



**CALL FOR EXPRESSIONS OF INTEREST  
FOR THE PREPARATION OF A REGISTER OF SUPPLIERS FOR THE PROVISION OF:**  
**A. EXHIBITION – CONFERENCE - PROMOTION – PRODUCTION MATERIAL & SERVICES,**  
**B. HOSTING SERVICES & RELATIONSHIP MAINTENANCE,**  
**C. PRINTING SERVICES**

## TABLE OF CONTENTS

1. INTRODUCTION .....	4
2. DEFINITIONS .....	4
3. THE CALL ISSUER - SCOPE OF CALL FOR EXPRESSIONS OF INTEREST .....	5
4. CRITERIA .....	5
5. PROVISION OF CLARIFICATIONS / OFFERS SUBMISSION .....	6
6. GROUNDS FOR DISQUALIFICATION .....	7
7. CONTENT OF THE EXPRESSIONS OF INTEREST DOSSIER:.....	8
8. LANGUAGE OF THE PROCEDURE .....	9
9. EVALUATION OF APPLICANTS.....	9
10. LEGAL FRAMEWORK.....	9
ANNEX 1. (FOR SUBMISSION OF EXPRESSIONS OF INTEREST) .....	11
ANNEX 2 (PERIODIC EVALUATION) .....	12

## 1. INTRODUCTION

### 1.1. Foreword

The Port of Piraeus is Greece's largest port. It has a coastline of over 24 km and the area on land covers over 5 million m<sup>2</sup>. Given its geographical location, the port of Piraeus is a vital hub for transport, trade and supplies, tourism and communications, since it links the Greek islands with the mainland, and is also an international centre for cruise ships and the commercial transport of goods. The Port of Piraeus' location favours it operating as a port for both the wider region of Greece and for the Balkans and Black Sea countries.

The Port of Piraeus lies at the confluence of sea routes connecting the Mediterranean with Northern Europe, and thanks to its geographical location (south of the 38th parallel), large ships of the line can reach it without significantly deviating from the route that trade from the Far East follows. The Port of Piraeus is home to a complex, unique range of activities, including transport using RO/RO and passenger ferries (it is Europe's largest passenger port), serving all types of cargo, cruise liners, ship repair services, and the Port of Piraeus Free Zone (a type I customs control free zone) which operates in accordance with the tax and customs laws applicable to the area (Piraeus Free Zone).

### 1.2. Piraeus Port Authority S.A. (PPA SA)

PPA is the legal entity which is responsible for managing and running the Port of Piraeus. It was set up as a body governed by public law by Law 4748/1930, which was then recast by Emergency Law 1559/1950 and ratified by Law 1630/1951 and then subsequently amended and supplemented. In 1999 PPA was transformed into a society anonyme.

In April 2016, after an open public tender procedure, the Hellenic Republic Asset Development Fund (HRADF) as the main shareholder in PPA, and COSCO HK Ltd entered into a Share Purchase Agreement for it to acquire the majority stake in PPA's share capital. In August 2016 PPA stopped being a publicly-owned company and since then has been a private company whose purpose is to perform its obligations, conduct its business and exercise its powers in accordance with the amended concession agreement between the Greek State and PPA, which was ratified by Law 4404/2016.

## 2. DEFINITIONS

To ensure the terms used in this Call for Expression of Interest are understandable, definitions are given below for those terms:

1. **The Call Issuer:** The company with the corporate name Piraeus Port Authority S.A.
2. **Authorised Representative:** The Applicant's legal representative (according to the Applicant's Articles of Association or deed of incorporation) or specially authorised representative (by decision of the Applicant's competent body) as appropriate, with the power to bind the applicant and to sign and submit the Applicant's Application.
3. **Solemn Declaration:** A solemn declaration as per Law 1599/1986 or in the case of a foreign Applicant, a document in similar form, in accordance with the provisions of his/its country of origin, signed by the Authorised Representative. In that case the term "solemn declaration" shall mean that it bears attestation of the authenticity of the signatory's signature.
4. **Call for Expressions of Interest:** This document.
5. **Applicant:** The person who owns a private company which participates, or the legal persons/companies which participate in the process of creating the pool of Approved Suppliers by submitting an application in the context of this Call for Expressions of Interest.
6. **Application:** The application submitted by Applicants in the context of this Call for Expressions of Interest which must be accompanied by the Expressions of Interest dossier.
7. **Register of Supplier or Register:** This term has the meaning given to it in Article 11 of PPA S.A.'s Contracts and Subconcessions Regulations as in force and posted on PPA's website. The pool of Candidates who have been assessed by PPA S.A under the procedures set out in this Call for Expressions of Interest, and declared eligible Suppliers, who offer high quality work and services, who have a good professional reputation, sound accounting system, use cutting-edge technology and have the highest professional integrity.

