

TITLE OF THE TENDER: "TECHNICAL CONSULTANT SERVICES FOR THE ATHENS METRO PROJECTS"

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CLARIFICATIONS DOCUMENT 1



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This Clarifications Document 1 is issued in accordance with the stipulations in paragraph 2.3 of the Invitation to Tender and incorporates responses to question submitted until 13.02.2018, as well as clarifications on the tender documents.

The content of the Clarifications Document 1 is viewed as an integral part of the Invitation to Tender.

A. RESPONSES TO QUESTIONS

Question 1

Article 20.1 of the Invitation to Tender, as regards the competence to exercise professional activities, requires the participation of offices/firms possessing license class E in design category 20.

Due to the size of the project, the requirements for the provision of consulting services on geological issues are high and, thus, we understand the reason why you refer to the higher license class in category 20.

Nevertheless, in the Greek market, there are only two Greek firms possessing license class E in design category 20, and, thus, the conditions for healthy competition are not ensured. Even for license class D in design category 20, there are only three engineering firms.

For this reason, we hereby propose the modification of the aforesaid requirement related to professional experience and staffing as follows:

"License class E or license class D with four (4) additional executives possessing 4-year experience or two (2) licenses class C with one (1) additional executive possessing 8-year experience and four (4) executives possessing 4-year experience in category 20 Geological, Hydrogeological and Geophysical Designs and Surveys".

Response 1

See Clarifications B1.1 and B1.2 of Chapter B of this document.

Question 2

Article 4.2

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

Article 14.5 does not exist in the Invitation to Tender.

Response2

The article, which this specific clause refers to, is 4.5 and not 14.5, as written by mistake.

Question 3

Article 3.1.a

One sub-folder* named "Back-up Documentation for Participation" (includes the information required in line with article 21.2 of this Invitation).

Response3

The article, which this specific clause refers to, is 21.1 and not 21.2, as written by mistake.



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Question 4

Article 3.1.b.

One sub-folder* named "Technical Offer" (includes the information required in line with article 21 of this Invitation)

Response 4

The article to which this specific clause refers is 21.2 of article 21.

Question 5

Is it required for the foreign companies or natural entities to have digital signature? If yes, is it required for the European Single Procurement Document (ESPD) – as concerns foreign companies or natural entities – to bear digital signature and be legally ratified either by the Consular Authorities in the country of the foreign companies or natural entities, or by affixing the "Apostille" stamp and – further to this procedure – to be translated by an attorney, as per article 454 of the Code for Civil Procedure and article 53 of the Code of Attorneys?

Response5

The foreign companies or natural entities must have digital signature. The European Single Procurement Document (ESPD) must be submitted in Greek by the foreign companies or natural entities (as given to the bidders) and must bear a digital signature.

According to article 8 of the Invitation to Tender, the procedure to which you refer concerns the public documents regarding foreign companies.

Question 6

Does the European Single Procurement Document (ESPD) properly filled in and digitally signed by the responsible authority suffice to confirm the right for participation in the subject tender, according to articles 18 and 19 and to the criteria for qualitative selection of article 20, or is it required for the respective back-up documentation (Authorization to Engage in Occupation, Licenses, Services Provision Certificates, Legalization Documentation for Companies, Representation, Balance Sheets, etc.) to be attached thereto?

Kindly confirm the point of the procedure at which the bidder must file the back up documentation of the selection criteria of articles 20.1, 20.2 and 20.3.

Response6

According to article 21.1.1.1 of the Invitation to Tender:

"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"

Therefore, the ESPD replaces the requirements of articles 19 and 20 of this document, which will be submitted by the provisional contractor during the awarding procedure, in line with article 4.4.1 of the Invitation to Tender.



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Question 7

Article 3.1

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.

- a) Can the authorization and the appointment of representatives as well as the share of fee be determined through a cooperation agreement digitally signed by all members or through a legal statement by each member of the association identifying the common representative of the association, the type of each member's participation, the share of fee and the representative / coordinator?
 - If yes, must the cooperation agreement or the legal statement be submitted within the participation back up folder along with the ESPD and the Letter of Guarantee for Participation?
- b) Is it required for the legalization documentation of the companies participating in the association, along with the proof of evidence regarding their representation, to be attached to the cooperation agreement or the legal statement?
- c) Is it required for the representative/coordinator of the bidder, to be appointed in the agreement or the legal statement to be attached to the electronic (Sub)folder of the Financial Offer, to be one out of the two Coordinators responsible for E/M and CW related issues, or does its suffice in this respect for a legal entity of the bidder to be appointed?
- d) Can the common representative and the coordinator be two different persons?

