

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:	FORECOURT SERVICES (OPERATION OF THE AIRPORT'S CURBSIDE & WIDER LANDSIDE AREA)
2.2	Type of contract:	Services
2.3	Description:	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 31 st 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 Services in title at Athens International Airport "Eleftherios Venizelos". AIA requests the appointment of a Contractor for the Operation of the Airport's Curbside and the wider landside area. More details are included in the Tender Documents.
2.4	Lots:	This contract is not divided into lots.
2.5	Information about options:	Not Applicable
2.6	Duration of the contract:	Two (2) years
2.7	Renewals:	Not Applicable
2.8	Estimated contract value:	Not Available

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	Financial standing:	<p>A. Tenderers' financial ability in relation to the Services' anticipated maximum annual outflow (estimated at €1,1m for 2026) 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>Note: 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	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 financial standing under 4.2, will be assessed on a go/ no-go basis.</p> <p>More details are included in the Tender Documents.</p>
4.4	Execution of the service is reserved to a particular profession:	No
4.5	Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:	Yes

5	PROCEDURE		
5.1	Type of procedure:	Open	
5.2	Award criteria:	The most economically advantageous tender proposal in terms of the criteria stated below.	
		Technical Award Criteria	
		B1. Compliance with the Scope of Services The technical evaluation will be based on compliance with the provided Scope of Services.	Go/ No-Go
		Financial Award Criteria	
		C1. Management Fee for the Curbside Operation Services The preferred bidder will be selected based on the lowest financial proposal of the technical accepted tenderers.	100%

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:	04/07/2024	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><tr><th colspan="2">DETAILS OF APPLICANT AND CONTACT PERSON</th></tr><tr><td>Project Title</td><td></td></tr><tr><td>Company or group of economic operator name</td><td></td></tr><tr><td>Company Address</td><td></td></tr><tr><td>Title (Mr/Ms)</td><td></td></tr><tr><td>Contact person Name</td><td></td></tr><tr><td>Contact person Surname</td><td></td></tr><tr><td>Corporate title</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></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>	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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		<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 appropriately 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>
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>