### **3. THE CALL ISSUER - SCOPE OF CALL FOR EXPRESSIONS OF INTEREST**

#### **3.1. The Call Issuer**

Applications should be submitted to the following address:

Piraeus Port Authority S.A.

10 Akti Miaouli St., Procurement Department Secretariat

Office 212, 1<sup>st</sup> floor

Piraeus Greece GR-18538

#### **3.2. Scope of the Call for Expressions of Interest**

Piraeus Port Authority S.A. is interested in preparing a Register of Suppliers for the provision of: “A. Exhibition – Conference - Promotion – Production Material & Services, B. Hosting Services & Relationship Maintenance and C. Printing Services” to be used by PPA SA in accordance with the PPA S.A. Contracts and Subconcessions Regulations, which are currently in force. This list will be used during award procedures for the provision of the abovementioned services for the needs of PPA SA in accordance with the PPA S.A. Contract Award Regulations.

Interested parties may apply to be included in the list which will be prepared for the following categories, provided that they meet the criteria set out in the call.

The categories are:

**Category A:** Exhibition – Conference – Promotion – Production Material & Services

**Category B:** Hosting Services & Relationship Maintenance

**Category C:** Printing Services

#### **3.3. Eligible participants**

Natural and legal entities who meet the following criteria are eligible to participate in the procedure:

- They are entered in the General Electronic Commercial Register of companies (GEMI) or in a register of the country in which the company was established.

### **4. CRITERIA**

#### **4.1. Exhibition – Conference - Promotion – Production Material & Services**

- Company establishment more than five (5) years, not bankrupt, not criminal record
- It is preferable to work and communicate in the following Languages: Greek, Chinese, English
- At least three (3) project experiences in planning and implementing in international exhibitions and conferences, i.e. Posidonia, CIIE. International conferences with public institutions and other international expositions in three languages in recent three years (2020-2022).
- Average annual revenue, 800.000 euros in recent three (3) years.

#### **4.2. Hosting Services & Relationship Maintenance**

- Company establishment more than five (5) years, not bankrupt, not criminal record
- It is preferable to work and communicate in the following Languages: Greek, Chinese, English
- At least three (3) years experiences in hosting (i.e restaurants, vans , yachts, tours or guided tours and handling VIP groups

#### 4.3. Printing Services

- Company establishment more than five (5) years, not bankrupt, not criminal record
- Large size 10 meters capability for printing in several materials (i.e books, banners, leaflets, business cards)
- Provide printing material in three (3) languages, Greek, Chinese, English
- At least three (3) year experience in above

#### **N.B:**

- ✓ This Call for Expressions of Interest does not constitute a procurement process stage on its own.
- ✓ The choice of Suppliers to be entered in the Register of Suppliers will be made based on evaluation, as stated in detail in Article 9 of this document.
- ✓ Candidates who meet the necessary criteria will be entered in the PPA Approved Suppliers Register and thereafter will be deemed to have the necessary qualifications to provide the materials and spare parts in those categories. PPA reserves the right to exclude eligible Suppliers from the Register of Approved Suppliers if they do not meet the periodic re-evaluation criteria.
- ✓ This Call for Expressions of Interest has been prepared in accordance with the principles of transparency, equal treatment and non-discrimination.

### **5. PROVISION OF CLARIFICATIONS / OFFERS SUBMISSION**

#### **5.1. Deadline for submitting supporting documents for the Call for Expressions of Interest - Provision of clarifications**

Interested parties may obtain additional information or clarifications about this procedure / Call for Expressions of Interest by submitting their questions in writing up to 5 working days before the deadline for submitting Applications. Questions are to be submitted to the PPA Procurement Department by email to: [procurement@olp.gr](mailto:procurement@olp.gr) or [TMTPromoServicesRegistry@olp.gr](mailto:TMTPromoServicesRegistry@olp.gr).

After that deadline expires, no other communication or request for clarifications about any terms will be accepted. PPA will send written responses to all interested parties up to 3 working days prior to the deadline for submitting Applications. Applicants are not permitted to request oral responses or clarifications from PPA.

