

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 37 159 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:	General and Aviation Liability Insurance Services
2.2	Type of contract:	Services
2.3	Description:	Athens International Airport S.A. (hereinafter called "AIA") in compliance with the Airport Development Agreement (ADA) as ratified by Law 2338/1995 (Government Gazette A'202/14.09.95) is initiating a tender by inviting Expressions of Interest from suitably qualified and experienced organizations, in order to award a "Leading Insurer" and/ or "Following Insurers" that will undertake the General & Aviation Liability Insurance Services. Underwriting information and the required draft insurance policies/ scope of cover will be dispatched with the tender documents to the applicants that will be short-listed for the second phase of the tender. Short-listed applicants interested in becoming "Leading Insurer" will have to submit in the second phase of the tender their quotations supplemented by the proposed deviations (if any) to the required policies wording. AIA will select the best proposal based on the established criteria and negotiate, if necessary, to finalize the terms. That finalized quotation may then (at AIA's discretion) be presented to other short-listed applicants to participate as "Following Insurers", so that full insurance coverage is attained. Further details will be provided in the tender documents to be provided to the short-listed applicants.
2.4	Lots:	This contract is not divided into lots
2.5	Information about options:	Extendable or renewable duration of the contract for an additional period of up to twelve (12) months at terms and conditions to be agreed between AIA and the awarded Insurer(s) and Co-Insurer(s). Said option may be exercised at least six (6) months prior to the expiry of the contract.
2.6	Duration of the contract:	Starting: 28/03/2019 - Completion: 28/03/2020
2.7	Renewals:	This contract is subject to one possible renewal 12 months from the award of the contract.
3	LEGAL, ECONOMIC AND FINANCING INFORMATION	
3.1	Deposits and guarantees:	Not applicable
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:	Should a group of economic operators bid for either being awarded as Leader or Follower, same, prior to contract award, it should execute a notarial deed, forming, thereby a consortium, stating, among others, their share of participation and the tasks and functions that shall be undertaken by each of them in the execution of their respective role, as well as their explicit declaration assuming joint and several liability towards AIA in the provision of the Services. However, should a co-insurance scheme be formed, the Co-insurers (Leader and/ or Followers) that, upon AIA's decision, will finally participate in the policy are not considered to be a group therefore the liability of each participant in the co-insurance scheme is proportional and limited to their share of the co-insurance.
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:	<p>Each applicant is not allowed to participate in the tender more than once (either individually, or in parallel through an affiliate or subsidiary company, or in parallel as a member of more consortia than one). Applicants through an insurance agent will not be accepted. Documents required under this section <u>should be submitted</u> by all applicants (in case of a consortium by each individual member).</p> <ol style="list-style-type: none"> 1. Company profile and organizational structure of applicant (s), link with parent company and/ or other group of consortium members (if applicable) and clear indication whether the applicant is interested to be 'Leader' and/ or 'Follower', or only 'Follower'. The applicants that intend to form or participate in a consortium should clearly state the share of their participation together with the tasks and functions to be undertaken by each one of them. Applicants must indicate the names and professional qualifications of the staff that will provide the Services. In case that an applicant is connected with any of the shareholders of AIA, or with any person connected or controlled by AIA, as defined and within the meaning of the Airport Development Agreement (ADA, Article 20.3), it should be clearly stated in its submitted documents. 2. Certificate of enrolment with the professional or trade register under the conditions laid down by the laws of the country in which the applicant is established. As well as certificate from the competent supervising authorities i.e Bank of Greece or its equivalent in EU. 3. The identification form at the last page of this contract notice. 4. Valid certificates issued by the competent authorities in the country in which the applicant is established or a solemn declaration, made before a duly administrative authority or notary, proving that: <ol style="list-style-type: none"> a) the undersigned is the legal representative of the applicant, b) the applicant has fulfilled its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, c) the applicant is not in and has not had commenced against it any procedure seeking to place it in bankruptcy, liquidation, suspension of operations, clean start up procedure under Article 99 of L3588/ 2007 (or voluntary arrangement), obligatory administration, receivership, or any other equivalent situation in accordance with the legal provisions of the country in which it is established, and d) the person(s) that legally bind the applicant has/ have not been convicted in the last decade, as of the date of issuance of the tender documents, for illegal trade, human trafficking, murder, fraud, robbery, forgery, theft, breach of provisions which concern the customs and preservation of national currency legislation, as well as for attempting the abovementioned crimes. 		
4.2	Economic and financial ability:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="638 1680 933 2143" style="width: 50%; vertical-align: top;"> <p>Proof <u>must be provided</u> by the applicants of their financial performance as indicated by the submitted to AIA:</p> </td> <td data-bbox="941 1680 1508 2143" style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Audited accounts of the previous five (5) financial years (i.e. annual financial reports for each year, including audited financial statements (Balance Sheet, Income Statement, Cash Flow Statement), the notes of the financial statements and the auditor's report). 2. Rating from Credit Rating Agents (Standard & Poor's, Moody's or by other equivalent credit rating agent). <p style="text-align: right;">Weight Factor: 60%</p> <ol style="list-style-type: none"> 3. Applicants' turnover. </td> </tr> </table>	<p>Proof <u>must be provided</u> by the applicants of their financial performance as indicated by the submitted to AIA:</p>	<ol style="list-style-type: none"> 1. Audited accounts of the previous five (5) financial years (i.e. annual financial reports for each year, including audited financial statements (Balance Sheet, Income Statement, Cash Flow Statement), the notes of the financial statements and the auditor's report). 2. Rating from Credit Rating Agents (Standard & Poor's, Moody's or by other equivalent credit rating agent). <p style="text-align: right;">Weight Factor: 60%</p> <ol style="list-style-type: none"> 3. Applicants' turnover.
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			Weight Factor: 10%
4.3	Technical capacity:	Proof <u>must be provided</u> by the applicants of their technical and operational capacity as indicated by the submitted to AIA:	<p>1. Recent (last 5 years) experience in Risks of similar scope and size, preferably for International Airports.</p> <p style="text-align: right;"><i>Weight Factor: 20%</i></p> <p>2. Qualifications of the project team involved from the Insurer's side.</p> <p style="text-align: right;"><i>Weight Factor: 10%</i></p>
4.4	Information for evaluating if the requirements are met:	<p>Applicants will be assessed and pre-selected on the basis of equal opportunities.</p> <p>Their professional credentials and reliability under section 4.1 will be assessed on a go/ no-go basis.</p> <p>Applicants' economic and financial capacity and their technical capacity will be evaluated on the criteria under sections 4.2 and 4.3 respectively and the threshold for the qualitative selection is set at 50%.</p>	
4.5	Execution of the service is reserved to a particular profession:	The awarded Insurer(s) and Co-Insurer(s) should be duly established and operating insurer(s) registered in Greece or in EU in accordance with applicable legislation.	
4.6	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:	Negotiated	
5.2	Award criteria:	The most economically advantageous based on:	<p>The criteria detailed in the tender documents that will be provided to the shortlisted companies.</p> <p style="text-align: right;">%</p>
5.3	Information about electronic auction:	An electronic auction will not be used	
5.4	Time limit for receipt of Expressions of Interest:	08/10/2018	15:00
5.5	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 for applicants 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 applicants are not established in Greece, copies of certificates and documents issued by competent, administrative or judicial authorities, in accordance with the laws of the applicants' country, shall be submitted together with an official translation in the English language.</p>	

6		COMPLEMENTARY INFORMATION	
6.1	This is a recurrent procurement:	Yes	Yearly
6.2	Additional information:	<p>Documents required under the 'Conditions for Participation' section should be submitted by all applicants (in case of a consortium by each individual member).</p> <p>The Expression of Interest statement (cover letter signed by the representative(s) of each organization) and all requested documents must be submitted in three (3) copies, one (1) hard copy clearly marked and initialed as "Original" and two (2) soft copies (CD) in a sealed envelope, carrying the indication "Expression of Interest for General and Aviation Liability Insurance Services", to be sent to: Athens International Airport S.A., Administration Building (17), Procurement Department, for the attention of Mr. S. Lountzis, GR-Spata 190 19.</p> <p>AIA's policy is to introduce competition in the provision of insurance cover through the award to multiple Co-Insurers.</p> <p>AIA reserves the right to alter the terms and conditions of the required insurance as well as to decide on the number of different concepts or number of Insurers during the tender.</p> <p>Applicants may be requested to supply additional information and attend an interview.</p> <p>AIA reserves the right not to proceed with the contract at any stage of the tender process and the applicants shall not be entitled to any compensation.</p> <p>The contract will be subject to Greek Law.</p>	
6.3	Lodging of appeals:	<p>Applicants, have the right to file an objection on AIA's award decision. Such objection shall be submitted in writing within ten (10) 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 Chamber of Commerce and Industry 7 Akadimias Street 106 71 Athens Greece</p> <p>Telephone: +30 2103604815-19 E-mail: info@acci.gr Fax: +30 2103616464 Internet address: http://www.acci.gr/</p>	

IDENTIFICATION FORM	<i>In case of consortium to be completed separately by all members</i>
IDENTITY	
Name of the Tenderer	
Leader/Follower or Follower (please specify)	
Single entity or Consortium (please specify) *in case of consortium the share of participation must be indicated	
Registered name of the company	
Legal/trading status of the company (e.g. Société anonyme, limited, etc.)	
Name of immediate parent company	
Name of ultimate parent company	
Corporate relation with other member(s) in case of consortium/ joint venture	
VAT number	
Tax Office	
ADDRESS	
Address of registered office of the company	
Administrative address of the company for the purposes of this tender (if different)	
AUTHORISED CONTACT PERSON	
Title (Mr/Ms)	
First name	
Surname	
Corporate title	
Telephone number:	
Mobile number:	
E-mail address:	
AUTHORISED LEGAL REPRESENTATIVE	
Name of legal representative of the company authorised to sign contracts with other parties (as evidenced by the company's constitutional documents or a relevant Extract Decision, to be attached to this form)	