

Piraeus, 06/06/2025

**INVITATION FOR SUBMITTING OFFERS**  
**“LARGE CAPACITY PRINTERS TECHNICAL SUPPORT AND PROVISION OF CONSUMABLES FRAME AGREEMENT”**

### 1. Introduction

Piraeus Port Authority S.A. invites interested and eligible candidates for the “**LARGE CAPACITY PRINTERS TECHNICAL SUPPORT AND PROVISION OF CONSUMABLES AGREEMENT**” according to this invitation terms and its Annexes. The purpose of this call is the provision of technical support and consumables, according to the compliance table which is included in ANNEX B herein, for ten printers that are described in ANNEX C herein, under an one-year frame agreement, with an optional for PPA S.A. one plus one years renewal starting from the signing of the respective contract (total 2 years optional renewal). The printers are fully operational and free for inspection. Budgeted amount for one year is **14,000 €** without VAT.

### 2. Award Criterion

The lowest offered total annual cost as depicted in Annex C.

### 3. Offer Submission

Interested parties are invited to submit their offer in digital form at the following email address: [procurement@olp.gr](mailto:procurement@olp.gr) until **Wednesday 25 June 2025 at 15:00**. Late submissions will not be accepted.

Offer submission will be completely electronically through email as follows:

Each offer should consist of two (2) individual folders:

- a) the technical offer and b) the financial offer.

Both folders will be protected with separate/different passwords which will be sent to PPA separately at each evaluation stage of the tender to a specific e-mail which will be notified by the PPA to all participants.

The offers' files only (not the passwords) should be sent directly to Procurement Department by the candidates at [procurement@olp.gr](mailto:procurement@olp.gr) before the tender's expiry deadline with the indication: “**LARGE CAPACITY PRINTERS TECHNICAL SUPPORT AND PROVISION OF CONSUMABLES FRAME AGREEMENT**”.

The maximum acceptable size of each electronic folder should be 10 Mbytes, while the acceptable type of offers' compression is .zip (not .rar).

On the date and time of each evaluation stage (technical, financial), the requested passwords only (different password for each stage) should be sent to a group mail which will be notified by the PPA to all participants in due time upon relevant request from PPA.

Interested Parties may receive additional information or clarifications in relation to this Invitation until 3 days included, prior to the expiry of the invitation by submitting questions via email to Procurement Dpt. to the following email address: [procurement@olp.gr](mailto:procurement@olp.gr).

Within the technical offer the following must be included: (ON/OFF criteria).

1. A Solemn Declaration according to Annex A or via gov.gr accompanied by a Detailed Certificate of Representation from Hellenic Business Registry (GEMI)
2. Compliance Table properly filled according to Annex B
3. Company's Profile presentation
4. Authorized service center Certificate

Within the Financial offer the following must be included:

1. Financial Offer according to Annex C properly signed.

#### **4. Payment Terms:**

Monthly installments based on actual consumption, paid within 60 days upon invoicing and acceptance of the appropriate body.

#### **5. Letter of Guarranty for Proper Operation**

A Good Performance Letter of Guarantee for the proper service implementation of agreed terms upon signing the Contract is required. The Good Performance Guarantee Letter must be issued in accordance with the template of Annex D of this Call for Tender by an Eligible Bank in favour of PPA for an amount equal to 10 % of the budgeted contractual amount VAT excluded. No Contract will be signed unless the good performance guarantee is delivered to PPA. The Good Performance guarantee will be returned upon contract's duration expiration (1 years duration) after the successful delivery of all services and the signature of the protocol of receipt by PPA.

#### **6. General Terms and remarks**

All general terms and remarks apply according to Annex C Financial Offer / Terms and conditions.

**Annex A:** Solemn declaration

**Annex B:** Compliance Table

**Annex C:** Financial Offer Form

**Annex D:** Form of good performance bank guarantee



## ANNEX A

### ΥΠΕΥΘΥΝΗ ΔΗΛΩΣΗ

(άρθρο 8 Ν.1599/1986)

Η ακρίβεια των στοιχείων που υποβάλλονται με αυτή τη δήλωση μπορεί να ελεγχθεί με βάση το αρχείο άλλων υπηρεσιών (άρθρο 8 παρ. 4 Ν. 1599/1986)

ΠΡΟΣ <sup>(1)</sup> :	ΟΛΠ Α.Ε. / Τμήμα Προμηθειών						
Ο – Η Όνομα:				Επώνυμο:			
Όνομα και Επώνυμο Πατέρα:							
Όνομα και Επώνυμο Μητέρας:							
Ημερομηνία γέννησης <sup>(2)</sup> :							
Τόπος Γέννησης:							
Αριθμός Δελτίου Ταυτότητας:				Τηλ:			
Τόπος Κατοικίας:			Οδός:			Αριθ:	TK:
Αρ. Τηλεομοιοτύπου (Fax):				Δ/ση Ηλεκτρ. Ταχυδρομείου (Email):			

Με ατομική μου ευθύνη και γνωρίζοντας τις κυρώσεις <sup>(3)</sup>, που προβλέπονται από τις διατάξεις της παρ. 6 του άρθρου 22 του Ν. 1599/1986, δηλώνω ότι:

Όλα τα δικαιολογητικά που υποβάλλονται στην προσφορά μου “ **LARGE CAPACITY PRINTERS TECHNICAL SUPPORT AND PROVISION OF CONSUMABLES AGREEMENT** ” είναι πιστά αντίγραφα των πρωτότυπων εγγράφων (ή αντιγράφων που εκδίδονται ηλεκτρονικά μέσω της ιστοσελίδας της εκδίδουσας Αρχής) και ακριβή, και αναλαμβάνω την υποχρέωση να προσκομίσω τα πρωτότυπα έγγραφα σε περίπτωση που ο οριστώ ως Ανάδοχος.

