

1	CONTRACTING ENTITY	
1.1	Official name:	Athens International Airport S.A.
1.2	Postal address:	Administration Building (17)/ Procurement Department 190 19 Spata, Greece
1.3	Contact point:	Telephone: +30 210 35 36 490 E-mail: Procurement@aia.gr
1.4	General internet address:	http://www.aia.gr/company-and-business/business/current-tenders/

2	OBJECT OF THE CONTRACT	
2.1	Title:	ADVISORY SERVICES FOR EU PROJECTS
2.2	Type of contract:	Service
2.3	Description:	<p>Athens International Airport S.A. (hereinafter called "AIA") in compliance with the Airport Development Agreement as ratified by Law 2338/1995 (Government Gazette A'202/14.09.95), as amended and ratified by virtue of Law 4594/2019, Government Gazette A'29/19.2.2019) and 5080/2024, Government Gazette A' 4/ 16.1.2024 (thereafter "ADA") is inviting independent external consultants for providing the Services in title at Athens International Airport "Eleftherios Venizelos".</p> <p>AIA requires to select independent individual external consultants as advisors to form a registry of external collaborators under three (3) separate categories for the implementation of Actions of European Projects and Programs, in which AIA participates, in order to provide support for the successful implementation of the European projects' tasks, under AIA's supervision.</p> <p>More details are included in the Tender Documents.</p>
2.4	Lots:	Tenderers can participate in up to eleven different categories.
2.5	Information about options:	N/A
2.6	Duration of the contract:	Commence: Relevant notification – Completion: Four (4) years thereafter
2.7	Renewals:	This contract is subject to a possible renewal of two (2) additional years.
2.8	Estimated contract value:	Not Available

3	CONDITIONS FOR PARTICIPATION	
3.1	Personal situation of economic operators:	Tenderers shall submit a solemn declaration for non-conviction. More details are included in the Tender Documents.
3.2	Information for evaluating if the requirements are met:	Applicants will be assessed and pre-selected on the basis of equal opportunities. Their declaration under 3.1 will be assessed on a go/ no-go basis. More details are included in the Tender Documents.
3.3	Execution of the service is reserved to a particular profession:	No

4	PROCEDURE		
4.1	Type of procedure:	Open	
4.2	Award criteria (applied to each category separately):	The most economically advantageous tender proposal in terms of the criteria stated below.	
		Technical Award Criteria – 60%	
		1. Experience in participating to EU's Research and Innovation programs. (list of projects and description of their role/contribution to be included with the candidates' CVs that will submitted)	
		2. Preferably a postgraduate degree or candidate, in the subject matter areas of expertise (par. 3.1 of the scope of services).	
		3. Participation in HORIZON or SESAR research projects as a task leader or deliverable writer for the respective fields in the aforementioned subject matter areas of expertise (par. 3.1 of the scope of services) will be highly desirable.	
		4. Excellent Knowledge of the English language attested by a proficiency degree in English or an academic degree such as Bachelor's, Master's or PhD from an English speaking University.	
		Financial Award Criteria – 40%	
		Average man-person rate for the first two two-year periods	
		More details of the procedure for selection of the up to three (3) advisors per category, based on the above criteria, are provided in the Tender Documents.	
4.3	Time limit for requesting Tender Documents:	N/A	
4.4	Time limit for receipt of tender Proposals:	26/7/2024	15:00
4.5	Language(s) in which tenders or requests to participate may be drawn up:	a) All documents submitted in this tender are to be in the English language; b) In case of Tenderers which their corporations are established or operating in Greece, copies of certificates and documents issued by judicial, administrative or competent authorities in Greece together with the Board of Directors decisions and audited financial statements may be submitted only in the Greek language; c) In case of Tenderers that are not established in Greece, copies of certificates and documents issued by competent, administrative or judicial authorities, in accordance with the laws of the Tenderer's country, shall be submitted together with an official translation in the English language. d) In case some of the certificates and documents that are required under any clause of the Tender Documents are not issued by competent, judicial or administrative authorities in the country of origin of the Tenderers, then the Tenderers shall submit a solemn declaration by their legal representative, with an official translation in the English language attached.	
4.6	Minimum time frame during which the tenderer must maintain the tender:	Six (6) months	

5 COMPLEMENTARY INFORMATION																		
5.1	Additional information:	<p>All parties interested in receiving the relevant Tender Documents are invited to participate in the following process: Applicants are requested to submit a written application by email to Procurement@aia.gr. The written application should bear the project title and the indication 'Application'. In this application the following table must be provided filled-out:</p> <table border="1" data-bbox="643 477 1501 875"> <thead> <tr> <th colspan="2">DETAILS OF APPLICANT AND CONTACT PERSON</th> </tr> </thead> <tbody> <tr> <td>Project Title</td> <td>ADVISORY SERVICES FOR EU PROJECTS</td> </tr> <tr> <td>Category/ies <i>(To be detailed by applicants as to which categories they are applying)</i></td> <td></td> </tr> <tr> <td>Applicants name</td> <td></td> </tr> <tr> <td>Applicant's Address</td> <td></td> </tr> <tr> <td>Phone</td> <td></td> </tr> <tr> <td>Mobile</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </tbody> </table> <p>Following the submission of their written application, Applicants will receive the access details to the Tender Documents by email in order for them to prepare and submit their Proposals within the time schedule stated under Section 4.4 of this Contract Notice.</p> <p>The contract will be subject to Greek law.</p> <p>AIA reserves the right not to proceed with the contract at any stage of the tender process and applicants shall not be entitled to any compensation.</p> <p>More details are provided in the Tender Documents.</p>	DETAILS OF APPLICANT AND CONTACT PERSON		Project Title	ADVISORY SERVICES FOR EU PROJECTS	Category/ies <i>(To be detailed by applicants as to which categories they are applying)</i>		Applicants name		Applicant's Address		Phone		Mobile		Email	
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5.2	Procedures for appeal:	<p>Applicants have the right to file an objection on AIA's award decision. Such objection shall be submitted in writing within ten (10) calendar days from receiving the official announcement of the tender result, addressed to the person named in Section 1 above, specifying the legal and factual grounds that justify their objection. The submitted objection will be examined by AIA's Objections Committee.</p>																
5.3	Body responsible for mediation procedures:	<p>Athens Mediation and Arbitration Organization («EODID») Nomiki Vivliothiki, Mavromixali street 23 Telephone: +30 210 3678910</p>																