



ATTIKO METPO A.E.

**TITLE OF THE TENDER: “TECHNICAL CONSULTANT SERVICES
FOR THE ATHENS METRO PROJECTS”**

RFP-318/17 A.Σ. 67696

INVITATION TO TENDER

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CHAPTER A

ARTICLE 1 INTRODUCTION – AWARDING AUTHORITY INFORMATION

- 1.1** ATTIKO METRO A.E. (henceforth called AM) was established via Article First of Law 1955/91. AM purpose, which is determined via Article 2 of Law 1955/91, as this is amended through article 35 of L. 3202/03 (and articles 121 and 145 of Law 4070/12 is the design, construction, running, operation and development of the Urban Railway Network of Attica and Thessaloniki Region and, in general, of the Electric Railway of Attica and Thessaloniki Region (with the exception of OSE Railway Network) as well as of the TRAMWAY network in whole Greece.

AM announces an international electronic Tender based on the open procedure and invites all interested economic operators to submit offers, in accordance with the stipulations of this Invitation to Tender and its associated documents for the conclusion of a Contract related to a Technical Consultant Services for the Athens Metro Projects.

- 1.2** The Awarding Authority, Owner of the Supply and Employer for the Contract to be concluded is ATTIKO METRO S.A. (AM).

Title	ATTIKO METRO S.A.
Postal Address	191-193 Messogion Avenue,
City	Athens
Postal Code	11525
Contact Person	Aikaterini Saiti
Tel. No.	210 - 6792473
Fax No.	210 – 6726126
Geographical Area of the Agency	EL 30

ARTICLE 2 TITLE OF THE TENDER AND TENDER DOCUMENTS - CLARIFICATIONS

- 2.1** The title of the Tender is: **“TECHNICAL SERVICES CONSULTANT FOR THE ATHENS METRO PROJECTS”**. This title, accompanied by the reference code **RFP-318/17**, shall be shown on all Envelopes and Sub-envelopes of the Offers.

- 2.2** The CPV Code of the Contract is 71312000-8 “Structural engineering consultancy services”.

The Geographical Area of the Contract performance location is (Nuts) is EL 30.

- 2.3** The Documents concerning the subject Electronic Tender shall be posted on ESIDIS web portal www.promitheus.gov.gr and shall be as follows:

1. European Single Procurement Document (ESPD)
2. This Document entitled “Invitation to Tender”, along with its Appendices

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3. The Document entitled “Financial Form”
4. The Document entitled “Conditions of Contract”
5. The Document entitled “Technical Information about the Consultant’s Personnel and Services”

In addition, the Tender Documents shall be posted on AM’s web page www.ametro.gr and any information regarding the Tender shall be provided by Mrs. K. Saiti, Tel. No. 210-6792351, during working hours from 09.00 to 15:00h.

Interested Parties are given the option, prior to the submission of Offers, to submit questions and request clarifications electronically regarding the tender documents at the web page for this specific tender, via ESIDIS web portal www.promitheus.gov.gr by **16.02.2018 at 11:00h**.

It is stressed that for submitting a request for the provision of supplementary information – clarifications, economic operators must be registered in the system; in other words, they must possess the required credentials for Login (username and password) granted to them. The electronic file containing the questions related text must bear a digital signature.

AM shall collect all questions that will be submitted through the web page and shall proceed to the issuance of a Clarifications Document, which shall be posted on ESIDIS web site by **06.03.2018 at 11:00h** at the latest. It is stressed that responses shall be provided only to those questions that have been submitted electronically.

It is stressed that any supplementary information regarding the Tender documents, as well as AM’s written clarifications on questions filed by the interested parties concerning the Tender Documents and procedure shall be all posted at the same time on AM’s web page www.ametro.gr.

The Clarifications Document may include additions or clarifications on the terms of this Invitation that might be required. The clarifications of the aforesaid Document shall complement and be incorporated into the Tender Document and are considered to be an integral part of the Invitation.

The Bidders are not entitled to invoke verbal responses or clarifications given by the Service conducting the tender.

ARTICLE 3 PRECONDITIONS FOR VALID PARTICIPATION – ELECTRONIC SUBMISSION OF OFFER FOLDER

- 3.1** Offers shall be submitted by the interested parties electronically, via ESIDIS www.promitheus.gov.gr portal in an electronic folder of the sub-system, in line with the provisions of Ministerial Decision 117384 (FEK 3821B’) and the stipulations of this Invitation, by the final deadline and until the time determined in article 11 of this Invitation.

The time of the submission of offers and any other electronic communication, through the system, shall be automatically confirmed by the system through

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electronic time stamps, in line with article 9 of Ministerial Decision 117384 (FEK 3821B').

In order to participate in the subject procedure, the interested economic operators must possess a digital signature to be granted to them by the authority certified to provide digital signatures and register into the electronic system (ESIDIS – Web Portal www.promitheus.gov.gr) following the registration procedure described in article 5, of Ministerial Decision 117384 (FEK 3821B') .

Economic operators' associations shall submit Common Offers, which shall be necessarily signed digitally either by all economic operators forming the association or by a representative of theirs, lawfully authorized to this end. At the penalty of the offer's rejection, the offer shall necessarily specify the extent and the type of each member's participation (including their share of fee) in the association, as well as the association's representative / coordinator.

The electronic folder of the Offer shall include:

- a. One sub-folder* named “Back-up Documentation for Participation” (includes the information required in line with article 20.1 of this Invitation) (Category: Technical”),
- b. One sub-folder* named “Technical Offer” (includes the information required in line with article 21 of this Invitation)
The data and back-up documentation included in the (sub)folder – **at the penalty of disqualification** - shall be electronically submitted by the bidder in .pdf files. Data and back-up documentation that have been issued / prepared by this economic operator (bidder), they shall bear his digital signature, and
- c. One sub-folder* named “Financial Offer” (includes the information to be duly filled in line with article 21 of this Invitation).

* Sub-folder: category of attached files in the system.

When submitting his offer, the Bidder shall mark – through the appropriate field of the system, the confidential information contained in his offer.

Within three (3) working days upon the electronic submission of the aforesaid information and back up documentation – at the penalty of disqualification - Bidders must submit to AM (**submission to AM's DCC by 15:00**) in a printed format and in a sealed envelope the electronic offer related information, which must be delivered in originals, in line with Law 4250/2014. Such information and back up documentation must include: the participation letter of guarantee, the original documents which have been issued by private agencies and are not ratified by a lawyer, as well as the documents bearing the Apostile Stamp.

In line with paragraph 3, article 8 of Decision No. 56902/215/02.06.17, back up documentation and data bearing a digital signature or an advanced digital signature supported by approved certificates shall not be submitted in print-outs; FEK, technical leaflets and the type of information and back up

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documentation for which – by virtue of law 4250/2014 – the agencies are obliged to accept copies shall not be submitted in print-outs.

The aforementioned information and back up documentation shall be deposited to the Document Control Center (DCC) of AM, in line with the above; they shall be accompanied by a document drafted by the bidder listing in detail the submitted back up documentation. The relevant sealed envelope bearing the indication: **“Participation Back-up Documentation – Technical Offer”** shall necessarily bear the following label and shall be accompanied by a **cover letter on the outside** of the envelope.

**BACK-UP DOCUMENTATION FOR PARTICIPATION IN THE TENDER
– TECHNICAL OFFER**

*(The company name – mailing address – telephone & fax numbers
of the bidder and, in case of an association, the particulars of all
its members)*

FOR THE TENDER:

**“TECHNICAL CONSULTANT SERVICES FOR ATHENS METRO
PROJECTS”**

(Reference Code RFP-318/17)

**To: ATTIKO METRO A.E.
191-193 Messogion Avenue
115 25 Athens**

Attention: Tender Committee

NOT TO BE OPENED BY DOCUMENT CONTROL OFFICE

Any delayed submission of an offer envelope, in line with the above, results in the **disqualification** of the bidder.

ARTICLE 4 UNSEALING AND EVALUATION OF OFFERS - APPEALS

4.1 The tender is carried out by the Committee appointed by AM's BoD Resolution. This Committee shall be responsible for the conduct of the tender from the unsealing of the offers related stage until the stage of submitting a Recommendation to AM's Board of Directors for the award of the Tender to the lowest bidder or for the cancellation of the tendering process; in general, the Tender Committee shall opine on any issue that may derive during the award procedure until the contract signing.

After the final deadline for the submission of offers, as determined in article 18 herein, and prior to the electronic unsealing, the relevant participants list, as produced by the Sub-system, shall be communicated to the Bidders by AM.

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4.2 1st Phase: Review of the Participation Back-Up Documentation and of the Technical Offers of the Bidders

The electronic unsealing of the offers shall be conducted at the time foreseen in article 14.2 herein, via AM's Tender Committee, certified by the System. More specifically, during the 1st phase, the Tender Committee shall proceed to the unsealing of the submitted Back Up Documentation for Participation and Technical Offers, while it shall not grant access rights to the bidders, as far as the economic operators' submitted information is concerned.

During private meetings, the Tender Committee shall review the Technical Offers and score them according to the award criteria.

During the 1st phase of the Tender, bidders not meeting the preconditions and the requirements of the Invitation are disqualified. The relevant Financial Offer folders shall remain unsealed.

During the review of the sub-folders “Participation back-up Documentation – Technical Offer”, the Tender Committee reserves the right, at its sole discretion, to request electronically, through the system, clarifications and additions exclusively on the submitted data, in line with article 14.5 herein.

Bidders submitting electronically via the system incomplete data for which the Tender Committee requested the provision of additions – clarifications within a reasonable deadline, and failing to provide same or providing incomplete data shall be excluded from participation in the 2nd Phase of the Tender.

During the 1st Phase of the Tender, disqualified from the tender shall be:

- a) Bidders who do not meet the preconditions and the requirements of article 21.1
- b) Bidders who have been excluded on the basis of the technical evaluation of their technical offers in line with article 22.

The Proceedings of the Tender Committee shall be completed upon scoring of the Technical Offers and the provision of the relevant verbal justification. The Technical Offers shall be deemed acceptable should the individual scoring of the award criteria is over the respective minimum limits, as these are determined in article 22 herein. In any other case, the subject Technical Offers shall be rejected and the Bidder shall be disqualified from the tender process.

After the review of the sub-envelopes “Participation Back Up Documentation” and “Technical Offer” and the finalization of the scoring of the Technical Offers, the Committee shall finalize the Evaluation Proceedings of the 1st Phase, which shall indicate the name of the bidders qualified to the next phase, their scoring during the evaluation of their Technical Offers and the name of those who were disqualified on a well-documented basis. Prior to the completion of the preparation of its Proceedings, the Tender Committee shall communicate with the issuing authorities indicated on the submitted letters of guarantee, in order to certify their validity. If a forgery is identified, then the candidate shall be disqualified from the tender and a criminal complaint shall be brought forth to the District Attorney.

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Upon completion of its Proceedings, the Tender Committee transmits through the sub-system the Proceedings to AM's BoD and recommends its approval.

Then, following the issuance of AM's BoD Resolution approving the Proceedings of the Tender Committee, the BoD shall communicate it to all Bidders granting them access rights to the submitted participation back-up documentation and to the technical offers submitted by the remaining Bidders. Bidders can file preliminary appeals against the aforesaid AM's BoD Resolution, in line with the provisions of article 4.6 herein.

If no preliminary appeals are filed, the results of the 1st phase of the tender shall become final.

Bidders fulfilling the preconditions of the 1st phase shall be entitled to participate in the 2nd phase of the Tendering process, i.e. the procedure regarding the unsealing of the Financial Offers.

4.3

2nd Phase: Unsealing of Financial Offers and Overall Evaluation

At a specific date and time, the electronic sub-folders of the Financial Offers shall be unsealed electronically by the Tender Committee, certified by the system to this end, while access to the data submitted by the economic operators shall not be provided to the Bidders. Following the evaluation / scoring of the financial offers **and the weighing of the score given to the technical and financial offer of each bidder, the Committee shall determine the most advantageous offer in terms of finance on the basis of best quality-price relationship, in line with article 22.4 herein**, and shall prepare a recommendation for approval - before the BoD of the Company – about either the award of the Contract to the lowest bidder or the rejection of the offer of the lowest bidder or the annulment of the procedure. Following the issuance of AM's BoD resolution approving the Proceedings of the Tender Committee, AM shall communicate it to all Bidders who submitted an acceptable offer granting them access rights to the financial offers submitted by the remaining Bidders.

The Financial Offers are considered acceptable provided that:

- a) the quantities of the physical scope correspond to the quantities specified in the Tender documents.
- b) they have been compiled in accordance with paragraph 21.3 of this document.

Bidders can file a preliminary appeal against the approving resolution as per the stipulations of article 4.6 of this document.

If no appeals are filed against the results of the 2nd Phase or further to the examination of any appeals filed, AM shall invite the Lowest Bidder to submit the back-up documentation for the award of the tender as per the provisions of article 4.4 herein.

In case of offers of equal prices, i.e. offers bearing exactly the same price, AM shall select the Contractor through a drawing lots procedure to take place before the Tender Committee and in the presence of the Economic Operators.

4.4 Awarding Procedure

4.4.1 Upon completion of the offers evaluation procedure, as per the stipulations of the previous articles, AM shall invite the provisional Contractor by action “On Line Discussions” to submit within a fifteen (15) – day period the back-up documentation specified in article 23 herein.

The back-up documentation of the provisional Contractor shall be electronically submitted by the economic operator by action “On Line Discussions”.

Within three (3) working days from the electronic submission of the aforesaid documentation, the economic operator shall mandatorily submit to AM, in a printed format and in a sealed envelope, the documentation that must be submitted in originals, as per the provisions of article 11, paragraph 2 of Law 2690/1999 “Code of Administration Procedure”, as amended through the provisions of article 1, paragraph 2, Law 4250/2014.

4.5.2 If the Back-Up Documentation for the Award is not submitted or if during the pertinent review it is ascertained deficiencies exist, then a deadline is provided to the provisional contractor for him to submit or supplement same within a five (5)-day period from the communication of the relevant notification to him.

4.4.3 If during the review of the aforesaid back-up documentation, it is ascertained that the information provided in the ESPD is false or inaccurate, or if the required originals or copies of the back-up documentation are not submitted within the prescribed time-period, or if the back-up documentation submitted lawfully and in due time do not prove that there are no reasons for the bidder’s disqualification – by virtue of article 19 - or that one or more of the qualitative selection criteria requirements are fulfilled in line with article 20 herein, then the offer of the provisional contractor is rejected and his letter of guarantee for participation becomes payable without prejudice of article 4.5.5 herein,; moreover, the tender is awarded to the bidder whose the most advantageous offer in terms of finance on the basis of best quality-price relationship comes next, adhering to the aforementioned procedure.

4.4.4 If alterations are effected in the preconditions that the bidders had declared that they fulfilled, which (alterations) occurred or on which the bidder was informed after the declaration and until the (written) notification date for submitting the back up documentation, specified in article 23 herein (subsequent alterations), then the bidders must inform accordingly the Awarding Authority without any delay and until the (written) notification date for submitting the back up documentation stipulated in article 23, at the latest.

4.4.5 If the Awarding Authority is timely and appropriately informed about any alterations in the preconditions that the provisional contractor had declared that he fulfilled through the ESPD, as per the stipulations of the

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aforementioned paragraph, his participation letter of guarantee that had been submitted, in accordance with article 15, shall not be payable in favour of AM.

4.4.6 If none of the bidders submitted a true or accurate declaration or none of the bidders submits one or more of the required back up documentation or none of the bidders proves that he fulfils the qualitative selection criteria stipulated in article 20 herein, then the awarding procedure shall be cancelled.

4.4.7 The procedure related to the review of the back up documentation shall be completed with the compilation of Proceedings by the Committee and their transmittal by action “On Line Discussions” to AM’s BoD for it to make a Resolution either on the rejection of the offer or on the award of the Contract or on the cancellation of the procedure. The results of the review of the back up documentation shall be approved by the resolution for the award.