Response 7

- a) In line with article 21.3.2 of the Invitation to Tender: "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".
- b) No, it is not required.
- c) No, it is not required.
- d) Yes.



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Question 8

If the Bidder invokes third party resources and, more specifically, specialized technical personnel, should third parties too fill in the digitally sign the ESPD?

Response 8

In line with article 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)".

Therefore, the ESPD must be submitted for third parties too, as described in article 21.1.1.1.

Question 9

If the specialized technical personnel belongs to the legal entity, is it the legal entity - to which the technical personnel belongs - that fills in and signs the ESPD?

Response 9

In case the bidder borrows specialized technical personnel who belongs to a legal entity, then the ESPD must be filled in and signed either by his legal representative, as deriving from the applicable statutes or the proceedings for his representation at the time when the offer or the request for participation was submitted or by the natural entity duly authorized to represent the economic operator for contracts signing procedures or for the specific contract signing procedure, in line with article 21.1.1.1.

Question 10

If the third parties covering specialized technical personnel are natural entities, then is the same proposed executive who fills in and signs the ESPD?

Response 10

Yes.

Question 11

As regards the aforementioned cases (9, 10, 11) does the filling in and signing of the ESPD by third parties suffice or is it necessary for the back up documentation, such as Authorization to Engage in Occupation, Licenses, Services Provision Certificates, Legalization Documentation for Companies, Representation, Balance Sheets, etc., to be attached thereto?

Response 11

See Response 6 of this document.

Question 12

In the ESPD, are the third parties defined as relevant entities in Part II, C?

Response12



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In line with the wording of the ESPD, the third parties whose resources is invoked by the bidder, are referred to as relevant entities.

Question 13

Is the experience of the specialized technical personnel proved by the CVs, Sample C, Annex C?

Response 13

Yes.

Question 14

Is it required for the signature that the CV must bear to be digital?

Response 14

Yes.

Question 15

Kindly clarify whether retirees, who satisfy the requirements of the Invitation to Tender, are allowed to participate in the group of consultants, associates (Greek or foreigner persons), on condition they state that they will activate anew their professional activities, should they be called upon to staff the group of the Technical Consultant.

Response 15

The professional competence must be in effect at the time of the Offer submission by the economic operators. Therefore, the participation in the consultants' group of retirees is not acceptable.

Question 16

In line with article 20.1.1 of the Invitation to Tender, eligible to participate in the tender are natural or legal entities, either individually or in an association that possess – as a minimum – the general professional experience and staffing, for design category 20 "Geological, Hydrogeological and Geophysical Designs and Surveys", license class E.

For reasons of competition and given that there are not many Greek Companies possessing license class E and license class D in design category 20, kindly replace the aforesaid criterion with license class C and over that.

Response 16

See Clarifications B1.1 and B1.2 in Chapter B herein.

Question 17

In line with article 21.1.1.3 of the Invitation to Tender, "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 20.4. 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)".

The submission of the ESPD calls for each executive to have digital signature; however, given that the application of the subject law is recent, the number of natural entities possessing digital signature is confined. We hereby request that this article be revised as to



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the obligation for the submission of the ESPD by natural entities. It is hereby clarified that the requirement of article 21.1.1.2 regarding the Bidding joint ventures and consortia remains as is.

Response 17

This is not acceptable, since this Tender is an electronic tender and all ESPDs must bear digital signatures. Besides, sufficient time is given to the economic operators to issue the required electronic signatures.

Question 18

In line with article 119, paragraph 5 of Law 4472/2017 (A' 74/19.05.17), the following clause was added to article 76 Law 4412/2016. "4. Eligible to participate in the award of contracts related to public works, designs or the provision of technical and other similar scientific services, further to the companies registered in registry classes, those companies fulfilling the selection criteria of article 75 Law 4412/16, regardless of their registration in classes. Any reference contrary to the previous clause is hereby abolished". However, paragraph 20.1.1 of the approved Invitation to Tender makes reference to specific license classes. This term is not in line with Law 4472/2017, a fact which results in the restriction of competition, in violation of the law, since it "prohibits" companies not registered in the license classes stated in the Invitation to Tender from participating in the Tender meeting, however, the requirements related to the competence to exercise professional activities as well as other provisions of the Tender. Kindly clarify whether, in line with the legislation, companies registered in the corresponding design categories specified under para. 20.1.1 are eligible to participate in the Tender regardless of whether they are registered or not in the relevant classes.