**The deadline for submitting Applications ends on 10<sup>th</sup> of November 2022 at 16:00, Greek time.**

#### **N.B.:**

- ✓ After that deadline elapses, PPA will not accept applications for inclusion in the Register of Approved Suppliers. The Register will be updated in accordance with the provisions of paragraph 11.3 of PPA S.A. Contracts and Subconcessions Regulations by decision of the competent PPA body and invitation to that effect.
- ✓ PPA is entitled at its unfettered discretion to cancel or repeat this process in any stage as it sees fit.

#### **5.2. Submission of Supporting Documents**

All supporting documents should **be submitted in electronic format (USB/ CD/ Electronic Folder)** within one (1) sealed envelope or password protected folder (the expression of interest dossier) which must be accompanied by the following Application form.

The application must clearly state:

- The phrase “Expression of Interest application”.
  - The title of the Call for Expressions of Interest “*Register of Suppliers for the provision of: A. Exhibition – Conference - Promotion – Production Material & Services, B. Hosting Services & Relationship Maintenance and C. Printing Services*”.
  - The particulars of the Applicant and the Authorised Representative (name/surname, corporate name and title, a) phone number and b) corporate email address).
  - The category(s) in the Call for Expression of Interest which the Applicant is submitting an application for.
- By submitting the application, the Applicant declares that the information submitted is correct and true.

### 5.3. Submission of Applications

1. Applicants are responsible for sending the application and sealed/password protected dossier to PPA. The application dossier must be submitted by the Applicant himself or his/its Authorised Representative. Applicants are responsible for -and assume the risk of- any event occurring, including force majeure, which could result in late or improper submission of the application and dossier.

2. The application and supporting documents dossiers will be received by or sent to the PPA Procurement Department Secretariat by recorded deliver or electronically at [offerssubmission@olp.gr](mailto:offerssubmission@olp.gr) e-mail address or via WeTransfer link no later than **10.11.2022 at 16:00, Greek time.**

Applications submitted after that date and time will not be taken into consideration.

3. Documents in the application dossier shall be submitted in Greek or English and a translation in Greek or English may be requested where further clarifications are needed.

## 6. **GROUND FOR DISQUALIFICATION**

6.1. Any enterprise which wishes to participate in the process must meet the following criteria:

1. It must not have been declared bankrupt, entered liquidation, suspended operations, been placed under court administration, entered a composition in bankruptcy, ceased operations or entered any similar situation under any similar procedure, nor must it be part of any proceedings to be declared bankrupt or placed in compulsory liquidation or to enter a composition in bankruptcy or in any similar situation (restructuring, etc.).

2. The administrators in the case of a limited or general partnership, private companies and limited liability companies, the Chairman and Managing Director/CEO in the case of a société anonyme, the natural persons exercising management functions in all other cases must not have been convicted on the basis of a final judgement for:

- a) participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime, as in force;
- b) corruption as defined in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector, as in force;
- c) fraud within the meaning of Article 1 of the Convention to protect the financial interests of the European Communities, as in force;
- d) terrorist offences or offences linked to terrorist activities, as defined respectively in Articles 1 and 3 of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism, or inciting, aiding or abetting, and attempting a crime, as defined in Article 4 thereof, as in force;
- e) money laundering or terrorist financing as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing, as in force;
- f) child labour and other forms of human trafficking as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings

and protecting its victims, and replacing Council Framework Decision 2002/629/JHA, as in force;

g) misappropriation, fraud, extortion, forgery, false testimony, bribery, fraudulent bankruptcy, in accordance with the provisions of the Hellenic Penal Code or crimes similar to their specific nature, in accordance with the provisions of any foreign legal orders.

3. It must have discharged its obligations relating to payment of social security contributions in accordance with the applicable Greek law (in the case of Greece, or abroad but which is subject to the relevant obligation in Greece) or in accordance with the law of the country in which it is established.

4. It must have discharged its tax obligations in accordance with applicable Greek law (in the case where they have tax obligations in Greece) or in accordance with the law of the country where it is established.

Candidates must submit an ordinary solemn declaration stating whether they are or are not in one of the situations set out in Article 6 above. This solemn declaration must be signed by the company's legal representative or a person authorised by the legal representative and be accompanied by evidence of lawful representation and authorisation.

#### 6.2. Grounds on which applications may be rejected:

- If it is found that the information provided by the Applicant is untrue/inaccurate.
- If PPA considers that there are inconsistencies in all supporting documents.
- If the supporting documents referred to in Article 4.4 hereof are not submitted.
- If, following a request from PPA for confirmation, the Applicant does not confirm any information included in the supporting documents.
- If the conditions in Article 6 are not met: Grounds for disqualification.
- If the terms of the Call for Expressions of Interest are not complied with.

### 7. **CONTENT OF THE EXPRESSIONS OF INTEREST DOSSIER:**

Interested parties shall submit an expression of interest dossier which shall contain the following information **in electronic format (CD or USB)**:

1. A solemn declaration from the enterprise's competent representative in accordance with Article 6 of this call.
2. A presentation of the enterprise (staff, facilities, equipment) showing it is able to implement the services assigned effectively and in time.
3. Official documents demonstrating the establishment, legal status, management and legal representatives of the enterprise and supporting documents demonstrating registration in the Companies Register. For any changes to such documents throughout the process of inclusion in the PPA Register, they must inform PPA S.A.
4. ISO 9001:2015 quality management systems certificate, ISO 14001:2015 environmental management systems certificate, ISO 50001:2018 energy management systems certificate, ISO 45001:2018 occupational health and safety management systems certificate, and others if they have them (this is not a ground for disqualification). In the event of any change, renewal or withdrawal of the Certificates to be submitted by the interested parties, they must immediately inform PPA S.A throughout the process of inclusion in the PPA S.A. Register and, in the event of any change or renewal, submit the new Certificate. The same applies in the case where after they are entered in the PPA Register they acquire a certificate, which certificate they must submit. Presentation of associated companies. The Candidate must submit a list of associated corporate customers over the last 3 years in order to ascertain the size of its customer base. Interested parties may submit the above mentioned but not limited to certificate which must be valid.
5. It must submit either published financial statements or financial data (e.g. E2 forms) in the case of natural/legal entities which show the turnover generated over the last 3 years (2018, 2019, 2020 or/and 2021).

## **8. LANGUAGE OF THE PROCEDURE**

The language in which the procedure is conducted is Greek and/or English and all information and all documents sent by candidates to PPA S.A. shall be in Greek or English. Where further clarifications are needed, an additional translation of the documents may be requested.

Moreover, all written exchanges between the candidates and PPA shall be in Greek or English.

PPA S.A. will provide an unofficial English translation of the call for reference purposes only. The Greek text shall take precedence and shall be binding in the case of doubt.

## **9. EVALUATION OF APPLICANTS**

The dossier and application expressing interest in inclusion in the Register of Approved Suppliers shall be submitted in a single stage, as outlined in Article 5 of this document.

Candidates must meet the criteria referred to in Article 4 hereof by submitting all supporting documents referred to in par. 5.2. Candidates will be included in the lists of Approved Suppliers per category where they meet the criteria in Article 4 and following a decision taken by Management.

### **9.1. Supplier evaluation procedure after inclusion in the register:**

After inclusion in the register, entities entered in the register shall be periodically evaluated as follows:

- Entities entered in the Register who implement or have implemented a contract in the period from the previous evaluation shall be evaluated in accordance with the criteria in Table A of Annex 2.
- After inclusion in the register, entities in the register who have NOT implemented a contract in the period from the previous evaluation shall be evaluated in accordance with the criteria in Table B of Annex 2.

## **10. LEGAL FRAMEWORK**

The manner in which the process is conducted, how contracts are implemented overall and the obligations of prospective contractors are governed by Law 4404/2016 (Government Gazette 126/A) ratifying the amendment and codification into a single text dated 24 June 2016 of the Concession Agreement of 13 February 2002 between the Greek State and Piraeus Port Authority S.A., and other provisions.

This procedure is conducted in accordance with:

- Law 4404/2016 (Government Gazette 126/A/8.7.2016) ratifying the amendment and codification into a single text dated 24 June 2016 of the Concession Agreement of 13 February 2002 between the Greek State and Piraeus Port Authority S.A., and other provisions, and Law 4838/2021 (Government Gazette 180/A/1.10.2021);
- The PPA S.A. Contracts and Subconcessions Regulations, which is posted on PPA's website;
- The general legislative framework (national and EU) on the processing of personal data and in particular the new EU Regulation on the protection of personal data (GDPR / Regulation (EU) 2016/679) and Law 4624/2019.
- The terms of this Call for Expressions of Interest.

PPA S.A. implements a certified Integrated Quality, Environmental & Energy Management System in accordance with the requirements of the following standards: ISO 9001:2015 on quality management, ISO 14001:2015 on environmental management and ISO 50001:2018 on energy management.

In the context of implementing this Integrated System, PPA S.A. has adopted a single Quality, Environmental & Energy Policy while also continuously setting quality, environmental protection and energy management targets. During such time as the Supplier collaborates with PPA S.A., the Supplier is obliged to keep itself apprised of the Integrated Quality, Environmental & Energy Policy which is available on PPA S.A.'s official website (<https://www.olp.gr/en/quality-control/quality-environmental-energy-policy>).