4.4.8 Upon approval of the aforementioned Proceedings of the Tender Committee, the awarding resolution along with a copy of all the proceedings shall be communicated by AM to each Bidder – except the provisional Contractor –via action “On Line Discussions”, in line with the applicable provisions in the framework of the pertinent electronic procedure for the conclusion of contracts. AM shall also post the back-up documentation of the provisional contractor in the area “Attachments of the Electronic Tender”.

Preliminary appeals can be filed against the aforesaid AM BoD Resolution, in line with paragraph 4.7 of this article.

4.5 Clarifications on the submitted documents

Within a seven (7)-day period as of the notification date of the related invitation, AM can invite in writing the bidders to provide clarifications on the content of the participation back up documentation, on the awarding back up documentation and on the financial offer that they have submitted, if it contains ambiguities, deficiencies of minor importance, minor omissions or apparent mistakes related to formalities or calculations, if the awarding authority deems that they can be redressed. This clarification must not have as a result the essential alteration of the offer neither must it provide an unfair competitive advantage to the subject offer, as compared to the remaining ones. As to the remaining issues, valid shall be the stipulations of article 310 of Law 4412/16.

4.6 Examination of Appeals

Every interested party to whom the award of this contract was or had been of his interest and who has or had suffered any damage or is likely to suffer any damage due to legal acts or omissions of the part of AM, in violation of the European Union legislation or the national legislation, shall be entitled to file a preliminary appeal before the AEPP (Authority for the Examination of Preliminary Appeals) against AM’s legal acts or omissions, specifically determining all legal and actual complaints that justify the interested party’s application.

If an appeal is filed against any acts on the part of AM, then the deadline for filing the preliminary appeal shall be as follows:

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- (a) within a ten (10)-day period, as of the communication of the contested act to the interested economic operator, if the subject act was communicated to him either by electronic means or by fax, or
- (b) within a fifteen (15)-day period, as of the communication of the contested act to the aforesaid economic operator, if the subject act was communicated to him by other communication means, otherwise
- (c) within a ten (10)-day period as of date when the economic operator takes full, actual or presumed cognizance of the act that harms his interests.

In case of omission, then the deadline for filing the preliminary appeal shall be fifteen (15) days as of the date that follows the day the contested omission was effected.

Based on the provisions of p.d. 39/2017, the preliminary appeal shall be electronically filed to AM by action “On Line Discussions” of the sub-system, using the standardized form, by selecting the option “Preliminary Appeal” and by attaching the respective document, according to paragraph 3, article 8 of J.M.D 117384/26.10.2017.

For reasons of admissibility of the preliminary appeal's filing, a fee shall be paid in favor of the Greek State by the party who files the subject appeal, as per the specific stipulations of article 363 Law 4412/2016; this fee shall be returned to the subject party if his appeal is accepted either in its entirety or partially or in case AM withdraws its contested act or proceeds to the appropriate action before AEPP issues a decision pertaining to the aforementioned appeal.

The deadline for filing the preliminary appeal and its filing do obstruct the conclusion of the contract at the penalty of cancellation, which is ascertained through the AEPP's decision further to the filing of an appeal, in line with article 368, Law 4412/2016.

As to the remaining issues, the filing of the preliminary appeal does not obstruct the progress of the tendering procedure, unless interim protective measures are required, by virtue of article 366, Law 4412/2016.

By action “On Line Discussions”, AM:

- (a) communicates the preliminary appeal to every interested party, as per the provisions of item (a), paragraph 1, article 365 of Law 4412/2016 and item (a), paragraph 1, article 9 of p.d. 39/2017;
- (b) notifies, provides access to all information about the tender and transmits to AEPP all items stipulated in item (b), paragraph 1, article 365 of Law 4412/2016, in line with paragraph 1, article 9 of p.d. 39/2017.

AEPP gives a ruling on the soundness of the contested actual and legal allegations contained in the appeal, as well as of AM's allegations and, in case of intervention, of the allegations of the party who has intervened, and makes a decision either accepting (either in total or in part) or rejecting the said appeal; this decision is issued within an exclusive deadline of twenty (20) days, as of the date when the subject appeal is examined.

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Filing of preliminary appeal constitutes the prerequisite for filing the means of redress pertaining to the application for suspension and to the application for cancellation – per article 372 Law 4412/2016 – against the legal acts or omissions of the part of AM.

The party who has a legitimate interest in this matter, may request the suspension of the execution of AEPP's decision and its cancellation before the competent court. AM is also entitled to file the same means of redress if AEPP accepts the preliminary appeal. By the means of redress pertaining to the application for suspension and to the application for cancellation, it is assumed that, along with the decision of AEPP, the legitimacy of all acts or omissions on the part of AM concerning the aforesaid decision is also contested, if the aforesaid decision, acts and omissions is issued or are executed respectively until the discussion of the application for suspension or until the first discussion of the application for cancellation.

Filing the application for suspension does not depend on the previous filing of the application for cancellation. The application for suspension is filed before the competent court within a delaine of ten (10) days following the issuance of the decision on the preliminary appeal and is discussed within thirty (30) days at the latest as of its filing. The precondition for filing the application for suspension is the payment of the fee provided for by the stipulations of article 372, paragraph 4, Law 4412/2016.

The application for suspension does obstruct the signing of the contract, unless the competent court decides otherwise, through the provisional order.

ARTICLE 5 ANNULMENT OF THE TENDERING PROCESS

- 5.1** The tender shall be completed upon approval of its results and its award by AM's BoD.
- 5.2** Through its BoD resolution and further to the Tender Committee's relevant opinion, AM can annul the contract awarding process in the following cases:
- a) if the procedure proved to be fruitless, either due to the non-submission of offers or due to the rejection of all offers or due to the disqualification of all bidders, in line with the contract documents, or
 - b) if none of the Bidders arrives to sign the contract.
- 5.3** The contract awarding process can also be annulled through AM BoD resolution and further to the Tender Committee's relevant opinion in the following cases:
- a) for irregular conduct of the tender procedure, provided that the result of the tender is affected by the irregularity;
 - b) if the financial and technical parameters related to the awarding process have essentially changed and the execution of the contractual scope no longer interests AM;

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- c) if the contract cannot be executed due to force majeure;
- d) the offer is considered disadvantageous – in terms of finance;
- e) if the validity of the offers expires and if the bidders do not accept to provide the required extensions;

- 5.4** If errors or omissions are noted at any phase of the procedure, the tender procedure may be partially cancelled and/or, its result may be reformed accordingly by AM's BoD, or it may be decided by AM's BoD itself to repeat the tender from the point where an error or omission was noted.
- 5.5** As to the remaining issues, applicable shall be the provisions of article 3.17 of Law 4412/16.
- 5.6** In case of cancellation or annulment of the tender, the participants do not have any right of compensation for any reason whatsoever.

ARTICLE 6 CONCLUSION AND SIGNING OF THE CONTRACT

- 6.1** Upon the occurrence of the lawful results of the award resolution, and upon completion of the preliminary review of the contract by the Court of Auditors, in line with article 35 and 36 of Law 4129/2013, the provisional contractor shall submit the updated documentation stipulated in article 23 herein, upon a relevant invitation of AM, by action “On Line Discussion” of the sub-system. The information shall be reviewed by the Tender Committee and if it is ascertained that the participation preconditions and the qualitative selection criteria of article 20 still exist and that there are no reasons for disqualification, as these are provided for in article 19, then the awarding resolution shall be notified by action “On Line Discussion” of the sub-system to the provisional contractor, who is called upon to present himself to sign the contract within a **deadline of twenty (20) days** upon communication of a special electronic invitation addressed to him by action “On Line Discussion” of the sub-system.

The contract is signed – on the part of the Contractor – by the Bidder's representative, already authorized as of the award stage, who initials and stamps all sheets of the contract documents. The Contract about joint ventures or consortia shall be signed by the Legal Common Representative appointed at the time the Offer was submitted, should this person is legally authorized to this end.

In order to sign the Contract, the selected Contractor has to deposit:

- A Good Performance Letter of Guarantee, in line with article 15 herein;
- On the basis of his competent bodies, the Contractor must also appoint his representative for the execution of the Contract. The Contractor's representative must reside or stay in Athens. The decision on the appointment shall be also accompanied by the representative's statement of acceptance.

The representative's appointment and statement of acceptance shall be unconditional and shall extend to all issues pertaining to the execution of the contract (e.g. payments, accounts, taking delivery of instructions, exchange of correspondence, taking delivery of Letters of Guarantee, etc.).

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Before signing the Contract, in case of a Joint Venture or Consortium, the Contractor shall also submit a Notary Act for the establishment of the Joint Venture/Consortium; the following shall be **necessarily** included therein:

- (a) Acceptance for the joint participation in the execution of the Contract, the percentage by which each Company participates in the Joint Venture/Consortium (same as in the submission of the offer);
- (b) Statement indicating that the contracting companies participating in the Joint Venture/Consortium are jointly and indivisibly responsible before AM for any issue related to the execution of the Project;
- (c) Appointment of the Joint Venture/Consortium common representative (physical entity) before AM and of his alternate.

Statements of the Representative and his Alternate, whereby they accept their appointment, shall accompany the Notary Act for the Establishment of the Joint Venture/Consortium. The appointment of the Representative and his Alternate, as well as the statements of acceptance must be unconditional and cover all issues concerning the execution of the contract.

Five (5) days prior to the signing of the Contract and in view of avoiding any delays, the Contractor should provide draft of the required back up documentation to be reviewed by AM.

Should the deadline for the signing of the Contract elapses idle on the appointed Contractor's fault, who, despite having been called, does not show up for the signing of the Contract or does not submit the required guarantees, or fails to comply with his obligations as stipulated in this document, then he is declared forfeited, while the prior notification to him of a special invitation is not required. In this case, AM's Board of Directors may nominate as the Contractor the bidder whose offer follows in the classification drawn by the Tender Committee. If none of the Bidders come to sign the subject contract, the awarding procedure is annulled. AM reserves the right not to award the Tender and cancel it (in line with article 5 herein), without this constituting any kind of obligation for any compensation to any interested party.

ARTICLE 7: CONTRACTUAL DOCUMENTS

The Tender Procedure documents, which, upon signing of the private agreement shall constitute the contractual documents, are by order of prevalence as follows:

- 1. The Private Agreement
- 2. This Invitation to Tender with its Attachments and the Clarifications Document that may be issued
- 3. The Financial Offer of the Contractor
- 4. The Conditions of Contract document (CC)
- 5. The document entitled "Technical Information about the Consultant's Personnel and Services"

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ARTICLE 8: LANGUAGE OF THE TENDER PROCEDURE

8.1 The official language of the procedure is Greek and all documents of the Awarding Authority shall be drafted in the Greek language.

8.2 All public documents concerning foreign Companies and which shall be submitted by the bidders during the conduct of the Tender shall be legally ratified either by the Consular authorities in the country of the bidder, or by affixing the “Apostille” stamp as per the Hague Convention dated 05.10.61 (ratified by Law 1497/84) as a proof of their authenticity. These documents can be translated either by the Translation Department of the Greek Ministry of Foreign Affairs or by the appropriate Consular Authorities, or by an attorney, as per article 454 of the Code for Civil Procedure and article 53 of the Code of Attorneys or by a chartered translator of the country of the bidder, if such a procedure exists in this country.

Any public and supporting documents concerning foreign Companies can be submitted in the form of a ratified photocopy either by a legal certified document by the Consular authorities in the country of the bidder or by the original document affixing the “Apostille” stamp, as per the Hague Convention dated 05.10.61.

This ratification shall be effected by an attorney, in the sense of articles 454 of the Code for Civil Procedure and article 53 of the Code of Attorneys.

Foreign private documents can be accompanied by their translation in the Greek language; they must be ratified either by a person in charge by virtue of the stipulations of the national legislation or by a person lawfully authorized in the country where the subject documents have been compiled.

8.3 The prevailing wording shall be always in Greek. Any eventual objections shall be submitted into the Greek language.

8.4 All written and verbal communications between the Service (at all levels) and the Contractor shall be necessarily in Greek. The Contractor is obliged to facilitate the communication of his foreign employees with the Service by making arrangements for the presence of interpreters.

ARTICLE 9: APPLICABLE LEGISLATION

With regard to the Contract’s award and execution, the following provisions are mainly in force, as these are valid at the time this Invitation is published:

- a) the provisions of Book II (articles 222 to 338), Law 4412/16,
- b) articles 182 to 199 of Law 4412/16 shall additionally apply for the execution of the Contract
- c) the terms of the Contract and
- d) the Civil Code shall additionally apply.

ARTICLE 10: PRESUMPTION ENSUING FROM THE PARTICIPATION IN THE TENDER PROCEDURE

The participation in the tender procedure constitutes proof that the bidder has taken full cognizance of this Invitation and the remaining information and that he accepts them without any reservation.

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CHAPTER B’

**ARTICLE 11: SCOPE AND REQUIRED PERSONNEL– OVERALL PRE-ESTIMATED FEE
– DURATION - FUNDING**

11.1 The main features of the contract scope are referred to in the documents, which are stipulated in article 7 of this Invitation and which accompany same.

In the framework of this Tender, AM intends to assign the provision of services to an experienced Technical Consultant, who will possess the necessary know-how, in order to support AM in the implementation of the following Projects:

- a) LINE 3 EXTENSION “HAIDARI - PIRAEUS”**
- b) ATHENS METRO LINE 4 – SECTION A “ALSOS VEIKOU – GOUDI”,**

as described in detail in the Document entitled “Technical Information about the Consultant’s Personnel and Services”.

11.2 Contractor’s Personnel

The Consultant is obliged to make available two Groups of personnel, namely:

The first group (Group K1): it shall remain unchanged as regards number of people and their specialties throughout the execution of the contract.

The second group (Group K2): it shall vary depending on the specialties, based on the project needs; therefore, the number of the man-months is provided by approximation. In other, words, AM shall be entitled to change the engineers’ availability per specialty in its projects, in line with the actual needs and the time schedule of the projects.

The Consultant must appoint one (1) Civil Engineer, - K1.1 or K1.2 - from Group K1 of the following table as Coordinator for Civil Works related issues and one (1) Electromechanical (E/M) Engineer, -K.13 to K1.8 - in the following table, as Coordinator for E/M related issues. It is noted that these executives must also possess the skills and the experience stated in para. 4.3 of the document entitled “Personnel Technical Data and Consultant Services and in article 21.2.2.1 herein. One of the above-mentioned executives can be appointed as the official representative of the Consultant before AM..

The following table includes the specialized personnel along with the minimum required years of experience that the Contractor must possess during the execution of the Contract.