Response 18

Acceptable. See Clarifications B1.1 and B1.2, Chapter B of this document.

Question 19

Paragraph 20.1.1.2 specifies that bidders established 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 licenses of the design categories and classes specified in paragraph 20.1.1 above. However, the in the licenses provided by the corresponding professional or commercial registries kept in other member-states of the EU, there is no distinction into design categories and classes licenses. Kindly clarify how the requirement of the Invitation is adhered to in such cases.

Response 19

Kindly see Clarifications B1.1 and B1.2, Chapter B of this document.

Question 20

Paragraph 20.1.1.1 specifies that *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....* Article 23 states that 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. This reference however abolishes the meaning of the association of natural or legal entities and at the same time, the general corresponding provision of Law 4412/2016 (article 77, para. 1c, concerning



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the participation of economic operators; if the design under assignment falls under more categories, all categories should be covered cumulatively). Kindly clarify whether the competence to exercise professional activities, specified in article 20.1, must be met by each member of the association or whether it can be meet cumulatively.

Response 20

The reasons for disqualification, as specified under article 19, apply for each economic operator. The competence to exercise professional activities specified under article 20.1 must be met by each member of the association for the category/ categories of article 11.4, in which each member of the association participates.

Question 21

Further to the above and in line with article 19, Law 4412/2016 which provides that *The requirements of paragraphs 3 (Credit and Financial Efficiency) and 4 (Technical and professional competence), article 75, suffice to be met by one of the members of the association.* In line with the provisions of article 19 and the implementation of article 305, kindly clarify whether it suffices for the financial efficiency specified in para. 20.3 of the Invitation to be met by one of the members of the association or cumulatively.

Response 21

Kindly see Clarifications B1.2, Chapter B of this document.

Question 22

Paragraph 20.1.1.3 refers to the correspondence with respective design categories, as per article 39 of L. 3316/2005. On the one hand, this results in more combinations of executives with specific years of experience as compared to the referenced ones and on the other hand, the described executives do not correspond to the Table of Specialized Personnel of para. 11.2 (for example, in the Table of Specialized Personnelnly two Geologists are required with over 12 years of experience, a fact which does not correspond to class E or to the combination of executives as specified in para. 20.1.1.1 and 20.1.1.3 for for Geological Designs category). Kindly provide more data and clarifications.

Response 22

In line with para. 20.2.1 of the Invitation to Tender "...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". Therefore, acceptable are more combinations of executives with specific years of experience.

In addition, it is clarified that the requirements of para. 20.2.1 of the Invitation concern the executives of the economic operators participating in the Tender and not the persons described in the Table of para. 11.2 of the Invitation.

Finally, in line with the pre-estimated fees included in article 11.4 of the Invitation, the minimum levels of technical competence per design category have been set.

Question 23

In line with paragraph 21.2.3, holders of individual designer licenses non incorporated in the license of the Bidder, shall be considered as "third-party" resources, even if they have a certain kind of cooperation with the Bidder. In foreign companies, staff is working either under an employment relationship or under a scheme of permanent cooperation and the notion of incorporation of an individual designer license does not exist. Kindly clarify with regard to foreign companies which staff is considered as manpower or which personnel does not form part of the company (third-party resources).



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Response 23

In foreign companies, manpower is considered to be the personnel with an employment relationship with the company.

Question 24

Kindly describe the procedure related to the submission of the ESPD by foreign economic operators and how their digital signature is certified.

Response 24

The procedure for filling and submitting the ESPD is stated in article 21.1.1.1.2 and applies to Greek and foreign bidders. The digital signature of foreign candidates is certified through the system, as the case is for Greek bidders.