It must follow PPA S.A.'s instructions and recommendations and ensure that its actions do not adversely affect the continuous improvement of the Integrated Quality, Environmental & Energy Management System, the improvement of the quality of the services offered by PPA S.A., or the environmental and energy performance of PPA S.A. Suppliers are obliged to participate in PPA S.A.'s efforts to improve the quality of services and its environmental and energy performance. For this reason, where required, the Supplier must participate in the relevant actions and initiatives undertaken by PPA S.A., while at the same time it may submit comments and proposals for improvement a) to the Quality Control Department ([quality@olp.gr](mailto:quality@olp.gr)) regarding the Quality & Environmental Management System and quality and environmental performance and b) to the PPA S.A. Energy Management Team ([energymanagementteam@olp.gr](mailto:energymanagementteam@olp.gr)) regarding the Energy Management System and the energy performance of PPA S.A.

**ANNEX 1. (FOR SUBMISSION OF EXPRESSIONS OF INTEREST)**

APPLICATION

TO: PIRAEUS PORT AUTHORITY S.A.

**SUBJECT: “Expression of Interest Application”**

Corporate name:

.....  
.....  
.....  
.....

Address: .....  
.....

Please find attached the supporting documents set out in the Call for Expressions of Interest for the preparation of a “Register of Suppliers for the provision of: **A. Exhibition–Conference –Promotion–Production Material & Service, B. Hosting Services & Relationship Maintenance, C. Printing services**”.

We are interested In applying for the following categories:

.....  
.....

:

Tel.: .....

e-mail: .....

Name/Surname of representative:

.....  
.....

Capacity: .....

We declare that we fully and unreservedly accept the terms of this call.

Piraeus, / /2022

The Applicant and declarant

Attachments: 1 sealed “Expressions of interest” dossier.

## ANNEX 2 (PERIODIC EVALUATION)

**TABLE A. EVALUATION OF ENTITIES /COMPANIES IN THE REGISTER WHICH ARE IMPLEMENTING OR HAVE IMPLEMENTED PPA CONTRACTS**

Indicative, non-restrictive criteria for evaluating entities/companies entered in the register supply PPA with ..... over the last two years. PPA S.A. may make arrangements to visit the premises and facilities of entities entered in the Register.

No	REQUIREMENTS FOR REMAINING IN THE REGISTER (PERIODIC SUBMISSION)
A.1	Submission of registration with the same chamber of commerce declared when entered in the Register.
A.2	Proof of the enterprise's active status as shown in the Taxisnet register.
A.3	<b>A solemn declaration in the format required by Article 8(2) of Law 1599/1986</b> must be submitted in which the Candidate confirms that there has been no change in the impediments referred to in paragraph ... of the initial solemn declaration submitted when entered in the Register.
A.4	They must not have been declared in forfeit of a contract with PPA.
No	PERIODIC EVALUATION CRITERIA (indicatively)
A.5	Compliance with technical specifications of delivered services, products etc.
A.6	Observance of the delivery schedule for the services provided
A.7	Compliance with contractual terms (if applicable)
A.8	They must not have suspended the relevant work on their own initiative / responsibility
A.9	Communication – Partnership attitude
A.10	No. of participations in calls for tenders over the last two years.
A.11	Retention in effect or acquisition of certifications in accordance with international, European or national standards.

**TABLE B. EVALUATION OF ENTITIES IN THE REGISTER WHICH HAVE NOT IMPLEMENTED CONTRACTS**

Evaluation criteria for entities entered in the PPA Register of Approved Suppliers to whom no contract/supply has been awarded during the evaluation period.

No	CRITERIA	YES	NO	NO. OF CALLS ISSUED BY PPA	NO. OF PARTICIPATIONS BY ENTITY ENTERED IN THE REGISTER	COMMENTS
<b>B.1</b>	Submission of registration with the same chamber of commerce declared upon entry in the Register which is in effect.					
<b>B.2</b>	Proof of the enterprise's active status as shown in the Taxisnet register.					
<b>B.3</b>	<b>A solemn declaration in the format required by Article 8(2) of Law 1599/1986</b> must be submitted in which the Candidate confirms that there has been no change in the impediments referred to in paragraph ... of the initial solemn declaration submitted when entered in the Register.					
<b>B.4</b>	No. of participations following an invitation to tender.					
<b>B.5</b>	Retention in effect or acquisition of certifications in accordance with international, European or national standards.					