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TABLE WITH SPECIALIZED PERSONNEL

Code	POSITION	NUMBER OF PERSONS	MAN- MONTHS PER PERSON	EXPERIENCE / EXPERTISE	MINIMUM GENERAL EXPERIENCE (in years)
Group K1 - Basic					
K1.1	Civil Engineer - Structural Designs	1	60	Structural Civil Engineer, possessing an experience of at least 15 or 25 years (*) in structural designs, out of which at least 5 years in structural designs of Metro projects	15 or 25 (*)
K1.2	Civil Engineer - Geotechnical Designs	1	60	Geotechnical Civil Engineer, possessing an experience of at least 15 or 25 years (*) in geotechnical designs, out of which at least 5 years in geotechnical designs of underground Metro projects.	15 or 25 (*)
K1.3	Electrical Engineer – Power Supply Systems	1	60	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in low & medium voltage power supply – distribution, lighting and earthing, out of which at least 5 years in Metro projects designs, similar to the ones described above.	15 or 25 (**)
K1.4	Mechanical Engineer – Ventilation / A/C	1	60	Mechanical Engineer possessing an experience of at least 15 or 25 years (**) in ventilation and air conditioning designs, out of which at least 5 years in Metro projects designs, similar to the ones described above.	15 or 25 (**)
K1.5	Electrical Engineer – Telecommunications and Weak Currents	1	60	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in telecommunications and weak currents designs, out of which at least 5 years in Metro projects designs, similar to the ones described above.	15 or 25 (**)
K1.6	Electrical Engineer – Automation Systems	1	60	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in designs concerning remote-control, wired and wireless data collection systems, SCADA and HMI systems, as well as electrical and mechanical facilities automation, out of which at least 5 years in Metro systems designs, similar to the ones described above.	15 or 25 (**)
K1.7	Electrical Engineer – Signaling	1	60	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in signaling and train control systems, out of which at least 5 years in Metro systems designs, similar to the ones described above.	15 or 25 (**)
K1.8	Electrical Engineer – Traction Power Supply	1	60	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in issues related to train traction power with an 750V DC 3 rd rail and/or stinger duct, to the evaluation and execution of the relevant simulation tests, testing and commissioning of E/M equipment and underground railway systems, out of which at least 5 years in Metro systems designs, similar to the ones described above.	15 or 25 (**)
K1.9	Civil Engineer or Mechanical Engineer or	1	60	Civil Engineer or Mechanical Engineer or Electrical Engineer or Electronic Engineer	15

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	Electrical Engineer or Electronic Engineer or Architect, experienced in BIM related issues			or Architect, possessing an experience of at least 15 years and 2 years of experience in BIM related issues.	
Group K2					
K2.1	Civil Engineer - Designs	2	40	Structural Civil Engineer possessing an experience of at least 12 years in CW designs.	12
K2.2	Civil or Topographer Engineer, Transport Engineer	2	40	Transport Engineer (Civil or Topographer Engineer) possessing an experience of at least 12 years in the preparation of general transport and traffic studies, using strategic plan transportation models and traffic management models.	12
K2.3	Civil Engineer, Geotechnical Designs	1	40	Civil Engineer, Geotechnical, possessing an experience of at least 12 years in the preparation of geotechnical designs, out of which at least 5 years in geotechnical designs of Metro underground works.	12
K2.4	Electrical Engineer or Mechanical Engineer – Rolling Stock	1	40	Electrical or Mechanical Engineer, possessing an experience of at least 12 years in Railway and Tramway Projects Rolling Stock related issues, out of which at least 5 years in Metro Projects Rolling Stock.	12
K2.5	Electrical Engineer or Mechanical Engineer – Systems	2	40	Electrical or Mechanical Engineer, possessing an experience of at least 12 years in design and interfaces related issues for electromechanical and railway systems and in Reliability-Availability-Maintainability and Safety systems related issues.	12
K2.6	Electrical Engineer or Mechanical Engineer – Supervision of Installation	2	40	Electrical or Mechanical Engineer possessing an experience of at least 12 years in issues related to the organization of supervision of E/M equipment installation works, the on-site coordination of different contractors, the individual and integrated systems' testing activities, performance tests and trial run in railway or major industrial – building projects.	12
K2.7	Electrical Engineer – Telecommunications and Weak Currents	2	40	Electrical Engineer, possessing an experience of at least 12 years in telecommunication and weak currents issues, testing and commissioning procedures of the respective E/M equipment in railway or major industrial – building projects.	12
K2.8	Electrical Engineer – Signaling	1	40	Electrical Engineer, possessing an experience of at least 12 years in signaling and train control systems.	12
K2.9	Civil Engineer or Mechanical Engineer – Trackwork	1	40	Mechanical Engineer or Civil Engineer, possessing an experience of at least 12 years in trackwork designs, out of which 5 in Metro projects designs, as described above.	12
K2.10	Civil Engineer, Construction	2	40	Construction Engineer, possessing an experience of at least 12 years in the organization and construction of Civil Works.	12
K2.11	Geologist (University Graduate)	2	40	Geologist (University Graduate), possessing at least 12 years of experience in the investigation and evaluation of geological and other information and in the	12

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				identification of the parameters required for the preparation of structural and geotechnical designs of the works, out of which at least 2 years in relevant designs of Metro Projects.	
K2.12	Quality Engineer	1	40	Graduate Engineer possessing at least 12 years of experience in Quality Control, Quality Assurance, in the ISO certification related procedures, etc.	12
K2.13	Contracts and Cost Engineer	1	40	Graduate Engineer possessing at least 12 years of experience in major public works contract administration and in major public work contract costing	12
K2.14	Time Scheduling Engineer	1	40	Graduate Engineer possessing at least 12 years of experience in major public works Time Scheduling	12
K2.15	Software and Data Engineer	1	40	Civil Engineer or Mechanical or Electrical Engineer or Electronic Engineer or Architect or Information Technology Graduate possessing at least 12 years of experience in architecture designing and in incorporating and managing big data from multiple sources. He/she must have knowledge in Structured Query Language (SQL), Data Base and Machine Learning Technology.	12
2.16	Electrical / Mechanical Engineer, Construction	3	40	Mechanical or Electrical Engineer, possessing at least 12 years of experience in E/M works, such as ventilation, escalators, lifts, pumping stations.	12

- (*) The required 25 years of general experience referred to in the table pertaining to CW specialties apply only to the person to be appointed as Civil Works Coordinator, Taking into account that the Civil Works Coordinator, among the other qualifications stipulated in paragraph 21.2.2.1 of this document, must possess at least 25 years of general experience,. Therefore, in relation to the 25-year experience, Bidders have the option to select between executives K1.1 and K1.2 depending on the executive to be appointed coordinator.
- (**) The required 25 years of general experience referred to in the table pertaining to E/M specialties apply only to the person to be appointed as Electromechanical Works Coordinator, taking into account that the Electromechanical Works Coordinator, among the other qualifications stipulated in paragraph 21.2.2.1 of this document, must possess at least 25 years of general experience,. Therefore, in relation to the 25-year experience, Bidders have the option to select between executives K1.3 up to K1.8 depending on the executive to be appointed coordinator.

With regard to associations in the same category, the required personnel may be covered either cumulatively by all members or by one only member of the association in the same design category.

11.3 Contractor's Scope

The contractual scope of works of the Consultant to be appointed on the basis of the subject Tender shall include the provision of supporting services in the following projects of the Athens Metro..

a) LINE 3 EXTENSION “HAIDARI - PIRAEUS” and

b) ATHENS METRO LINE 4 – SECTION A “ALSOS VEIKOU – GOUDI”

Consultant’s Role – General Obligations for the Provision of Services

The Consultant’s role is as follows, in brief:

1. Participation in issues pertaining to design, management and supervision of the works;
2. Provision of specialized technical solutions, on an as required basis;
3. Participation in all activities (design, tendering, construction and commissioning) required in the framework of the technical scope of AM’s projects for their successful completion.

It is stressed that the scope of works and obligations of the Technical Consultant are included in detail in the Document entitled “Technical Information about the Consultant’s Personnel and Services”. In addition, the subject document includes the positions and qualifications of the required personnel.

11.4 The pre-estimated fee rises to the amount of **21,639,924.90 €**, **contingencies included and VAT excluded**, and is allocated as follows:

1. 3,120,341.40 € for services corresponding to design category 8 (Structural Designs)
2. 11,361,853.80 € for services corresponding to design category 9 (Mechanical – Electrical – Electronic Designs)
3. 1,524,441.60 € for services corresponding to design category 10 (Traffic Works Designs)
4. 1,857,913.20 € for services corresponding to design category 21 (Geotechnical Designs and Surveys)
5. 952,776.00 € for services corresponding to design category 20 (Geological, Hydrogeological and Geophysical Designs and Surveys)
6. 2,822,598.90 € for contingencies.

The contract for the provision of Consultant services shall be funded by funds of the 5th Programming Period in the framework of the Operational Program “Transports Infrastructures, Environment and Sustainable Development” 2014-2020. Until the integration of the Project “LINE 4 – SECTION A’ “ALSOS VEIKOU – GOUDI” into the Operational Program “Transports Infrastructures, Environment and Sustainable Development”, the contract shall be funded by national resources.

It is stressed that the Contract shall be subject to legal retention, in line with the stipulations of article 4.4 of the Conditions of Contract.

11.5 The duration of the Contract is set to **60 months**.

11.6 The date on which the private agreement is signed is set as the commencement date of the Contract’s Deadline.

**ARTICLE 12 PROCEDURE FOR THE SELECTION OF THE CONTRACTOR –
CRITERION FOR THE AWARD OF THE CONTRACT**

- 12.1** The Contractor shall be selected on the basis of the open procedure, in line with article 264 of Law 4412/16.
- 12.2** The criterion for the Contract award shall be the most advantageous offer, in financial terms, on the basis of best quality-price relationship.

ARTICLE 13: OFFERS – OFFER VALIDITY PERIOD

- 13.1** The offers shall be compiled in accordance with the requirements of this Invitation.
- 13.2** Every Bidder is allowed to submit only one Offer.
- 13.3** No alternative offers shall be accepted, nor any offers for part of the contract scope of the services.
- 13.4** The offers shall be in effect for a period of **three hundred and sixty (360) days** after the expiry of the deadline for the submission of the Offers. Prior to the expiration of the offer's validity period, the Awarding Authority is entitled to request Bidders to extend their Offer's and their Participation Letter of Guarantee validity period.

ARTICLE 14 EXPIRY OF THE DEADLINE FOR THE ELECTRONIC SUBMISSION OF THE OFFERS

- 14.1** The deadline for the submission of the offers to the Awarding Authority is set to be **March 12th 2018 at 11.00 h.**
- Offers submitted **after the above deadlines** are rejected (as article 3).

- 14.2** **The electronic unsealing** of the Offers shall be effected on **March 16th 2018 at 11:00h.**

If it is not technically feasible for the sub-system to operate due to incidents of force majeure, AM shall introduce immediately all necessary measures, in particular those measures concerning adherence to deadlines entailing legal consequences, such as filing of objections, preliminary appeals – without prejudice to the provisions of para. 4, article 8, Presidential Degree 39/2017 – questions, clarifications, back-up documentation for the award of the tender, unsealing of the offers and mainly for satisfying the minimum possible time period for the submission of the offers especially by shifting the final deadline and its relevant publication. The sub-system's inability shall be certified by the Administrator of the sub-system and then, through its justified Resolution, AM shall settle all issues related to the continuation of the procedure for the conclusion of the contract by shifting – if necessary – the final deadline for the submission of the offers by at least by three (3) working days counting from the working day that follows the date of the rectification of the sub-system's technical infeasibility and, in any case, on the basis of the time period during which the sub-system was not in operation due to its technical failure .

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In case of provisional technical malfunction of the sub-system, the sub-system Administrator shall introduce immediately all necessary measures mainly for satisfying the least possible time period for the submission of the offers, in particular by providing a reasonable extension to the final time for the submission of the offers, within the same final deadline for the submission of the offers. The sub-system's technical malfunction is certified on the basis of the relevant log files of the system by the sub-system Administrator. In case rectification of the sub-system's technical malfunction is impossible, leading thus to the inability for submitting offers, despite the reasonable extension granted to the final time for the submission of the offers, the Administrator of the sub-system shall certify same and then, through the issuance of its justified Resolution, AM shall settle all issues related to the continuation of the Tender, as foreseen in the previous paragraph.

ARTICLE 15 LETTERS OF GUARANTEE**15.1 Participation Letter of Guarantee**

For participating in the Tender, along with their Offer, the Bidders shall submit a Participation Letter of Guarantee equal to the amount of **432,798.00 €**, which corresponds to two percent (2%) of the pre-estimated value of the Contract,.

This Letter of Guarantee shall be valid for a time period of **390 days** from the expiry of the deadline for the submission of the offers.

If the Offer is submitted by a consortium / association, the Participation Letters of Guarantee must be common in favour of all members. In this case, more than one Letters of Guarantee can be issued, which shall cumulatively cover the total amount of the Guarantee, provided that each of these Letters of Guarantee is issued in favour of all the members of the consortium / association and not in favour of separate individual members.

The Participation Letter of Guarantee is issued to the benefit of AM, at the sole expense of the Bidder. The letters of guarantee shall be issued by Credit institutions lawfully operating in the member-states of the European Union, or the European Financial Area (EFA) or in the member-states that have signed the Government Procurement Agreement and have this specific right, in line with the applicable provisions. In addition, they can be issued by TMEDE or be provided by depositing a trust of an equal amount or bonds of equal value to the Trusts and Loans Fund. The letters of guarantee shall be compiled in accordance with Sample A1 of Appendix A attached herein.

In case the Letter of Guarantee cannot be issued in Greek because the issuing Bank does not operate in Greece, the Letter of Guarantee shall be issued in English, as per Sample A2 of Appendix A of this Invitation.

The said guarantee shall be collectable and payable in Greece, it shall be subject to the exclusive jurisdiction of the competent Greek Courts of Athens and shall be governed by the Greek Law.

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In case the aforementioned Letter of Guarantee for Participation does not comply with the above, then the Tender Committee shall call upon the Bidder to submit a Letter of Guarantee in line with the Sample, within a deadline to be determined by the Committee.

Bidders not complying with the aforesaid invitation of the Committee shall be disqualified from the Tender.

It is stressed that AM shall check the validity of the Letter of Guarantee by transmitting a pertinent letter to the Credit Institutions, for this organization to verify in writing the validity of the subject LoG. In case the aforementioned checking shows that an invalid, false or forged Letter of Guarantee for Participation in the Tender has been submitted, then the Bidder shall be disqualified from the Tender, and a criminal complaint shall be filed to the District Attorney.

Offers not accompanied by Letters of Guarantee for Participation in the Tender, as specified above, shall not be accepted. Bidders not complying with the above shall be **disqualified** from the Tender.

The Participation Letter of Guarantee shall be returned interest-free to the nominated Contractor upon the Contract signing and upon the submittal by the nominated Contractor of the required Good Performance Letter of Guarantee.

Moreover, the Participation Letter of Guarantee shall be returned to the remaining Bidders, further to:

- (a) if the deadline for filing an appeal elapses idle or further to the issuance of a resolution on an appeal filed against the awarding resolution, and
- (b) if the deadline for filing interim measures elapses idle or further to the issuance of a resolution on them.

As regards the awarding stages, the Letter of Guarantee shall be returned to the Bidders if their offer has been rejected and on condition that no legal means have been filed or if the deadline for exercising or for waiving any legal means has been elapsed idle.

The Letter of Guarantee for Participation **becomes payable** if the nominated Contractor provides false data and information or, even though invited, does not show up to sign the Contract within the deadline set by AM or if he does not submit the required Good Performance Guarantees and/or documents or if he does not adhere to the stipulations of articles 4.5 and 6 of this Invitation.

15.2

Good Performance Letter of Guarantee

The Contract award calls for the selected Contractor - upon the Contract signing - to deposit a good performance letter of guarantee, **amounting to 5% on the overall Financial Offer of the Contractor, contingencies included and VAT excluded**, as per Sample A3 of Appendix A of this document, which must fulfill the terms of the Conditions of the Contract.

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The Good Performance Letter of Guarantee must guarantee, in its entirety and without any distinction, the due, complete, workmanlike and timely implementation of the contract scope, in strict adherence to the requirements, specifications, terms and conditions of the contract. The aforesaid LoG shall cover all requirements on the part of AM against the Contractor either for any violation of the contract terms or for undue execution of the contract or for any claim on the part of AM due to the imposition of a penal clause against the Contractor, or for the payment of compensation. However, this LoG does not release the Contractor from his obligation to compensate AM, in case AM suffers any damage over the amount of guarantee.

At any given time, AM is entitled to claim through its written notice addressed to the Issuing Bank payment of the amount of the Good Performance Letter of Guarantee – either in full or in part – in order to satisfy its claims against the Contractor, which derive from this contract and which are due to non-adherence of his contractual obligations.

All letters of guarantee shall be issued and kept in favor of AM, at the exclusive expense of the Contractor.