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B. CLARIFICATIONS ON THE TENDER DOCUMENTS

B1. INVITATION TO TENDER B1.1 Article 20.1

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
 - 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 <u>in the design category / categories of article 11.4 herein and must possess licenses for the design categories stipulated in paragraph 2.1.1 above,</u>

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



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- Bidders seated in member-states of the EFA 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, 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;
 - 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 designers of more extensive experience are available, the requirements pertaining to the inferior experience are reduced respectively. The total resulting equivalent manpower must correspond to the stipulations of paragraphs 4 and 6, article 39 L.3316/2005.

B1.2 Article 20.2

20.2 Special Technical and Professional Competence

20.2.1 Each economic operator, participating in the tendering process, must, as a minimum, possess manpower experienced in the respective design categories of paragraph 11.4, per article 39, Law 3316/05, as follows:



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- 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 and one (1) executive of eight years of experience and four (4) executives of four years of experience in the subject category;
- For design category 9 "Mechanical, Electrical and Electronic Designs", at least two (2) executives of twelve years of experience and one (1) executive of eight years of experience and four (4) executives of four years of experience in the subject category;
- For design category 10 "Transportation Works and Traffic Designs", at least two (2) executives of twelve years of experience and one (1) executive of eight years of experience and four (4) executives of four years of experience in the subject category:
- For design category 21 "Geotechnical Designs and Surveys", at least two (2)
 <u>executives of twelve years of experience and one (1) executive of eight (8)</u>
 years of experience and four (4) executives of four (4) years of experience in
 <u>the subject category</u>;
- For design category 20 "Geological, Hydrogeological and Geophysical Designs and Surveys", at least two (2) executives of twelve years of experience and one (1) executive of eight years of experience and four (4) executives of four years of experience in the subject category.

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

In case of an association, it suffices that the aforementioned requirement be covered by one member of the association for the category / categories stipulated in article 11.4 in which each member of the association participates.

Similar Services

20.2.1 20.2.2

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 20.2.3

"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



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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 posses and which is submitted y the lowest bidder at the award stage (article $\frac{23.2.2.1}{23.2.2.1}$ 23.2.2.1(β) herein).

20.2.4

As regards the calculation of the experience in relation to the length of the metro line (article 20.2.2 20.2.3), 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**.

In case of an association, the aforementioned requirement can be covered cumulatively by its members.

B1.3 Article 23.2.1

- 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 categories (article 11.4 of this document) 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 category and class equivalent to the ones stated in the designs of paragraph 20.1.1 above.
- 23.2.1.3 In case the provisional contractor falls under the stipulations of paragraph 20.1.1.3, he shall submit:



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- a) Practice license. certificate of registration i.e. а 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 <u>Documentation related to the special technical and professional competence, stipulated in article 20.2</u>
- 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.
 - (a) In order to prove the competence required by article 20.2.1 herein:
 - (a1) If the provisional contractor belongs to the case of paragraph 20.1.1.1, then he must submit a license in the required design categories, which shall be the evidence of the information it contains, or, in case the requirements are not fulfilled, then he must submit the back up documentation referred to in paragraph 23.2.2.1 (a3).
 - (a2) If the provisional contractor belongs to the case of paragraph 20.1.1.2., then he must submit the statements and the registration certificates described in Annex XI Appendix A of L. 4412/2016, on the basis of which it must be presumed that the requirements are fulfilled; in case the requirements are not fulfilled, then the provisional contractor must submit the back up documentation referred to in paragraph 23.2.2.1 (a3).
 - (a3) If the provisional contractor belongs to the case of paragraph 20.1.1.3 and is not registered in official lists, then he must submit a legal declaration certificate of the legal representative of the foreign bidder (either as a self-standing entity or as a member of a joint venture or consortium), whereby it should be stated that he (the provisional contractor) has the necessary personnel possessing both the specialties and experience stipulated in the Invitation to Tender (article 20.2.1 herein), stating at the same time the names, specialty and the years of experience of the aforesaid personnel.
 - (b) For the provision of similar services (paragraph 20.2.1 paragraph 20.2.2):



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B2.	TECHNICAL INFORMATION ABOUT THE CONSULTANT PERSONNEL AND SERVICES
B2.1	Article 2
2.2.1	Research Work and Designs
	 Design – Construction of shafts and/or tunnels for the structural monitoring and support, as required, of KAA during the EPB – TBM passage underneath it and reinstatement of these shafts – tunnels upon completion of works to their prior condition.
2.2.4	Civil Works
	Tunnels The tunnels shall be constructed in the following ways: