

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:	HUMAN CAPITAL MANAGEMENT SOLUTION
2.2	Type of contract:	Project
2.3	Description:	<p>Athens International Airport S.A. (hereinafter called "AIA") in compliance with Article First of the Greek Law 2338/1995, which ratified the Airport Development Agreement dated 31st July 1995 (Government Gazette A' 202/14.09.1995), ratified by Law 2338/1995 and as amended and ratified by virtue of Laws 4594/2019 (Government Gazette A' 29/19.2.2019) and 5080/2024, Government Gazette A' 4/ 16.01.2024, is inviting companies or groups of economic operators to tender for the Project in title at Athens International Airport "Eleftherios Venizelos".</p> <p>AIA requires to engage with a Contractor for the supply, configuration, maintenance, and support services of a Human Capital Management Platform under a Software as a Service (SaaS) provision model. Human capital management includes a series of administrative and strategic applications:</p> <ul style="list-style-type: none"> • Recruitment • Onboarding-Offboarding • Time and attendance • Compensation • Benefits • Talent Management • Training • Workforce Planning • Reporting and analytics • Compliance <p>More details are included in the Tender Documents.</p>
2.4	Lots:	This contract is not divided into lots.
2.5	Information about options:	Not Applicable
2.6	Duration of the contract:	Implementation and five (5) years maintenance
2.7	Renewals:	Not Applicable
2.8	Estimated contract value:	€2,000,000

3 LEGAL, ECONOMIC AND FINANCING INFORMATION		
3.1	Deposits and guarantees:	Applicants will be asked to submit, with their proposals, a Participation Bond, to be returned in accordance with the terms and conditions of the Tender Documents. The awarded contractor will be required to submit a Performance Bond, upon signing of the contract. Details and prerequisites are provided in the Tender Documents.
3.2	Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:	As detailed in the Tender Documents.
3.3	Legal form to be taken by the group of economic operators to whom the contract is to be awarded:	In case applicants form and participate in the tender as a group of economic operators, they may be requested to either execute a binding consortium consolidation deed or to form a capital company, prior to contract award, with joint and several liability. More details are included in the Tender Documents.
3.4	Other particular conditions:	None

4 CONDITIONS FOR PARTICIPATION		
4.1	Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:	As detailed in the Tender Documents.
4.2	Economic and financial ability:	<p>A. Tenderers' financial ability in relation to the Project's anticipated maximum annual outflow (estimated at € 0.6 Mil for 2025) as proven by the last fiscal year's (2023) audited Financial Statements (i.e., Balance Sheet, Income Statement, Cashflow Statement), the notes of the financial statements and the chartered auditor's report.</p> <p>B. Tenderers' financial standing as derived from the submitted audited Financial Statements (i.e., Balance Sheet, Income Statement, Cashflow Statement) the notes of the financial statements and the chartered auditor's report, for each of the previous three (3) fiscal years i.e., 2021, 2022, 2023; and a bank reference in the form of letter issued by the Tenderer's bank.</p> <p><u>Note:</u> AIA reserves the right to request and receive, by lawfully operating specialized service providers, correct and up-to-date information about the credit and generally financial situation of the respective tenderers, both at pre and post contractual phases, in its legitimate interest to ensure commercial loyalty, reliability and security of transactions. Tenderers are hereby informed that the processing of any personal data, is subject to the provisions of personal data protection legislation in force. Further information may be obtained under the link: https://www.aia.gr/company-and-business/business/privacy-notice-business-partners, being an integral part of the Tender Documents.</p> <p>More details are included in the Tender Documents.</p>

4.3	Technical Ability:	<ul style="list-style-type: none"> • Proof of experience, in a form of a client attestation (indicating the year, the size of the project, the contract value etc.), of at least one (1) completed project currently in operation, of similar scope and size (more than 800 users), during the last five (5) years. The Human Capital Management (HCM) solution deployment previously mentioned, should include the Vendor's proposed tool which will be offered at the Technical Proposal. • Tenderer's proposed technical solution must comply with the following criteria: <ul style="list-style-type: none"> ○ The Human Capital Management solution must be cloud hosted and offered as Software as a Service (SaaS); ○ The Human Capital Management platform must incorporate all relevant modules [Organizational structures and data, Core HR records and Employee data, Employee and Manager self-service, Time & Attendance (reporting), Scheduling, Leave Management (Leave and Absences), Profiles, Compensation, Benefits administration, Recruiting, Career Management, Performance Management, Succession Planning, Training Management, Payroll Administration as described in the SoW of the RFP documents.
4.4	GDPR Compliance	<p>A solemn declaration by the Tenderers' legal representative that they are fully aware and comply with GDPR regulation (EU 679/2016).</p> <p>More details are included in the Tender Documents.</p>
4.5	Information for evaluating if the requirements are met:	<p>Applicants will be assessed and pre-selected on the basis of equal opportunities. Their professional credentials and reliability, as well as their economic and financial ability under 4.2, their technical ability under 4.3 and the GDPR compliance under 4.4, will be assessed on a go/ no-go basis.</p> <p>More details are included in the Tender Documents.</p>
4.6	Execution of the service is reserved to a particular profession:	No
4.7	Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:	Yes