In the event of contract amendment as per article 132, Law 4412/2016, leading to an increase of the contract value, prior to the amendment, the Contractor shall submit a supplementary guarantee whose amount will rise to a percentage of 5% of the increase, VAT excluded.

ARTICLE 16 CONTRACTOR’S FEE – METHOD OF PAYMENT

16.1 The financial offer of the Contractor constitutes his contractual fee and does not include the Value Added Tax (VAT). Payments to the Consultant shall be made through monthly payment certificates for which the Contractor shall submit the respective Accounts to be compiled, as foreseen in the Conditions of Contract.

The Contractor shall be burden with taxes and duties, retention money, etc. according to the Greek Legislation.
It is clarified that the VAT shall bear the Contractor.

16.2 The elements that make up the Contractor’s fee, the retention and the remaining financial surcharge, the method of payment and all relevant details and terms are described in the Conditions of the Contract.

ARTICLE 17 PUBLICITY – PUBLICATION EXPENSES

17.1 Publication in the Official Journal of the European Union.

The Invitation of this Contract was transmitted for publication in **the Publication Services of the European Union on 22/01/2018** and was posted on KIMDIS.

17.2 Publication in Greece:

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The full text of this Invitation shall be posted on KIMDIS (Central Electronic Registry for Public Contracts) and all Tender Documents shall be posted on AM's web page (www.ametro.gr).

Summary of this Invitation to Tender shall be published in the Greek Press, in DIAVGEIA, as well as in the Awarding Authority's web page (www.ametro.gr).

17.3

In any case, the expenses related to the publication of the Invitation in the Greek Press shall be borne by the Contractor, and they are collected with the first payment certificate of the contract.

CHAPTER C’

ARTICLE 18 ELIGIBLE TO PARTICIPATE

Eligible to participate in the Tender are natural or legal entities or their associations, whose business activities involve the provision of technical or other similar services falling under the categories stipulated in article 20.1.1 herein, that are established:

- a) in a member – state of the European Union, or
- b) in a member – state of the European Financial Area (EFA), or
- c) in third countries that have signed and ratified the Public Procurement Agreement (PPA), to the extent that the contract under award is covered by Annexes 1, 2, 4 and 5 and the general notes of Appendix I related to the EU of the aforesaid PPA, or
- d) in third countries that do not fall under the above items and have concluded a bilateral or multilateral agreement with the European Union on issues pertaining to the procedures for the award of public contracts.

AND

They prove that they fulfil the terms of this Invitation.

In case of associations, such as consortia or joint venture, the following shall be valid:

Each natural or legal entity shall be eligible to participate in the Tender only in one bidding scheme either individually or as a member of an association. In any other case, all Bidders, in which the common member participated, **shall be disqualified** from the tendering procedure.

In order to participate in the Tender in the form of associations, the Bidders shall not be obliged to be vested with a specific legal form. However, the Association to be selected, shall be obliged, if the contract is assigned to it, to submit to AM a notary act about the establishment of the Joint Venture or the Consortium.

ARTICLE 19 REASONS FOR DISQUALIFICATION – ARTICLES 73 AND 74, LAW 4412/16

19.1 Each Economic Operator **is disqualified** from the procedure related to the conclusion of the contract, if it is proven or if it is known to the awarding authority – in any other way – that there is an irrevocable decision against the economic operator for each of the reasons stipulated in paragraphs 19.1.1. up to 19.1.6.

More specifically, in cases from 19.1.1. up to 19.1.6, economic operators must be disqualified too if the entity to the detriment of whom an irrevocable condemnatory decision was issued is as member of the administrative, managerial or supervisory body of the subject economic operator or if this

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entity is vested with the power for representation, decision making or supervising the aforesaid body. The disqualification related provision applies to:

- his administrators (in case of General Partnership Companies, Limited Liability Companies or Limited Partnership Companies), and
- the Managing Director and all members of the Board of Directors (in case of a Société Anonyme);
- the members of the BoD (in case of cooperations).

19.1.1 Participation in a criminal organization, as this is defined in article 2 of the Council Framework Decision 2008/841/JHA dated October 24th 2008, on the fight against organized crime (EE L 300 dated 11.11.2008, page 42).

19.1.2 Bribery, as this is defined in article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union (EE C 195 dated 25.06.1997 page 1) and in paragraph 1, article 2 the Council Framework Decision 2003/568/JHA dated July 22nd 2003 on combating corruption in the private sector (EE L 192 dated 31.07.2003, page 54), and as stipulated in the applicable legislation or in the national law of the economic operator.

19.1.3 Fraud, in the sense of article 1 of the Convention on the protection of the European Communities' financial interests (EEC 316 dated 27.11.1995, page 48), which was ratified by law 2803/2000 (A' 48).

19.1.4 Terrorist offences or offences linked with terrorist activities, as respectively defined in articles 1 and 3 of the Council Framework Decision 2002/475/JHA dated June 13th 2002, on combating terrorism (EE L 164 dated 22.06.2002, page 3), or inciting or aiding or abetting an offence, as defined in article 4 thereof.

19.1.5 Money laundering or terrorist financing, as defined in article 1, Directive 2005/60/EC of the European Parliament and European Council dated October 26th 2005, on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (EE L 309 dated 25.11.2005, page 15), which has been integrated into national legislation via Law 3691/2008 (A'166).

19.1.6 Child labour and trafficking in human beings, as defined in article 2, Directive 2011/36/EU of the European Parliament and European Council dated April 5th 2011, on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA of the European Council (EE L 101 dated 15.04.2011, page 4), which has been integrated into national legislation via Law 4198/2013 (A'215).

19.2 Each Economic Operator **is disqualified** from any participation in the contract conclusion procedure:

19.2.1 If AM is aware that the economic operator has not fulfilled his obligations concerning the payment of taxes or social security contributions and that he has been the subject of a final binding judgment or administrative decision, in line with the legal provisions of the country in which he is established or in line with the legislation of the country of the awarding authority and/or.

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- 19.2.2 If AM can prove - using the appropriate means - that the economic operator has not fulfilled his obligations regarding the payment of taxes or social security contributions.
- 19.2.3 With regard to items 19.2.1 and 19.2.2 above, if the economic operator is a Greek citizen or if his seat is in Greece, then his obligations regarding the social security contributions shall cover both main and auxiliary social security.
- 19.2.4 With regard to items 19.2.1 and 19.2.2 above, the subject disqualification shall cease to apply when the economic operator fulfils his obligations either by paying all due taxes or social security contributions, including – on a per case basis – the accrued interests or fines, or by being subjected to a binding settlement for their payment.
- 19.2.5 If AM is aware of the fact that or if AM can prove, using the appropriate means, that to the detriment of the Bidder and within a time period of two (2) years before the expiry of the deadline for the submission of the offer: aa) three (3) acts on fines have been imposed to him from the competent inspection bodies of the Labour Inspection Authority for violations of the labour legislation, characterized, in line with Ministerial Decision 2063/Δ1632/2011 (B' 266), as applicable each time, as “significant” or “extremely significant” violations, as these (violations) have ensued cumulatively further to three (3) inspections conducted or bb) two (2) acts on fines have been imposed to him from the competent inspection bodies of the Labour Inspection Authority for undeclared work, as these (violations) have ensued further to two (2) inspections conducted. It is necessary that the penalties described under items aa and bb must have a final and binding effect.
- 19.3 In addition, each Economic Operator is disqualified** from any participation in the contract conclusion procedure if any of the following cases exist, namely:
- 19.3.1 If AM can prove using any appropriate means that the economic operator has not fulfilled his obligations as these ensue from the environmental, employment protection and working conditions in the framework of public contracts, as per para. 2, article 18 of Law 4412/16.
- 19.3.2 If the economic operator is under bankruptcy, or is under a consolidation or a liquidation process, or is under coercive administration by a receiver or by the court, or has entered into an agreement with creditors or has postponed his business activities or if he is in any similar situation deriving from similar processes foreseen in national law provisions.
- 19.3.3 If AM has sufficient reasonable proof leading to the conclusion that the economic operator has concluded agreements with other economic operators with the aim to cause distortion of competition.
- 19.3.4 If there is a conflict of interests in the sense of article 24, Law 4412/16, that cannot be addressed through less intrusive means.

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- 19.3.5 If in the framework of previous participation of the economic operator in the preparation of the contract conclusion procedure there had been distortion of competition, in line with the provisions of article 48, Law 4412/16 that cannot be addressed through less intrusive means.
- 19.3.6 If during the execution of a public contract, the economic operator has exhibited a grave or continuous deficiency in fulfilling an essential requirement in the framework of a previous public contract that he has undertaken, a fact that resulted in the early termination of the previous contract, payment of compensation and other penalties.
- 19.3.7 If the economic operator has been found guilty of serious false statements in providing the information required for ascertaining that there were no reasons for his disqualification or for fulfilling the selection criteria, if he has concealed this information or if he is not in a position to submit the back up documentation required in line with article 23 herein, by virtue of article 79 of Law 4412/16.
- 19.3.8 If the economic operator has attempted to affect in an unlawful manner the decision making process of the awarding authority, to obtain confidential information that may grant him an unfair advantage in the public contract conclusion provision or to provide unintentionally misleading information that may effectively affect the decisions related to the disqualification, the selection of the Contractor or the award of the tender.
- 19.3.9 If AM can prove, using the appropriate means, that the economic operator has committed a grave professional misconduct – that could be ascertained – and that he had been punished through a disciplinary proceedings in any way whatsoever.
- 19.3.10 If the economic operator (or the company that this economic operator represents) is subject to a penalty for disqualification from public contracts, in line with the provisions of article 74, Law 4412/16.
- 19.3.11 If the economic operator is subject to the preconditions for implementation of paragraph 4 article 8 Law 3310/2005, as valid (national reason for disqualification).
- 19.4** If the economic operator does not fulfil the selection criteria stipulated in article 20 of this Invitation and is not capable of providing the justification documents for the award of the tender, as these are specified in article 23 of the Invitation.
- 19.5** For all cases mentioned above, the Bidder shall submit the ESPD, as a preliminary proof that he fulfils the requirements of this article, as per the stipulations of article 21.1.2.

The Bidder to be appointed as the Lowest Bidder is obliged, prior to the Contract signing, to submit all pertinent certificates for which the ESPD has been submitted, in line with article 23 of this Invitation.

AM is entitled, at any point throughout the procedure in question, to disqualify any bidder from the Tender if it is proven that, due to his actions or omissions,

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he has fallen or falls under the cases described in this article in the framework of this procedure.

At any point during the tender procedure, AM may request the Bidders to submit all or certain back-up documents if this necessary for the correct conduct of the procedure.

Any Bidder falling under the cases referred to in paragraphs 19.1.1 up to 19.1.6, 19.2 and 19.3 can submit information in order to prove that the measures he has introduced suffice for him to demonstrate his reliability, despite the fact that he is subject to disqualification. If this information is deemed to be sufficient, then the subject Bidder shall not be disqualified from the contract conclusion procedure. The measures to be introduced by the Bidders shall be evaluated in combination with the graveness and the special occasions of the penal offence or breach. If the measures are deemed to be insufficient, the rationale for this decision shall be notified to the Bidder. Any Bidder who is disqualified from the contract conclusion procedure or concession award procedure by virtue of a irrevocable decision cannot make use of the aforesaid option during the disqualification period specified in the aforesaid decision in the member-state in which this decision applies.

ARTICLE 20 QUALITATIVE SELECTION CRITERIA

In order to participate in the Tender, economic operators must fulfil the selection criteria stipulated in this article in addition to the requirements of article 19.

The European Single Procurement Document (ESPD), stipulated in Article 74 of Law 4412/16, which consists of an updated legal statement, entailing the consequences of Law 1599/1986 (A' 75) of Article 21.1.4, included in the Envelope “Back-up Documentation for Participation”, is the preliminary proof, in replacement of the required certificates. The Bidder who will be appointed as the provisional lowest bidder must submit all relevant back-up documentation (back-up documentation for the award of the Tender) for which he has filed the ESPD before he is called upon to sign the contract. The relevant back-up documentation is included in article 23 herein.

20.1 Competence to exercise professional activities

20.1.1 Eligible to participate in the tender are natural or legal entities, either individually or in an association, that possess – as a minimum – the following general professional experience and staffing, namely:

- For design category 8 “ Structural Designs” (designs related to bearing structures of buildings and major or special technical projects) license class E, and
- For design category 9 “Mechanical, Electrical and Electronic Designs”, license class E, and
- For design category 10 “Transportation Works and Traffic Designs”, license class E, and

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- For design category 21 “Geotechnical Designs and Surveys”, license class E,
- For design category 20 “Geological, Hydrogeological and Geophysical Designs and Surveys”, license class E.

More specifically:

Bidders must be registered in the relevant professional registry kept in their country of seat, as described in Annex XI, Appendix A, Law 4412/16 and more precisely:

- 20.1.1.1 As far as Greece is concerned, Bidders must be registered in the Greek Registers of Designers or Engineering Firms and must possess licenses for the design categories and classes stipulated in paragraph 2.1.1 above, or;
- 20.1.1.2 Bidders seated in other member-states of the EU must be registered in one of the corresponding professional or commercial registries kept in the member-state of their seat, **as stipulated in Annex XI, Appendix A, Law 4412/16**, and hold degrees of the design categories and classes specified in paragraph 20.1.1 above., or
- 20.1.1.3 Bidders seated in member-states of the EEA or in third countries that have signed and ratified the Government Procurement Agreement (GPA) – to the extent that Annexes 1, 2, 4, 5 and the general notes of Appendix I related to the EU of the GPA apply to the tendered contract or in third countries not falling under the aforementioned clause that have signed a bilateral or a multilateral agreement with the Union as regards public contracts awarding processes, must be registered in the professional/commercial Registries and they possess a general experience corresponding to the experience resulting from the registration in the Registry of Designers – Engineering Firms, i.e., their **executives** possess the following experience in the respective design categories, as per article 39 of L. 3316/2005, as follows:
- For design category 8 “Structural Designs (designs related to bearing structures of buildings and major or special technical projects)”, at least two (2) executives of twelve years of experience, one executive of eight (8) years of experience and four (4) executives of four (4) years of experience;
 - For design category 9 “Mechanical, Electrical and Electronic Designs”, at least two (2) executives of twelve years of experience, one executive of eight (8) years of experience and four (4) executives of four (4) years of experience;
 - For design category 10 “Transportation Works and Traffic Designs”, at least two (2) executives of twelve years of experience, one executive of eight (8) years of experience and four (4) executives of four (4) years of experience;
 - For design category 21 “Geotechnical Designs and Surveys, at least two (2) executives of twelve years of experience, one executive of eight (8) years of experience and four (4) executives of four (4) years of experience;

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- For design category 20 “Geological, Hydrogeological and Geophysical Designs and Surveys”, at least two (2) executives of twelve years of experience, one executive of eight (8) years of experience and four (4) executives of four (4) years of experience

Whenever more executives of more extensive experience are available, the requirements pertaining to the inferior categories are reduced respectively. The total resulting equivalent personnel must correspond to the stipulations of paragraphs 4 and 6, article 39 L.3316/2005.

20.2 Special Technical and Professional Competence

Similar Services

- 20.2.1 Each Bidder fulfilling the prerequisites of article 18 shall also possess additional special technical and professional competence, as per the stipulations of this article.

This special technical competence is demonstrated through the provision of services similar to the tendered ones, which have been provided through contracts awarded to the candidate natural or legal entity within the last ten (10) years (2008-2018).

- 20.2.2 “Similar services” means those services that have been provided in Metro projects in the field of CW works and E/M systems. In particular, the minimum experience required (in Civil works and Electromechanical works related services) must concern a Metro line, at least 10km long. In case of an Association, this requirement can be covered cumulatively from the members of the Association, provided that at least one of the Metro projects- where the services have been provided – is equal to or over 5km long.

