be electric, suitable to carry loads of at least 1.500 kg on level ground and should be capable to handle cargoes with great versatility and maneuverability for optimum space utilization.

The Electric Low Lift Reach Trucks should be reliable and also ideal for all intense duties - both indoors and outdoors, further should be built, on a tested platform with high stability and durability, only with branded quality components in order for the operators to drive consistently and safely.

The Electric Low Lift Reach Trucks should be able to travel long distances with a load to have forks suitable for all popular pallets. The time of fully recharging the batteries pack must be mentioned in the offer. Also, the life of battery must be mentioned. For the chargers, they must not need any special infrastructure and charging equipment.

The machines must comply with the most recent operator health and safety guidelines and must be equipped with all safety features that will make the operation as comfortable and safe as possible.

The whole construction of the electric low lift reach trucks should be extremely reliable, easy to service with minimum service intervals and all parts should have easy access for fast and effective maintenance. Every electric low lift reach trucks should be accompanied with operating and maintenance manuals as well as spare parts list in English language (the operators manuals should be translated also to Greek language).

Important note:

The training schedule for operators and technicians should be proposed from the candidates within their offer.

3.2 Operating Environment

The Electric Low Lift Reach Trucks should be designed to work under ambient temperature from -10 to 50°C. They will be suitable for working under any normal operation, under dusty conditions, such as dust, grind material, salty air, fog and air with acid/alkaline particles.

3.3 Technical features

The Electric Low Lift Reach Trucks will be electric, suitable to carry loads of at least 1.500 kg on level ground and should be capable to handle cargoes with great versatility and maneuverability for optimum space utilization.

The frame should be steel construction with high stability and durability, only with branded quality components in order for the operators to drive consistently and safely, ideal for all industrial duties.

The tyres should be constructed by polyurethane and the steering system should be electrical.

Important Note 1:

The type of the reach trucks must be stand on.

Important Note 2:

The Candidate should describe the electric low lift reach trucks that offers by submitting all relevant technical details and data sheets, in order to check if all specification requirements are met.

4. MINIMUM TECHNICAL REQUIREMENTS TABLE

L/N	General Description		Minimum Requirements
1	Manufacturer	Brand	Blank
2	Model	Model	Blank
3	Type	Low Lift Reach Truck	Low Lift Reach Truck
4	Drive	Electric	Electric
5	Operator type	Stand on	Stand on
6	Load capacity/rated load (kg)	Rated load capacity	At least 1.500Kg
7	Service weight including battery (kg)	Of manufacturers proposal	Of manufacturers proposal (detailed specifications to be mentioned)
8	Forklifts length (mm)	Approx. 1150	Approx. 1150
9	Tyre type	Polyurethane	Polyurethane
10	Ground Clearance & Turning radius - internal/external (mm)	Of manufacturers proposal	Of manufacturers proposal
11	Drive	Drive system	Electric
12	Brake	Electromagnetic	Electromagnetic
13	Documentation, certification and spare parts	Certification	1) To bear the CE marking, accompanied by the EC declaration of conformity
			2) Manufacturer to provide ISO 9001 certificate regarding the manufacture of same kind of electric low lift reach truck as those offered.
			3) Preferred noise levels to be declared (according to Outdoor Noise Equipment EU Directive).
			4) Manufacturer to mention the training schedule for operators and technicians
		Documentation	Every electric low lift reach truck should be accompanied with operating and maintenance manuals as well as spare parts list in English language (the operators manuals should be translated also to Greek language). Schematic drawings to be provided upon Offer.
		Spare part requirements	Spare parts to be readily available in Greece for at least 10 years.
14	Delivery Terms	Delivery terms	DDP at PPA Logistics Dep within approx. three (3) months from assignment.
15	Warranty time	Warranty	At least one (1) year for structure and parts

16	Payment terms	Payment Terms	Payment within two (2) months of invoicing and only after final delivery and acceptance and after receiving all deliverables.
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5. AWARD CRITERION

The selection of the contractor shall be on the basis of lowest price given that all specification requirements set by the tender are met.

ANNEX A: FINANCIAL OFFER SUBMISSION FORM

To: _____

[Name and address of PPA]

We, the undersigned, offer [.....] in accordance with your Invitation entitled "*Offer for the four (4) Electric Low Lift Reach Trucks for the needs of Logistics Department of PPA S.A.*". dated (_____) [Date] and our Offer. Our attached Financial Proposal is for the sum of Euros (_____)

[Amount in words and figures] and is our full and final **DDP** offer that does not include VAT.

EQUIPMENT – Four (4) Electric Low Lift Reach Trucks for the needs of Logistics Department of PPA S.A.				
Item #	Description / Category	A1: Unit Equipment Price (€) (without VAT)	Quantity	A2: Total Equipment Price (€) (without VAT)
Price for one (1) Electric Low Lift Reach Truck			4	
Price for Spare Parts (if any)				
Price for Special Tools (if any)				
TOTAL NET EQUIPMENT PRICE (€):				

Our Offer shall be valid and binding (without any terms) vis-à-vis PPA for four (4) months after the expiry of submission date of the offers, plus additional months if PPA requests so, according to the tender terms.

We understand you are not bound to accept our Proposal and that we are not entitled to any compensation in case of non-acceptance or withdrawal of our proposal.

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]