5	PROCEDURE							
5.2	Award criteria:	<p>The most economically advantageous tender proposal in terms of the criteria stated below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Technical Award Criteria</th> </tr> <tr> <td style="width: 80%;">B1. Degree of alignment with AIA's General and Functional requirements</td> <td style="text-align: center; vertical-align: top;">20%</td> </tr> <tr> <td colspan="2"> <p>Rating of proposal regarding conformance with AIA's general & functional requirements. (i.e., taking into consideration, percentage match with AIA's functional requirements, should not exceed 10 % (percent) of development/ customization required).</p> </td> </tr> </table>	Technical Award Criteria		B1. Degree of alignment with AIA's General and Functional requirements	20%	<p>Rating of proposal regarding conformance with AIA's general & functional requirements. (i.e., taking into consideration, percentage match with AIA's functional requirements, should not exceed 10 % (percent) of development/ customization required).</p>	
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		<p>B2. Degree of alignment with AIA's Technical & Security Requirements Rating of proposal regarding conformance with AIA's Technical & Security requirements</p>	5%
		<p>B3. Methodology - Project Team Structure and Experience Provision of an implementation methodology covering all aspects of the required execution of the project (including the Project Time & migration Plan). Project team structure and experience in projects of similar scope and criticality. The involved personnel qualifications, related experience proven by the submitted CVs, taking into consideration the project specifics.</p>	15%
		Financial Award Criteria	
		Present Value (PV) figure and the Reverse Proportion Formula derived from the supply and implementation and five (5) years support and maintenance.	60%
5.3	Proof of Concept:	N/A	
5.4	Information about electronic auction:	An electronic auction will not be used.	
5.5	Time limit for requesting Tender Documents:	N/A	
5.6	Time limit for receipt of tender Proposals:	04/03/2025	15:00
5.7	Language(s) in which tenders or requests to participate may be drawn up:	<p>a) All documents submitted in this tender are to be in the English language;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
5.8	Minimum time frame during which the tenderer must maintain the tender:	Six (6) months	
6	COMPLEMENTARY INFORMATION		
6.1	This is a recurrent procurement:	No	

6.2	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="643 418 1500 851"> <thead> <tr> <th colspan="2" data-bbox="643 418 1500 483">DETAILS OF APPLICANT AND CONTACT PERSON</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 483 1080 517">Project Title</td> <td data-bbox="1080 483 1500 517"></td> </tr> <tr> <td data-bbox="643 517 1080 582">Company or group of economic operator name</td> <td data-bbox="1080 517 1500 582"></td> </tr> <tr> <td data-bbox="643 582 1080 616">Company Address</td> <td data-bbox="1080 582 1500 616"></td> </tr> <tr> <td data-bbox="643 616 1080 649">Title (Mr/Ms)</td> <td data-bbox="1080 616 1500 649"></td> </tr> <tr> <td data-bbox="643 649 1080 683">Contact person Name</td> <td data-bbox="1080 649 1500 683"></td> </tr> <tr> <td data-bbox="643 683 1080 716">Contact person Surname</td> <td data-bbox="1080 683 1500 716"></td> </tr> <tr> <td data-bbox="643 716 1080 750">Corporate title</td> <td data-bbox="1080 716 1500 750"></td> </tr> <tr> <td data-bbox="643 750 1080 784">Phone</td> <td data-bbox="1080 750 1500 784"></td> </tr> <tr> <td data-bbox="643 784 1080 817">Mobile</td> <td data-bbox="1080 784 1500 817"></td> </tr> <tr> <td data-bbox="643 817 1080 851">Email</td> <td data-bbox="1080 817 1500 851"></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 5.6 of this Contract Notice.</p> <p>For requirements relating to the economic and financial capacity and/or the technical and/or the professional abilities of the applicant, the latter may where appropriate rely on the capacity of other entities in accordance with the details set in the Tender Documents.</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		Company or group of economic operator name		Company Address		Title (Mr/Ms)		Contact person Name		Contact person Surname		Corporate title		Phone		Mobile		Email	
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6.3	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>																						
6.4	Body responsible for mediation procedures:	<p>Athens Mediation and Arbitration Organization («EODID») Nomiki Vivliothiki, Mavromixali street 23, Telephone: +30 210 3678910</p>																						