- 20.2.3 In case the experience is acquired through an Association, for the experience to be taken into consideration, the participation percentage of the member of the association, providing the subject experience in the previous contracts invoked, must be over 30% in CW or E/M Works. This percentage will derive from the Certificate for Services Provided in the frame of previous Contracts which the Bidders must possess and which is submitted by the lowest bidder at the award stage (article 23.2.2.1 herein).

- 20.2.4 As regards the calculation of the experience in relation to the length of the metro line (article 20.2.2), it is stressed that if the member of the Association possessing the subject experience covers the minimum precondition of the previous paragraph, i.e. over 30% of his participation in previous contracts, then a 100% experience is calculated for this specific member and the overall length of the Metro Line related to the relevant contract is added to his experience.

20.3 Financial Efficiency

It is required that the minimum average annual turnover of the Bidders during the last three-year period or during the respective operation period – if this is less than three years – must be equal to or over EURO **2,000,000**.

20.4 Relying on the capacity of other operators

The Bidders can invoke and make use of the technical and professional capacity of other economic operators, as per article 307 of Law 4412/16, regardless of the legal nature of the existing relationships between the candidates and these operators.

In this case, the invocation of third party resources must be available by the bidder for the execution of the Contract.

The Bidders can invoke and make use of the technical and professional capacity of other operators, only if the third party operators are to execute the services for which the specific capacities are required.

The Bidders shall incorporate in the sub-envelope “Participation Supporting Documents” the ESPD of the economic operators, whose advantages they invoke.

The back-up documentation for the award of the tender shall include the documentation for which the ESPD was submitted, , as foreseen for the Bidders. In case the terms of these articles are not adhered to, i.e. non-submission of the relevant supporting documents, then the invocation regarding technical and professional capacity of the economic operators shall not be taken into account during the evaluation of the offers.

Moreover, the back-up documentation for the award of the tender shall also include the back-up documentation stipulated in article 23.2.3.1 whereby approval shall be granted to provide the Bidder with technical and professional capacity (experience), so that this capacity can be available to the bidder in the execution of the project. The relevant reference shall, itemize the specific resources that shall be available for the contract, in a manner enabling AM to evaluate and estimate the significance of these resources and to ascertain the fulfilment of the commitment during the execution of the contract.

The above shall be submitted for any other operator, whose technical and professional capacity shall be utilized, even if these operators constitute subsidiaries of the third party.

In case the bidder fails to meet his obligations, then the invocation shall not be taken into consideration.

Under the same terms, a joint venture/association of economic operators can rely of the capacities of those participating in the association or on other economic operators.

The statements and documentation of the bidder and the operators relating to the invocation of resources shall constitute the content of the Contract.

CHAPTER D'

ARTICLE 21: CONTENT OF THE OFFER ENVELOPE

The offer envelope shall include at the penalty of **disqualification** three (3) electronic sub-folders. Namely:

- a. the sub-folder **“Participation supporting documents”**,
- b. the sub-folder **“Technical Offer”** and
- c. the sub-folder **“Financial Offer”**.

The envelope must specifically include the following:

21.1 “PARTICIPATION SUPPORTING DOCUMENTS” SUB-FOLDER

At the penalty of disqualification, the electronic sub-folder shall contain the following:

21.1.1 The European Single Procurement Document (ESPD)

21.1.1.1 The European Single Procurement Document (ESPD) of article 79, Law 4412/2016, which includes an updated Legal Statement of Law 1599/86 (A' 75) providing preliminary evidence replacing the certificates issued by public authorities or third parties, to the effect that the subject economic operator fulfils the requirements of articles 19 and 20 of this document.

For all natural entities who are members of the administrative, managerial or supervisory body of an economic operator or if this entity is vested with the power for representation, decision making or supervising the aforesaid body, a European Single Procurement Document (ESPD) shall be submitted that must be signed by each one of the aforesaid entities or by the representative of the economic operator, in line with paragraph 13, article 107 Law 4497/2017. The representative of the economic operator for the implementation of the above shall be his legal representative, as this arises from the statutes in force or the proceedings for representation at the time of submission of the offer or of the request for participation or the natural entity duly authorised to represent the economic operator for procedures related to execution of contracts or for the specific procedure related to the execution of the contract.

INSTRUCTIONS ON HOW TO FILL IN THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

1) The awarding authority:

- (a) creates the ESPD for the tender in the website <https://ec.europa.eu/tools/espd>
- (b) once the ESPD is created, the file is exported
- (c) the exported file is in .xml format and is not readable. The file is posted in AM's website together with the other documents of the Invitation to Tender.

2) The bidding economic operator must proceed to the following actions:

- (a) download the file from ESIDIS, save it on his computer and then navigate to the web page <https://ec.europa.eu/tools/espd>.

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From this web page, click “Import ESPD” in order to upload the file for the specific ESPD of the tender, already downloaded from ESIDIS.

- (b) In this web page, fill in and select the relevant fields already defined by the awarding authority, as well as the fields for preparation date and place.
- (c) Click “Print”. The file is shown in a printable format and you can now print it in **pdf** format. In a Microsoft Windows environment, the eESPD can be printed as a PDF file using Chrome browser (endowed with an integrated function for printing PDF files). Otherwise, you can use any other software for creating PDF files available for free on the internet. In a Mac OSX or Linux environment, the eESPD can be printed from all web browsers.
- (d) Sign digitally the printed **pdf** file.
- (e) Incorporate the ESPD file in **.xml** and **.pdf** format into his offer folder containing the back up documentation for participation.

The Tender Committee evaluates the ESPD using the **pdf** file or by downloading the **.xml** file in the web page it created it

21.1.1.2 The bidding Joint Ventures and Consortia submit the ESPD for each of their members.

21.1.1.3 If the Bidder **invokes third party resources**, he shall be called upon to submit the ESPD for third parties in line with the stipulations in article 20.3. It is stressed that the ESPD must also be submitted for the proposed executives in the required positions stipulated in the Invitation, in case the proposed executives do not belong to the Bidder’s personnel (paragraph 21.2.3 herein).

21.1.2 **The Participation Letter of Guarantee** as per the stipulations of article 15.1 herein. Bidders not submitting any Letter of Guarantee are disqualified from the tender without further review of the contents of their sub-folder.

21.2 TECHNICAL OFFER SUB-FOLDER

21.2.1 The Technical Offer electronic sub-folder must include all required supporting documents listed in article 21.2.2 below in order, first, for the bidders to demonstrate that they possess the required specialized personnel which covers the minimum requirements listed in the Table of article 11.2 herein and in the document entitled “Technical Information about the Consultant Personnel and Consultant Services” and, second, for the Technical Offers of the Bidders to be evaluated and scored according to the criterion listed in article 22 herein.

The data and back-up documentation included in the sub-folder with the indication “Technical Offer” shall be electronically submitted by the Bidder in .pdf files; should they be prepared / produced by this Bidder, they shall bear an approved prior digital signature or a prior digital signature documented by approved certificates, in line with paragraph 3 of article 8 of the Joint Ministerial Decision 117384 of the Ministers of Economy and Development and the Minister of Infrastructure and Transport.

21.2.2 Content of the Technical Offer

The Technical Offer electronic sub-folder includes the following items:

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21.2.2.1 **A Technical Report** listing the specialized technical personnel that the Contractor shall make available throughout the contract duration (Groups K1 and K2), which shall present all executives, their intended positions, their specialty and the experience they possess on the requested scope, as well as a special reference to whether the said executives belong to the bidder or constitute “third party resources” according to article 21.2.3 of this article.

In addition, in the Technical Report special reference will be made

- To the executive to be appointed as **the Civil Works Coordinator of the Group**. This person shall necessarily be a Civil Engineer from executives K1.1 or K1.2 of Group K.1. He must possess at least 25 years of general experience in Civil Works (in the relevant scope, depending on the position proposed), out of which a 15-year experience at least in the management / administration / coordination of major Civil Works, out of which a 5-year experience at least as a technical consultant in the management / administration / coordination of Metro projects. As to the remaining items, valid shall be the minimum requirements of the specialized experience that he/she must possess in relation to the position he/she shall cover.
- To the executive to be appointed as **the E/M Works Coordinator**. This person shall necessarily be an Electromechanical Engineer from executives K1.3 up to K1.8 of Group K.1. He must possess a at least 25 years of general experience in E/M Works (in the relevant scope, depending on the position proposed), out of which a 15-year experience at least in the management / administration / coordination of E/M Systems of major projects, out of which a 5-year experience at least as a technical consultant in the management / administration / coordination of E/M Systems of Metro projects. As to the remaining items, valid shall be the minimum requirements of the specialized experience that he/she must possess in relation to the position he/she shall cover.
- The executive, out of the two executives mentioned above, who will be the Contractor's official representative.

21.2.2.2 **CVs** of all executives, according to Sample C1 of Appendix C herein (Groups K1 and K2).

21.2.3 Bidders must take into consideration that in the event that the proposed specialized personnel includes persons not constituting part of the Bidder's personnel (such as persons holders of individual designer licenses non incorporated in the license of the Bidder), they shall be considered as “third-party” resources, even if they have a certain kind of cooperation with the Bidder. In this case, the Bidder to be nominated as the lowest bidder is required to submit *inter alia* the back-up documentation of article 23.2.3 herein in the Folder of the Back-up Documentation for the award of the Tender.

21.3 FINANCIAL OFFER SUB-FOLDER

21.3.1

The electronic sub-folder “Financial Offer” contains the Financial Offer, which is prepared by filling it in , in correspondence with AM's Financial Offer Form, in the respective electronic form of the system. Subsequently, the system creates a relevant electronic file in .pdf format, which is digitally signed and

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submitted by the bidder. The information contained in the special electronic form of the system and the produced electronic file, which is digitally signed, must coincide. In any other case, the system produces a relevant message and the bidder is called upon to create anew the electronic .pdf file.

Moreover, the Bidder attaches to a separate electronic file, in a .pdf format, the “Financial Offer Form” that shall be digitally signed by:

- a) the Bidder himself (in case of natural entity), or
- b) the legal representative (in case of legal entity), or
- c) all members of the joint venture / consortium lawfully represented or by the appointed common representative (in case of a joint venture / consortium).

In any other case, the financial offer is considered to be unfounded.

The “Financial Offer Form” must contain the particulars of the Bidder and the Offer’s Table must be filled in. In any case, applicable shall be the Financial Offer, per AM’s “Financial Offer Form”.

In AM’s Financial Offer form, Bidders shall fill in the offered price per position and man-month in numbers and in full. Then, they shall calculate the overall offered fee per position.

The total cost of the fees per position shall be summed up. The resulting fee will be the total offered fee, which shall be converted into a discount percentage (positive or negative) on the pre-estimated fee, rounded to the second decimal.

The amount of the offered fee also includes a percentage of fifteen per cent (15%) which is the contingencies item and it is added to the amount of the offered fee, so as the overall offered contract value derives.

Any mistakes, discrepancies between the prices in words and in numbers, accounting errors to sums and products, as well as rounding up errors, are corrected by the Tender Committee, taking as a basis the offered price expressed in words **per man-month for each different job position**, so as the overall offered price is derived.

Any correction, deletion, reference to or any alteration of the text of the Financial Offer Form and/or comments, conditions, or terms on it, shall be considered as reservations on the terms of the Tender and shall result in the rejection of the Financial Offer of the Bidder who expresses same.

- 21.3.2 In addition, a statement digitally signed by the bidder himself (in case of natural entity) or the legal representative – in case of association or a joint venture – shall be attached to the electronic sub-folder of the financial offer; the subject statement shall specify the extent and the type of participation of every member of the association, including the allocation of their fee, as well as the association’s or joint venture’s representative / coordinator.

**ARTICLE 22: EVALUATION – SCORING AND TECHNICAL OFFER EVALUATION
CRITERIA – DETERMINATION OF THE CONTRACTOR**

The criterion for contract award is “the most advantageous offer from a financial point of view” based on the optimum quality – price relationship. In

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order to determine the most advantageous from a financial point of view offer on the basis of the optimum quality – price relationship, the Technical and Financial Offers of the Bidders shall be evaluated.

22.1 Evaluation and Scoring of the Technical offer:

The Technical Evaluation – Scoring of the Technical Offers of the Bidders shall be conducted by the Tender Committee in two stages.

In the **1st stage** there shall be no comparative evaluation of the Technical Offers of the Bidders. In this stage, compliance of the proposed personnel of Groups K1 and K2 with the minimum requirements stipulated in article 11.2 herein shall be examined by implementing the pass/fail system. This evaluation shall be effected on the basis of the CVs that have been submitted within the Technical Offer of the Bidder.

Non-compliance of the qualifications of the proposed personnel with the requirements of article 12.1 herein shall result in their disqualification from the tendering process.

In the **2nd stage** there shall be a comparative in the 1st stage. The evaluation – scoring shall be effected in line with article 22.2 here-below.

22.2 Evaluation Criterion

The scoring for the classification of the candidates shall be determined on the basis of the following evaluation criterion:

Evaluation Criterion: Experience of Group K1 personnel

This criterion evaluates the specialized experience (in years) of the proposed personnel of Group K1, as analysed below, taking into consideration the minimum requirements of article 11.2, which are included in the Table of this article. More precisely, the Evaluation Criterion shall consist in 11 Sub-criteria through which the Technical Offer of each Bidder is evaluated and is scored on the basis of the subject evaluation. More specifically, out of the overall required experience of each executive included in the table, only the following items are evaluated / scored:

- **the experience of the executives in the positions of Group K1.1 to K1.8 in Metro projects**
- **the experience of the executive K1.9 in issues related to the setting up of a digital BIM environment**
- **the experience of the Coordinators of Civil & E/M Works in the management / administration / coordination of Metro projects**

in line with the Table of this paragraph.

At the penalty of classification, the experience of the proposed personnel in the aforementioned scopes under evaluation is required to cover the minimum requirements set for the specific scopes, as listed in the Table of this article.

The evaluation / scoring of the Bidder's required experience shall result from the content of the Technical Report and the CVs submitted in the Technical Offer.

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The following Table includes the sub-criteria related information that forms the evaluation criterion, as well as the weight of each sub-criterion.

EVALUATION CRITERION: EEXPERIENCE OF GROUP K1 PERSONNEL

No.	CODE	SUB-CRITERIA	EXPERIENCE OF THE PROPOSED PERSONNEL OF GROUP K1	WEIGHT OF THE SUB-CRITERIA
1	K1.1	Civil Engineer - Structural Designs	Structural Civil Engineer, possessing an experience of at least 15 or 25 years (*) in structural designs, out of which at least 5 years in structural designs of Metro projects	10.00%
2	K1.2	Civil Engineer - Geotechnical Designs	Geotechnical Civil Engineer, possessing an experience of at least 15 or 25 years (*) in geotechnical designs, out of which at least 5 years in geotechnical designs of underground Metro projects.	10.00%
3	K1.3	Electrical Engineer – Power Supply Systems	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in low & medium voltage power supply – distribution, lighting and earthing, out of which at least 5 years in Metro projects designs, similar to the ones described above.	10.00%
4	K1.4	Mechanical Engineer – Ventilation / A/C	Mechanical Engineer possessing an experience of at least 15 or 25 years (**) in ventilation and air conditioning designs, out of which at least 5 years in Metro projects designs, similar to the ones described above.	10.00%
5	K1.5	Electrical Engineer – Telecommunications and Weak Currents	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in telecommunications and weak currents designs, out of which at least 5 years in Metro projects designs, similar to the ones described above.	10.00%
6	K1.6	Electrical Engineer – Automation Systems	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in designs concerning remote-control, wired and wireless data collection systems, SCADA and HMI systems, as well as electrical and mechanical facilities automation, out of which at least 5 years in Metro systems designs, similar to the ones described above.	10.00%
7	K1.7	Electrical Engineer – Signaling	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in signaling and train control systems, out of which at least 5 years in Metro systems designs, similar to the ones described above.	10.00%
8	K1.8	Electrical Engineer – Traction Power Supply	Electrical Engineer possessing an experience of at least 15 or 25 years (**) in issues related to train traction power with an 750V DC 3 rd rail and/or stinger duct, to the evaluation and execution of the relevant simulation tests, testing and commissioning of E/M equipment and underground railway systems, out of which at least 5 years in Metro systems designs, similar to the ones described above.	10.00%
9	K1.9	Civil Engineer or Mechanical Engineer or	Civil Engineer or Electrical Engineer or Electronic Engineer or Architect or	10.00%

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		Electrical Engineer or Electronic Engineer or Architect, experienced in BIM related issues	Informatics Engineer, possessing an experience of at least 15 years and at least 2 years of experience in BIM related issues.	
10	CW-C	Civil Works Coordinator (additional qualifications as concerns management / administration / coordination of major CW)	The appointed Civil Works Coordinator (K1.1 or K1.2), in addition to the aforementioned minimum qualifications pertaining to the respective position he/she will cover, must possess an experience of at least 15 years in the management / administration / coordination of major CW, out of which 5 years at least as technical consultant in the management / administration/ / coordination of Metro projects.	5.00%
11	E/M-C	E/M Works Coordinator (additional qualifications as concerns management / administration / coordination of major E/M)	The appointed Electromechanical Works Coordinator (K1.3 up to K1.8), in addition to the aforementioned minimum qualifications, pertaining to the respective position he/she will cover, must possess an experience of at least 15 years in the management / administration / coordination of major CW, out of which 5 years at least as technical consultant in the management / administration/ / coordination of Metro projects.	5.00%
		TOTAL		100%

(*) The required 25 years of general experience referred to in the table pertaining to CW specialties (K1.1 and K1.2) apply only to the person to be appointed as Civil Works Coordinator, taking into account that the Civil Works Coordinator, among the other qualifications stipulated in paragraph 21.2.2.1 of this document, must possess at least 25 years of general experience. Therefore, in relation to the 25-year experience, Bidders have the option to select between executives K1.1 and K1.2 depending on the executive to be appointed coordinator.

(**) The required 25 years of general experience referred to in the table pertaining to E/M specialties apply only to the person to be appointed as Electromechanical Works Coordinator, taking into account that the Electromechanical Works Coordinator, among the other qualifications stipulated in paragraph 21.2.2.1 of this document, must possess at least 25 years of general experience. Therefore, in relation to the 25-year experience, Bidders have the option to select between executives K1.3 up to K1.8 depending on the executive to be appointed coordinator.

Scoring method explanation

The above Sub-criteria included in the Evaluation Criterion are scored with a score from 80 to 100 points, 80 being the minimum acceptable. Subsequently, the score of each Sub-criterion is multiplied by its respective weight, as set forth in the above Table, and the total scoring for criterion 1 results from the sum of the above criterion.

The Candidate that will receive even in one of the sub-criteria a score lower than the minimum acceptable is disqualified from the further procedure.

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Given that – as concerns executives K1.1 up to K1.8 - the evaluation concerns the experience in Metro projects and more precisely, the setting up of a digital BIM environment and that -as regards CW and E/M coordinators – the evaluation concerns management / administration / Metro projects coordination issues, - the minimum requirements of the aforementioned sub-criteria shall be receive as a minimum 80 points.

More precisely, the scoring method shall be as follows:

- Executives to occupy the positions (K1.1, K1.2, K1.3, K1.4, K1.5, K1.6, K1.7, K1.8) shall receive 80 points for a minimum experience of 5 years in Metro projects. They will receive the maximum score of 100 points for an experience of 15 years or more in Metro projects. The remaining executives whose experience ranges between the minimum and the maximum level shall be scored proportionally between the maximum (100) and the minimum (80) points.
- The executive to occupy the position K1.9 shall receive 80 points for the minimum experience of 2 years in setting up a digital BIM environment and the maximum score of 100 points for an experience of 10 years in setting up a digital BIM environment. The remaining executives whose experience ranges between the minimum and the maximum levels shall be scored proportionally between the maximum (100) and the minimum (80) points.
- Civil Works and E/M Works Coordinator shall receive 80 points for the minimum experience of 5 years as a technical consultant in the management / administration / coordination of Metro projects (CW and E/M respectively) and the maximum 100 points for an experience of 15 years and more in the management / administration / coordination of Metro projects. The other candidates shall be scored proportionally between the maximum (100) and the minimum (80) points for their experience.

Score of the Technical Offer

The score of the Candidates' Technical Offer $U(T\Pi)$ shall derive from the evaluation of the aforementioned sub-criteria.

This score ranges between the maximum score of 100 points and the minimum acceptable score of 80 points.

Financial Offers shall not be unsealed if the $U(T\Pi)$ Score is lower than $T\Pi$ (min)=80.

The weight coefficient of the Technical Offer is **70%**

22.3

Score of the Financial Offer

Financial Offers shall be scored on a hundred-degree (100) scale and the $U(O\Pi_i)$ score of each financial offer ($O\Pi_i$) equals with the offered discount percentage, according to the following formula:

$U(O\Pi_i) = 100 \times (1 - O\Pi_i/\Pi A)$, where:

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ΠΑ is the pre-estimated fee, contingencies included (VAT excluded).

ΟΠi is the Financial Offer under examination, contingencies included (VAT excluded).

The resulting number is rounded to the second (2nd) decimal.

The weight coefficient of the scoring of Financial Offer is 30%.

22.4 Determination of the most advantageous offer – from a financial point of view – on the basis of quality-price optimum relationship

The overall score of each offer U derives from the sum up:

$$U = U(\text{ΤΠ}) * 70\% + U(\text{ΟΠ}) * 30\%$$

The resulting score is rounded to the second (2nd) decimal.

As Provisional shall be appointed the Contractor whose offer has received the highest U number.

In case of equivalent offers, the Awarding Authority selects the bidder whose technical offer received the highest score. In case the technical offer score is the same, then the Awarding Authority makes the selection by lot among the economic operators who submitted the equivalent offers.

ARTICLE 23: BACK-UP DOCUMENTATION FOR THE AWARD – EVIDENCE

The eligibility and the terms and conditions of participation, as specified herein, are assessed at the time when the offer is submitted, the time when the supporting documents described in this article are submitted and the time when the contract is concluded.

Individual bidders must satisfy all requirements of articles 19 and 20 herein. In case of economic operators associations, each member of the association must fulfill the requirements in article 19 and be suitable to exercise the professional activity of articles 20.1 and 20.3. It suffices for the requirements pertaining to the technical and professional ability, as specified in article 20.2, to be fulfilled cumulatively by the members of the association, as stipulated in article 20.2 herein.

Where in the required back-up documentation for the award of the Tender reference is made to the submission of a Legal Statement, as regards Greek companies, this means the “Legal Statement as per L. 1599/86”, while, as regards foreign companies, this means a statement of equivalent validity, i.e. an affidavit, or if there is no such provision, an official statement before a court or administrative authority, a notary or the professional agency concerned of the country of origin of the Candidate.

Legal Statements are not required to bear a signature certification and their issuing date must fall within the last thirty (30) day-period since **AM's pertinent invitation**.

It is clarified that in case the legal representative of the Bidder is or resides in Greece, he may submit a Legal Statement of Law 1599/86, duly noted on the

INVITATION TO TENDER

body of the statement that the undersigned fully understands the content of the statement having read its translation into a language he understands.

All certificates and documents stated in para. 23.1.2 must be valid upon submission in accordance with the special provisions governing them. Should these provisions not stipulate otherwise, the above should not have been issued earlier than three months from the date of **AM's pertinent invitation** in order to be accepted.

ATTIKO METRO S.A. reserves its right to request from the competent Authorities any other document/information deemed necessary upon reading of the legalizing and other data and documents to be submitted by the bidders. When the necessary information concerns bidders located in another member state, then ATTIKO METRO S.A. is entitled to seek the cooperation of the responsible authorities.

The Provisional Contractor having received the relevant written notification from the Awarding Authority, as per the stipulations in article 4.5.1 herein, submits the following supporting documents:

23.1 As regards the review about the absence of reasons for disqualification, specified under article 19

23.1.1 a) For the cases in paragraphs 19.1.1 to 19.1.6, an extract of the penal record or other equivalent document issued by the competent judicial or administrative authority of the country of origin of the bidder or each member of the bidder (in case of Joint Venture). In case the bidder is a legal entity, penal records must concern:

- his administrators (in case of General Partnership Companies, Limited Liability Companies or Limited Partnership Companies);
- the Chairman and the Managing Director (in case of a Société Anonyme);
- the natural entities responsible for its administration (in any other case);
- and, in addition, the natural entity signing the Financial Offer on behalf of the legal entity, if other than the above.

b) For the cases in paragraphs 19.2.1 and 19.2.2, the following must be submitted :

As far as Greece is concerned, a dept clearance certificate issued by the competent Tax Authorities must be submitted as well as a certificate of solvency issued by the pertinent Social Security Organization.

With regard to foreign bidders, they must submit the corresponding certificates issued by the responsible authority in their country of origin accompanied by an official translation. In case the said country does not issue such a document or certificate or in case this document or certificate does not cover all the cases stipulated above, then the said document or certificate can be substituted by a statement under oath (affidavit) to be submitted by the interested party; moreover, in the member-states where there is no provision

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for the issuance of affidavits, these can be replaced by an official statement before the responsible Judicial or Administrative Authority, a notary public or a professional organization of the country of origin of the bidder.

- c) For the cases in article 19.2.5, the following must be submitted:

As far as Greece is concerned, a certificate issued by the Directorate for Planning and Coordination of the Labour Relations Inspection Authority from where the acts on fines imposed to the detriment of the economic operator within a time period of two (2) years prior to the expiry of the deadline for the submission of the offer must ensue.

With regard to foreign bidders, the respective certificates issued by the responsible Authority of the relevant member-state, accompanied by an official translation. If the state does not issue the pertinent document or certificate or if this document or certificate does not cover all cases mentioned above, then the said document or certificate can be substituted by a statement under oath (affidavit) or, for member-states where affidavits are not issued, by an official statement of the interested party before a responsible Judicial or Administrative Authority, a notary public or a responsible professional or commercial entity of the economic operator's country of origin or establishment.

- d) Items under article 19.3.2, as far as Greece is concerned, shall be proven through the submission of the relevant certificates issued by the Courts of First Instance. From these certificates it should result that the bidder is not bankrupt, under a consolidation or subject to a liquidation process, or is under coercive administration by a receiver or by the court, or has entered into an agreement with creditors or has postponed his business activities or if he is in any similar situation deriving from similar processes foreseen in national law provisions.

For cases under the items of Article 19.3.2, foreign Bidders must submit other equivalent document issued by the Judicial or Administrative Authority of their country of origin, proving that the aforesaid preconditions are met. Where the country in question does not issue such documents or certificates, or where these do not cover all the cases specified in the above, they may be replaced by a declaration under oath or, in Member States where there is no provision for statement under oath (affidavit), by a legal statement made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of origin or in the country whence that bidder comes.

The designers – natural entities do not submit the aforementioned liquidation certificate.

- e) As far as case 19.3.9 is concerned, the bidder shall submit a certificate issued by the competent Authority. The **designers – natural entities** seated in Greece shall submit a certificate from the Technical Chamber of Greece or the respective Chamber (if this Chamber has disciplinary powers over its members), verifying that no professional misconduct has been committed inducing the imposition of a disciplinary action.

INVITATION TO TENDER

The Engineering Firms as well as the natural entities – designers, regardless of their country where they are seated (Greece or abroad), which are not subject to the aforementioned disciplinary bodies, shall submit a certificate issued by the body to which they are subject to, and if this body has disciplinary powers over its members, otherwise they shall submit an official statement certifying that a) no disciplinary body exists and that b) they have not committed any grave professional misconduct.

- f) For items 19.3.1, 19.3.3, 19.3.4, 19.3.5, 19.3.6, 19.3.7, 19.3.8, 19.3.10, as far as Greece is concerned, the bidder shall submit an updated statement under oath certifying that the economic operator is not subject to any of the aforementioned cases specified in article 19 herein.

23.1.2 Supporting documents for share nominalization

This obligation only concerns **Societe Anonymes** (SAs) that participate in the tender procedure either individually or as members of Joint Ventures/Consortia. **Exempted** from this obligation are companies listed in the Stock Exchange of their country of installation and submit a relevant Legal Declaration by their legal representative. For all other matters, the following items are submitted:

- aa) **Companies registered in the Engineering Firms/Offices Registry** submit an analytical list with the details of the company shareholders and the number of each shareholder stocks, as these data are registered in the Company Book of Shareholders, the latest within “thirty working days” before the submission of the offer.
- bb) **Foreign companies**, provided that, according to the legislation of their installation country, they issue nominal shares, submit the following:
- Certificate issued by the Authority of the country of its seat proving that the company's shares are nominal.
 - A detailed statement with the details of the company's shareholders and the number of shares of each of its shareholders, as these details are recorded in the company's shareholders book, dated the latest within thirty (30) days prior to the submission of the offer.
 - Any other document, proving the nominalization down to the natural entity level of the shares that has been effected within the last thirty (30) days prior to the submission of the offer.
- The above supporting documents are submitted to the awarding authority before contract signing, actualized in the same manner.
- cc) **The foreign companies which** do not issue, as per their country's legislation, nominal shares, submit:
- a valid and updated list of their shareholders, who possess at least one per cent (1%) of the shares
 - In case the company does not keep an updated list of its shareholders, then it shall submit a relevant list of the shareholders who possess at least one per cent (1%) of the shares in accordance with the last General Assembly, should these shareholders are known to the Company.
 - Otherwise, the Company ought to justify the reasons why these shareholders are not known. The Tender Committee cannot judge the adequacy of the justification; however, if the relevant Committee

INVITATION TO TENDER

can demonstrate the ability to obtain or to have such a list drafted, the firm is disqualified.

The documents specified under items b and c above must be accompanied by an official translation, while those issued by public authorities must be ratified by the responsible authority of the country of their establishment, as specified in article 8.2 herein.

23.1.3 **Whenever third party resources are invoked**, all certificates and documents set forth in paragraph 23.1 must be submitted for the third parties as well which are invoked by the “provisional contractor”.

23.2 **As regards the review concerning adherence to the qualitative selection criteria specified under article 20:**

23.2.1 **In view of demonstrating the provisional contractor’s suitability to practice his professional activity as per the requirements of article 20.1:**

- In case the provisional contractor falls under the stipulations of paragraph 20.1.1.1, he is required to submit the License qualifying him for the required design classes, as stipulate in paragraph 20.1.1 above.
- In case the provisional contractor falls under the stipulations of paragraph 20.1.1.2, he is required to submit the statements and the registration certificates, as these are described in Annex XI, Appendix A of Law 4412/2016, in a category and class equivalent to the ones stated in the designs of paragraph 20.1.1 above.
- In case the provisional contractor falls under the stipulations of paragraph 20.1.1.3, he shall submit:

a) **Practice license**, i.e. a certificate of registration in the professional/commercial register of the country of their seat, based on the stipulations of para. 20.1.1.3 herein and, in case such a document cannot be issued, they submit a **statement under oath (affidavit)** and for member-states / countries where affidavits are not issued, by an **official statement** of the interested party before a responsible Judicial or Administrative Authority, a notary public or a responsible professional or commercial entity of the economic operator’s country of origin / installation certifying the inability to have a certificate issued, as well as their registration in the registry.

b) **a legal statement/certificate** made by the foreign bidder’s legal representative (participating either individually or as a member of a Joint Venture/Consortium) stating that the necessary personnel is at his disposal possessing the specialties and experience required in the Invitation, stating at the same time their names, field of expertise and years of experience,

23.2.2 **Documentation related to the special technical and professional competence, stipulated in article 20.2**

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- 23.2.2.1 In order to prove the special technical and professional competence requested by article 20.2 herein, the bidders submit the following supporting documents.

For the provision of similar services (paragraph 20.2.1):

- A list of the main similar services performed with contracts by the individual bidder or all members of the bidding Joint Venture or Consortium, or the invoked “operator” in the last decade (2008-2018). This list shall necessarily be prepared according to the attached **Sample B1 of Appendix B**.
- Certificates certifying the provision of services for the contracts presented in the above list (as stated in the field “CERTIFICATE FOR SERVICES PROVIDED IN THE FRAMEWORK OF THE CONTRACT”).

- 23.2.2.2 In case the bidders invoke and utilize the technical and professional competence of other operators, then the relevant evidence must concern the personnel or the economic operator that lends the aforesaid competence.

In addition, third parties must submit either a BoD Resolution or a decision made by the competent statutory body of the operator, approving the provision of the technical and professional competence of the operator to the bidder, so that this competence can be made available to the bidder for the execution of the contract.

- 23.2.3 **Technical Offer related back-up documentation regarding the proposed specialized personnel, if the personnel does not belong to the Bidder**

- 23.2.3.1 Cooperation Commitment Back up documentation

In the event that the specialized personnel stipulated in paragraph 21.2.3 herein includes persons not belonging to the bidder (such as individual holders of design class licenses not incorporated in the bidder’s license), these persons shall be regarded as “operator” resources, even though they have concluded a cooperation relationship with the bidder (e.g. persons who are declared as “permanent associates” of the bidder, but holders of an individual design class license, shall submit the following required documents concerning the “borrowed competence”:

- A) When the person made available for the specialized personnel belongs to a legal entity:

- Decision issued by the Competent Statutory Body stating that:
“We shall approve the provision to (name of the Bidder) of (name of expert made available for the specialized personnel) as a (indicate the precise field of expertise). We explicitly commit ourselves to provide to the aforementioned Bidder this specific resource for the execution of the Contract, provided that the Contract is awarded to him”.
- A Legal Statement made by the person available for the specialized personnel, stating that:
“I accept to be made available to (name of the Bidder) as a (indicate the precise field of expertise), as it results from Resolution No. (indicate the Statutory Body Resolution details) made by (indicate the trade name of the legal entity).

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B) When the person made available for the specialized personnel is a natural entity:

- Legal Statement, wherein the invoked “operator” shall state that:

“I shall provide to (name of the Bidder) my capacity as (field of expertise). I explicitly commit myself to provide to the aforementioned Bidder this specific resource for the execution of the Contract, provided that the Contract is awarded to him”.

The aforementioned documents must be submitted for any other entity whose technical and professional competence shall be invoked, even if this entity is an affiliated company of the invoked operator.

23.2.3.2 Back up documentation for the review concerning the absence of grounds for disqualification:

It is required to submit all certificates and supporting documents mentioned in paragraph 23.1 against which he submitted the ESPD for the operators who are invoked by the “provisional contractor”.

23.3 Back up documentation concerning the financial efficiency requirements stipulated in article 20.3

The required data that have to be submitted by the provisional contractor, within the Envelope containing the Back up Documentation for the Award, in line with article 20.3 in order to prove the Financial Efficiency of the Bidder shall include:

- A Legal Statement about the overall turnover of the Bidders during the last three (3) fiscal years or during the respective operation period – if this is less than three years;
- The Balance Sheets and the Financial Statements (Profit and Loss) for the the last three (3) fiscal years or for the respective operation period – if this is less than three years.

23.4 Back up documentation for the review concerning the legalization of the provisional contractor

Legalizing documents proving that the Bidders have been established and are operating legally, as well as the persons legally representing the Bidders and committing them through their signatures.

For the convenience of the Bidders, a list of the legalizing documents is presented below required to be submitted for the following companies which have been established and are operating in accordance with the Greek Law:

23.4.1 In case of Sociétés Anonymes:

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- a) Photocopy of the most recent codified statutes, as filed in the responsible Department, as well as the Government Gazette (FEK) where they were published.
- b) The Business Registry (GEMI) Certificate whereby the current Board of Directors (BoD) of the Company was formed into a body.
- c) Certificate issued by GEMI on any amendments made to the Statutes, non dissolution of the Company and its winding-up, non existing request, petition or Court Decision for dissolution of the company and the appointment or replacement of a liquidator or co-liquidator, etc. The certificate must have been issued three months as a maximum before the deadline for the submission of the offers.

23.4.2 In case of Public Limited Liability Companies:

- a) Photocopy of the most recent codified statutes, as filed in the responsible Department, as well as the Government Gazette (FEK) where they were published, if any.
- b) Certificate issued by the GEMI on any amendments made to the Statutes, non dissolution of the Company and its winding-up, non existing request, petition or Court Decision for dissolution of the company and the appointment or replacement of a liquidator or co-liquidator, etc. The certificate must have been issued three months as a maximum before the deadline for the submission of the offers.

23.4.3 In case of private capital company, general partnership company or limited partnership company:

- a) Legible photocopy of the company's statutes and any amendments made to them.
- b) Certificate issued by the GEMI on any amendments made to the Statutes, non dissolution of the Company and its winding-up, non existing request, petition or Court Decision for dissolution of the company and the appointment or replacement of a liquidator or co-liquidator, etc.

23.4.4 In case of a consortium / joint venture, the aforementioned requirement for submission of legalizing data shall be valid for each member separately.

23.4.5 **Minutes of Board of Directors Resolution** of the company (true copy) in case of Societe Anonyme, or resolution of the administrators in case of Public Limited Liability Companies, general partnership company or limited partnership company, whereby:

- Approval is granted for its participation in the tender individually, or as a member of a consortium/joint venture;
- Appointment is made of a legal representative vested with the authority to sign on behalf of the bidder all tender documents and the offer binding the candidate by his signature; this representative shall also be the Attorney-at-Law who shall receive all documents in the framework of the tender procedure.

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In case of a consortium / joint venture, the aforementioned Resolution should also include the following items:

- The extent and the type of participation of each member in the consortium / joint venture (including the allocation of payments among them).
-
- The statement that they accept to jointly participate in the tender and in the execution of the contract, and that they are jointly and severally responsible before AM, and that in case of contract award, prior to the conclusion of the contract they will establish a consortium/joint venture, in line with the requirements of the Invitation.

APPENDICES

APPENDIX A : Samples of Letter of Guarantee

- SAMPLE A1 : Sample of Participation Letter of Guarantee in Greek
- SAMPLE A2 : Sample of Participation Letter of Guarantee in English
- SAMPLE A3 : Sample of Good Performance Letter of Guarantee in Greek
- SAMPLE A4 : Sample of Good Performance Letter of Guarantee in English

APPENDIX B : Technical Capacity Samples

- SAMPLE B : Main Similar Services

APPENDIX C : Technical Offer Samples

- SAMPLE C : Detailed CV

ΥΠΟΔΕΙΓΜΑ Α1

ΕΓΓΥΗΤΙΚΗ ΕΠΙΣΤΟΛΗ ΣΥΜΜΕΤΟΧΗΣ

Εκδότης (Πλήρης επωνυμία Πιστωτικού Ιδρύματος / Τ.Μ.Ε.Δ.Ε.)

Ημερομηνία έκδοσης:

Προς: (Πλήρης επωνυμία Αναθέτουσας Αρχής/Αναθέτοντος Φορέα¹).....

(Διεύθυνση Αναθέτουσας Αρχής/Αναθέτοντος Φορέα²)

Εγγύηση μας υπ' αριθμ. ποσού ευρώ³..

Έχουμε την τιμή να σας γνωρίσουμε ότι εγγυόμαστε με την παρούσα επιστολή ανέκκλητα και ανεπιφύλακτα παραιτούμενοι του δικαιώματος της διαιρέσεως και διζήσεως μέχρι του ποσού των ευρώ⁴ υπέρ του

(i) [σε περίπτωση φυσικού προσώπου]: (ονοματεπώνυμο, πατρώνυμο), ΑΦΜ: (διεύθυνση), ή

(ii) [σε περίπτωση νομικού προσώπου]: (πλήρη επωνυμία), ΑΦΜ: (διεύθυνση) ή

(iii) [σε περίπτωση ένωσης ή κοινοπραξίας:] των φυσικών / νομικών προσώπων

α) (πλήρη επωνυμία), ΑΦΜ: (διεύθυνση)

β) (πλήρη επωνυμία), ΑΦΜ: (διεύθυνση)

γ) (πλήρη επωνυμία), ΑΦΜ: (διεύθυνση)

(συμπληρώνεται με όλα τα μέλη της Ένωσης / Κοινοπραξίας)

ατομικά και για κάθε μία από αυτές και ως αλληλέγγυα και εις ολόκληρο υπόχρεων μεταξύ τους, εκ της ιδιότητάς τους ως μελών της ένωσης ή κοινοπραξίας, για τη συμμετοχή του/της/τους σύμφωνα με την (αριθμό/ημερομηνία) Διακήρυξη της ΑΤΤΙΚΟ ΜΕΤΡΟ Α.Ε., για την ανάδειξη αναδόχου για την ανάθεση της σύμβασης: “(τίτλος σύμβασης)”.....

Η παρούσα εγγύηση καλύπτει μόνο τις από τη συμμετοχή στην ανωτέρω απορρέουσες υποχρεώσεις του/της (υπέρ ου η εγγύηση) καθ' όλο τον χρόνο ισχύος της.

Το παραπάνω ποσό τηρείται στη διάθεσή σας και θα καταβληθεί ολικά ή μερικά χωρίς καμία από μέρους μας αντίρρηση, αμφισβήτηση ή ένσταση και χωρίς να ερευνηθεί το βάσιμο ή μη

¹ Όπως ορίζεται στα έγγραφα της σύμβασης.

² Όπως ορίζεται στα έγγραφα της σύμβασης.

³ Το ύψος της εγγυητικής επιστολής συμμετοχής καθορίζεται στα έγγραφα της σύμβασης σε συγκεκριμένο χρηματικό ποσό αναγράφεται ολογράφως και σε παρένθεση αριθμητικώς.

⁴ Όπως υποσημείωση 3.

INVITATION TO TENDER

της απαίτησής σας μέσα σε πέντε (5) ημέρες από την απλή έγγραφη ειδοποίησή σας.

Η καταληκτική ημερομηνία υποβολής προσφορών είναι

Η παρούσα ισχύει μέχρι και την

Σε περίπτωση κατάπτωσης της εγγύησης, το ποσό της κατάπτωσης υπόκειται στο εκάστοτε ισχύον πάγιο τέλος χαρτοσήμου.

Βεβαιώνουμε υπεύθυνα ότι το ποσό των εγγυητικών επιστολών που έχουν δοθεί, συνυπολογίζοντας και το ποσό της παρούσας, δεν υπερβαίνει το όριο των εγγυήσεων που έχουμε το δικαίωμα να εκδίδουμε

Η Εγγυητική Επιστολή θα είναι εισπρακτέα και πληρωτέα στην Ελλάδα και οποιαδήποτε διαφορά επ' αυτής θα υπόκειται στην αποκλειστική δικαιοδοσία των αρμόδιων Ελληνικών Δικαστηρίων της Αθήνας κατά το Ελληνικό Δίκαιο.

(Εξουσιοδοτημένη Υπογραφή)

INVITATION TO TENDER

SAMPLE A2

PARTICIPATION LETTER OF GUARANTEE

Issued by (Full name of the Credit Institution)

...../ TMEDE

Date of issuance:.....

To: (Full name of the Awarding Body³)

.....

(Address of the Awarding Body⁴)

.....

Our Guarantee no. against the amount of euro⁵.

We hereby declare that we irrevocably and unreservedly guarantee waiving our rights to to make use of the benefit of division and discussion up to the amount of euro⁶ in favour of:

(i) [in case of a physical entity]: (full name, father's name), Tax Payer's Number (address), or

(ii) [in case of a legal entity]: (full name), Tax Payer's Number (address), or

(iii) [in case of a Joint Venture/ Consortium]: of physical/ legal entities

a) (full name), Tax Payer's Number (address),

b) (full name), Tax Payer's Number (address),

c) (full name), Tax Payer's Number (address),

(fill in all members of the Association / Joint Venture)

individually and for each one of the above and jointly and severally liable in their capacity as members of the Joint Venture/ Consortium for its/their participation, in accordance with ATTIKO METRO S.A. Invitation to Tender (number) for the appointment of a Contractor for the award of a Contract "(title of Contract).....".

This guarantee covers only the obligations of the entity (-ies) (*in favour of whom this guarantee is issued*), as these ensue from the participation to the above tender procedure throughout its validity period.

The aforementioned amount remains at your disposal and shall be paid in full or in instalments. Payment shall be made without disagreement, dispute or objection of any kind

³ As specified in the Contract documents

⁴ As specified in the Contract documents

⁵ The amount of the Letter of Guarantee for participation in the tender is set in the contractual documents against a specific amount, it is written in full and in numbers in brackets.

⁶ See footnote 3

INVITATION TO TENDER

on our part, without examining the validity or non validity of your claim, within **five (5) days** upon receipt of your written notification.

The final deadline for the submission of offers shall be

The present guarantee shall remain valid until

If this guarantee becomes payable, the relevant amount shall be subject to the applicable stamp duty.

We hereby certify that the amount of the Letters of Guarantee already provided, including also the amount of the present guarantee, does not exceed the threshold of the Letters of Guarantee that we have the right to issue.

The Letter of Guarantee shall be collectable and payable in Greece. Any dispute to be raised concerning this Letter of Guarantee shall be subject to the exclusive jurisdiction of the competent Courts in Athens, Greece and the Greek legislation.

(Authorized Signature)

INVITATION TO TENDER

ΥΠΟΔΕΙΓΜΑ Α3

ΕΓΓΥΗΤΙΚΗ ΕΠΙΣΤΟΛΗ ΚΑΛΗΣ ΕΚΤΕΛΕΣΗΣ

Εκδότης (Πλήρης επωνυμία Πιστωτικού Ιδρύματος / Τ.Μ.Ε.Δ.Ε.

Ημερομηνία έκδοσης

Προς: (Πλήρης επωνυμία Αναθέτουσας Αρχής/Αναθέτοντος Φορέα¹)
(Διεύθυνση Αναθέτουσας Αρχής/Αναθέτοντος Φορέα)²

Εγγύηση μας υπ' αριθμ. ποσού ευρώ³.

Έχουμε την τιμή να σας γνωρίσουμε ότι εγγυόμαστε με την παρούσα επιστολή ανέκκλητα και ανεπιφύλακτα παραιτούμενοι του δικαιώματος της διαιρέσεως και διζήσεως μέχρι του ποσού των

ευρώ.....⁴

υπέρ του:

(i) [σε περίπτωση φυσικού προσώπου]: (ονοματεπώνυμο, πατρώνυμο),

ΑΦΜ: (διεύθυνση), ή

(ii) [σε περίπτωση νομικού προσώπου]: (πλήρη επωνυμία), ΑΦΜ:

..... (διεύθυνση) ή

(iii) [σε περίπτωση ένωσης ή κοινοπραξίας:] των φυσικών / νομικών προσώπων

α) (πλήρη επωνυμία) ΑΦΜ: (διεύθυνση)

β) (πλήρη επωνυμία), ΑΦΜ: (διεύθυνση)

γ) (πλήρη επωνυμία), ΑΦΜ: (διεύθυνση)

(συμπληρώνεται με όλα τα μέλη της ένωσης / κοινοπραξίας)

ατομικά και για κάθε μία από αυτές και ως αλληλέγγυα και εις ολόκληρο υπόχρεων μεταξύ τους, εκ της ιδιότητάς τους ως μελών της ένωσης ή κοινοπραξίας, για την καλή εκτέλεση της σύμβασης **“(τίτλος σύμβασης)”**, σύμφωνα με την (αριθμό) Διακήρυξη της Αττικό Μετρό Α.Ε..

Το παραπάνω ποσό τηρείται στη διάθεσή σας και θα καταβληθεί ολικά ή μερικά χωρίς καμία από μέρους μας αντίρρηση, αμφισβήτηση ή ένσταση και χωρίς να ερευνηθεί το βάσιμο ή μη της απαίτησής σας μέσα σε **πέντε (5) ημέρες** από την απλή έγγραφη ειδοποίησή σας.

Η παρούσα ισχύει μέχρις ότου αυτή μας επιστραφεί μαζί με έγγραφη δήλωσή σας ότι μπορούμε να θεωρήσουμε την Τράπεζα μας απαλλαγμένη από κάθε σχετική υποχρέωση

¹ Όπως ορίζεται στα έγγραφα της σύμβασης.

² Όπως ορίζεται στα έγγραφα της σύμβασης.

³ Ολογράφως και σε παρένθεση αριθμητικώς.

⁴ Όπως υποσημείωση 3.

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εγγυοδοσίας μας.

Σε περίπτωση κατάπτωσης της εγγύησης, το ποσό της κατάπτωσης υπόκειται στο εκάστοτε ισχύον πάγιο τέλος χαρτοσήμου.

Βεβαιώνουμε υπεύθυνα ότι το ποσό των εγγυητικών επιστολών που έχουν δοθεί, συνυπολογίζοντας και το ποσό της παρούσας, δεν υπερβαίνει το όριο των εγγυήσεων που έχουμε το δικαίωμα να εκδίδουμε.

Η Εγγυητική Επιστολή θα είναι εισπρακτέα και πληρωτέα στην Ελλάδα και οποιαδήποτε διαφορά επ' αυτής θα υπόκειται στην αποκλειστική δικαιοδοσία των αρμόδιων Ελληνικών Δικαστηρίων της Αθήνας κατά το ελληνικό δίκαιο.

(Εξουσιοδοτημένη Υπογραφή)

INVITATION TO TENDER

SAMPLE A3

GOOD PERFORMANCE LETTER OF GUARANTEE

Issued by (Full name of the Credit Institution)

...../ TMEDE

Date of issuance:.....

To: (Full name of the Awarding Authority / Agency⁷)

.....

(Address of the Awarding Authority / Agency⁸)

.....

Our Guarantee no. against the amount of euro⁹.

We hereby declare that we irrevocably and unreservedly guarantee waiving our rights to make use of the benefit of division and discussion up to the amount of euro¹⁰

in favour of:

(i) [in case of a physical entity]: (full name, father's name), Tax Payer's Number (address), or

(ii) [in case of a legal entity]: (full name), Tax Payer's Number (address), or

(iii) [in case of a Joint Venture/ Consortium]: of physical/ legal entities

a) (full name), Tax Payer's Number (address),

b) (full name)Tax Payer's Number ... (address),

c) (full name), Tax Payer's Number (address),

(fill in all members of the Joint Venture/ Consortium)

individually and for each one of the above and jointly and severally liable in their capacity as members of the Joint Venture/ Consortium for the good performance of the contract No..... “(title of the contract)”, in accordance with ATTIKO METRO S.A. Invitation to Tender (number”).

The aforementioned amount remains at your disposal and shall be paid in full or in instalments. Payment shall be made without disagreement, dispute or objection of any kind on our part, without examining the validity or non validity of your claim, within **five (5) days** upon receipt of your written notification.

⁷ As specified in the Contract documents

⁸ As specified in the Contract documents

⁹ The amount of the Letter of Guarantee is written in full and in numbers in brackets.

¹⁰ See footnote 3

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The present guarantee shall remain valid until it is returned to us along with a written statement of yours that we can assume that our Bank is free from any relevant obligation for the provision of security.

If this guarantee becomes payable, the relevant amount shall be subject to the applicable stamp duty.

We hereby certify that the amount of the Letters of Guarantee already provided, including also the amount of the present guarantee, does not exceed the threshold of the Letters of Guarantee that we have the right to issue.

The Letter of Guarantee shall be collectable and payable in Greece. Any dispute to be raised concerning this Letter of Guarantee shall be subject to the exclusive jurisdiction of the competent Courts in Athens, Greece and the Greek legislation.

(Authorized Signature)

INVITATION TO TENDER

ΠΡΟΣΑΡΤΗΜΑ Β

ΥΠΟΔΕΙΓΜΑ Β

ΚΥΡΙΟΤΕΡΕΣ ΥΠΗΡΕΣΙΕΣ ΠΑΡΟΜΟΙΑΣ ΦΥΣΗΣ

ΕΠΩΝΥΜΙΑ ΥΠΟΨΗΦΙΟΥ: (Τίθεται η επωνυμία της Εταιρίας η του Φυσικού προσώπου που αφορά ο κατάλογος. Σε περίπτωση σύμπτωσης υποβάλλεται ξεχωριστός κατάλογος για κάθε μέλος αυτής.)

ΤΙΤΛΟΣ ΥΠΗΡΕΣΙΑΣ : (Τίθεται ο πλήρης τίτλος της παροχής Υπηρεσίας όπως αναγράφεται στην σύμβαση)

ΦΟΡΕΑΣ ΑΝΑΘΕΣΗΣ: (Τίθεται ο πλήρης τίτλος του φορέα, Κύριος του έργου, Προϊστάμενη Αρχή, Δ/νουσα Υπηρεσία π.χ. ΥΠΕΧΩΔΕ / Γ.Γ.Δ.Ε. / Δ/νση Δ6 Τμ. Α)

ΕΙΔΟΣ ΥΠΗΡΕΣΙΑΣ: Αναγράφεται το είδος της παροχής υπηρεσίας.

ΑΝΑΔΟΧΟΣ: (Αναγράφεται ο πλήρης τίτλος του Αναδόχου σχήματος. Σε περίπτωση Σύμπτωσης αναγράφονται όλοι οι εταίροι αυτής. Σε περίπτωση Κ/Ξ ο τίτλος της Κ/Ξ και όλοι οι εταίροι αυτής.)

ΕΝΑΡΞΗ ΣΥΜΒΑΣΗΣ: (Τίθεται η ημερομηνία υπογραφής της Σύμβασης.)

ΟΛΟΚΛΗΡΩΣΗ ΣΥΜΒΑΣΗΣ: (Τίθεται η ημερομηνία έγκρισης της Σύμβασης ή το στάδιο στο οποίο αυτή βρίσκεται)

ΠΕΡΙΓΡΑΦΗ ΑΝΤΙΚΕΙΜΕΝΟΥ: (Γίνεται συνοπτική περιγραφή των τεχνικών χαρακτηριστικών του έργου και του μεγέθους του με χαρακτηριστικά ποσοτικά στοιχεία (μέτρα μήκους) ώστε να είναι δυνατόν η Υπηρεσία να το αξιολογήσει εάν ανήκει ή όχι σε παρόμοιας φύσης με την υπό ανάθεση υπηρεσία.)

ΑΜΟΙΒΗ: (Αναγράφεται η τελική αμοιβή παροχής υπηρεσίας της κατηγορίας στην οποία συμμετέχει ο υποψήφιος, το ποσοστό συμμετοχής του και η τελική προκύπτουσα αμοιβή του.)

**ΠΙΣΤΟΠΟΙΗΤΙΚΟ ΠΑΡΟΧΗΣ
ΥΠΗΡΕΣΙΩΝ ΣΥΜΒΑΣΗΣ:** (Βεβαίωση Εργοδότη)

(Ο κατάλογος συμπληρώνεται με όσες υπηρεσίες παρόμοιας φύσης κρίνει ο υποψήφιος.

(Τόπος – Ημερομηνία)

Υπογραφή
Νομίμου Εκπροσώπου

INVITATION TO TENDER

Σημείωση: Το υπόψη προσάρτημα μπορεί να υποβληθεί και ως πίνακας με μορφή στηλών, των οποίων τα περιεχόμενα θα είναι τα ίδια με το παρόν υπόδειγμα.

Το σχετικό Υπόδειγμα υπογράφεται ηλεκτρονικά από τον νόμιμο εκπρόσωπο του Διαγωνιζόμενου.

INVITATION TO TENDER

APPENDIX B

SAMPLE B

MAIN SIMILAR SERVICES

NAME OF THE CANDIDATE:

(Name of the Company or the Natural Entity that the list concerns. In case of Consortium, a separate list must be submitted for each member).

SERVICE TITLE:

(Full title of the provision of services, as stated in the Contract).

AWARDING AGENCY:

(Full name of the Agency, Project Owner, Administrative Authority, Managing Department, e.g. Ministry of PEHODE / GSPW / Directorate D6 Section A).

TYPE OF SERVICE:

(Write the type of the service).

CONTRACTOR:

(Full name of the Contracting Scheme. In case of a Consortium, all members must be stated. In case of a Joint Venture, the name of the Joint Venture and all its members must be stated).

**COMMENCEMENT
OF THE CONTRACT:**

(Date of the conclusion of the Contract).

CONTRACT COMPLETION:

(Date of the approval of the Contract or current stage of the Contract).

DESCRIPTION OF SCOPE:

(Summary description of the technical characteristics of the project and its magnitude using characteristic quantitative data (linear meters) to enable the Service to evaluate whether it is or not of similar nature to the service to be provided under this tender..

FEE:

(Final fee for the provision of services falling in the category in which the candidate participates, the candidate's participation percentage and the final fee which results thereof).

**CERTIFICATE FOR SERVICES
PROVIDED IN THE**

FRAMEWORK OF THE CONTRACT:

(Employer's Certificate).

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(The list shall be supplemented with as many similar designs as the candidate deems appropriate).

Note: **This appendix may also be submitted in the form of a table with columns; the content of the columns must be identical to this sample.**

The relevant Sample shall be electronically signed by the Legal Representative of the Bidder.

INVITATION TO TENDER**ΠΡΟΣΑΡΤΗΜΑ Γ****ΥΠΟΔΕΙΓΜΑ Γ****ΑΝΑΛΥΤΙΚΟ ΒΙΟΓΡΑΦΙΚΟ ΣΗΜΕΙΩΜΑ**

1. Επώνυμο /Όνομα :
2. Ημερομηνία και τόπος γέννησης :
3. Υπηκοότητα :
4. Οικογενειακή Κατάσταση :
5. Εκπαίδευση :

ΊΔΡΥΜΑ:	
Ημερομηνία: Από (μήνες/έτη) (Μήνες/έτη)	
Πτυχίο:	

(Σε περίπτωση σπουδών σε περισσότερα του ενός Ιδρύματα ή περισσότερα του ενός πτυχία ο πίνακας τροποποιείται κατάλληλα).

6. **Γλώσσες:** (Βαθμοί 1 έως 5 για την ικανότητα, όπου 5 είναι το άριστα) :

ΓΛΩΣΣΑ	ΑΝΤΙΛΗΨΗ	ΠΡΟΦΟΡΙΚΟΣ ΛΟΓΟΣ	ΓΡΑΠΤΟΣ ΛΟΓΟΣ
Ελληνικά			

(Προστίθενται ή αφαιρούνται σειρές ανάλογα).

7. **Μέλος επαγγελματικών οργανισμών :**

8. **Παρούσα θέση:** (Αναγράφεται η σημερινή απασχόληση - θέση σε Επιχείρηση, Οργανισμό Δημοσίου ή Ιδιωτικού τομέα, ελεύθερος επαγγελματίας κλπ).

9. **Έτη επαγγελματικής εμπειρίας:** (Αναγράφονται τα συνολικά έτη πραγματικής επαγγελματικής εμπειρίας στο εξειδικευμένο αντικείμενο του τομέα και όχι τα έτη από κτήσεως πτυχίου).

10. **Κύρια προσόντα:** (Αναγράφονται τα κύρια προσόντα και ικανότητες του ατόμου που προκύπτουν από την μέχρι σήμερα επαγγελματική και άλλη εμπειρία του).

11. **Επαγγελματική απασχόληση:**

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(Αναγράφεται η απασχόληση του σε όλες τις μέχρι σήμερα Επιχειρήσεις ή Υπηρεσίες ξεκινώντας από την σημερινή θέση απασχόλησης σε σχέση πάντα με το εξειδικευμένο αντικείμενο του απαιτούμενου τομέα. Δίδονται στοιχεία όπως η χρονική διάρκεια παραμονής σε κάθε διαφορετική Επιχείρηση ή Υπηρεσία ή ενδεχομένως διαφορετική θέση, οι αρμοδιότητες και ευθύνες που είχε σε κάθε θέση).

Χρονική διάρκεια: Από (μήνας/έτος) έως (μήνας/έτος)

Χώρα:

Ονομασία Επιχείρησης – Υπηρεσίας:

Θέση στην Επιχείρηση – Υπηρεσία:

Αρμοδιότητες – ευθύνες:

Χρονική διάρκεια: Από (μήνας/έτος) έως (μήνας/έτος)

Χώρα:

Ονομασία Επιχείρησης – Υπηρεσίας:

Θέση στην Επιχείρηση – Υπηρεσία:

Αρμοδιότητες – ευθύνες:

12. Εμπειρία σχετική με το απαιτούμενο εξειδικευμένο αντικείμενο :

ΧΩΡΑ	ΗΜΕΡΟΜΗΝΙΑ: Από (μήνας/έτος) Έως (μήνας/έτος)	ΟΝΟΜΑ ΚΑΙ ΣΥΝΟΠΤΙΚΗ ΠΕΡΙΓΡΑΦΗ
		ΤΗΣ ΥΠΗΡΕΣΙΑΣ ΘΕΣΗ και ΠΕΡΙΓΡΑΦΗ ΚΑΘΗΚΟΝΤΩΝ

Τόπος- Ημερομηνία

Υπογραφή

INVITATION TO TENDER

APPENDIX C

SAMPLE C

DETAILED CURRICULUM VITAE

1. **Surname / Name** :
2. **Date and place of birth** :
3. **Nationality** :
4. **Marital Status** :
5. **Training** :

INSTITUTION:	
<i>Date: From (months/years) (Months/years)</i>	
Degree:	

(In case of studies in more than one Institutions or more than one degrees, the table shall be modified accordingly)

6. **Languages:** (Rate competence from 1 to 5, use 5 for “Excellent”):

LANGUAGE	COMPREHENSION	ORAL SPEECH	WRITING
<i>Greek</i>			

(Add or remove rows as required)

7. **Member of professional associations:**
8. **Current position:** (State the current employment – position in an Enterprise, Organization of the Public or Private Sector, freelance, etc.)
9. **Years of professional experience:** (State the total number of years of actual professional experience in the specialized field of the type of the specific design and not the years since the graduation date).

INVITATION TO TENDER

- 10. Main qualifications:** (State the main qualifications and competences of the person gained from the professional or other experience until the present date).
- 11. Professional employment:** (State his/her employment in all Enterprises or Services until the present day, starting from his/her current employment position in relation to the specialized scope of the required field. Provide information, such as the duration of his/her presence in each different Enterprise or Service or, possibly, a different position, his/her duties and responsibilities at each position held).

Duration: From (month/year) to (month/year)

Country:

Name of Enterprise - Service:

Position in the Enterprise - Service:

Duties - Responsibilities:

Duration: From (month/year) to (month/year)

Country:

Name of Enterprise - Service:

Position in the Enterprise - Service:


Duties - Responsibilities:

12.Experience related to the required specialized scope:

COUNTRY	DATE: From (month/year) Up to (month/year)	NAME AND SUMMARY DESCRIPTION OF THE SERVICE POSITION AND DESCRIPTION OF DUTIES

Date

**Place
Signature**

 <p>ΑΤΤΙΚΟ ΜΕΤΡΟ Α.Ε.</p>	<p>PROJECT: “TECHNICAL SERVICES CONSULTANT FOR THE ATHENS METRO PROJECTS”</p> <p>INVITATION TO TENDER</p>	<p>RFP-318/17</p> <p>A.Σ. 67696</p>
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