Αποδέχομαι πλήρως όλους τους όρους και τις παρατηρήσεις που αναφέρονται στην αντίστοιχη Πρόσκληση και τα Παραρτήματα με τίτλο “ **LARGE CAPACITY PRINTERS TECHNICAL SUPPORT AND PROVISION OF CONSUMABLES AGREEMENT** ”. Σε περίπτωση μη συμμόρφωσης μου με τον υποβαλλόμενο από εμένα πίνακα συμμόρφωσης (compliance table) αποδέχομαι την απόρριψη της προσφοράς μου

(4)

Ημερομηνία: 2025

Ο – Η Δηλ.

(Υπογραφή)

(1) Αναγράφεται από τον ενδιαφερόμενο πολίτη ή Αρχή ή η Υπηρεσία του δημόσιου τομέα, που απευθύνεται η αίτηση.

(2) Αναγράφεται ολογράφως.

(3) «Όποιος εν γνώσει του δηλώνει ψευδή γεγονότα ή αρνείται ή αποκρύπτει τα αληθινά με έγγραφη υπεύθυνη δήλωση του άρθρου 8 τιμωρείται με φυλάκιση τουλάχιστον τριών μηνών. Εάν ο υπαίτιος αυτών των πράξεων σκόπευε να προσπορίσει στον εαυτόν του ή σε άλλον περιουσιακό όφελος βλάπτοντας τρίτον ή σκόπευε να βλάψει άλλον, τιμωρείται με κάθειρξη μέχρι 10 ετών.

## ANNEX B: COMPLIANCE TABLE

All printers will be included in a single annual technical support and provision of consumables contract with the following minimum terms and conditions:

#	SPECIFICATION	REQUIREMENT	RESPONSE
1	Only authorized service centers are eligible to bid.	YES	
2	The contract includes on-site technical support with parts and labor and all consumables, excluding paper and staples.	YES	
3	All parts and supplies must be the original of the printer's manufacturer.	YES	
4	Spare parts provided must be brand new to ensure the machines operate properly.	YES	
5	Services must include on-site repair of all failures as well as any necessary machine inspections or adjustments.	YES	
6	Services will be provided during PPA working hours (Mo-Fri 08:30-16:30).	YES	
7	The SLA will be based on repair by the next business day at the latest.	YES	
8	The contractor will remotely monitor the status of the devices and consumables to ensure timely delivery of repair services and consumables.	YES	
9	The contractor will make any necessary improvements in the machines, such as firmware updates, which have been characterized by the manufacturer as mandatory.	YES	
10	The contractor must submit to PPA IT Department Maintenance and Repair Log for each machine after each maintenance/repair/consumables replacement or in monthly basis. The log should include: <ul style="list-style-type: none"> <li>✓ Printing Machine identification details</li> <li>✓ Date and time of fault notification and repair completion</li> <li>✓ Brief description of the fault</li> <li>✓ Actions taken by the Contractor including spare parts and consumables used</li> </ul>	YES	
11	The bidder may offer different cost per printed b/w and color page for each machine.	YES	
12	PPA has the sole discretion to extend the contract for 1+1 year. In that case the annual increase of the cost per page shall not exceed the maximum annual consumer price index.	YES	
13	Payments will be made on a monthly basis, based on actual consumption (cost per printed page).	YES	

Εξουσιοδοτημένη υπογραφή:

Όνομα και τίτλος του υπογράφοντος:

Όνομα εταιρείας:

**ANNEX C: FINANCIAL OFFER FORM**

**Table 1: Cost per printer and per BlackWhite/Color page**

#	ASSET DESCRIPTION(EN)	SERIAL NUMBER	ACQUISITION DATE	COST PER BW PAGE	COST PER COLOR PAGE
1	KONICA MINOLTA BIZHUB C458	A79M021032201	2018		
2	KONICA MINOLTA BIZHUB C458	A79M021032401	2018		
3	KONICA MINOLTA BIZHUB C458	A79M021032128	2018		
4	KONICA MINOLTA BIZHUB C450i	AA7R021000956	31/3/2020		
5	KONICA MINOLTA BIZHUB C450i	AA7R021000947	31/3/2020		
6	KONICA MINOLTA BIZHUB 227	A7AK027034234	30/9/2021		X
7	KONICA MINOLTA BIZHUB C450i	AA7R021026833	22-12-2021		
8	KONICA MINOLTA BIZHUB C450i	AA7R021026908	09/02/2022		
9	KONICA MINOLTA BIZHUB C450i	AA7R021037320	30/06/2022		
10	KONICA MINOLTA BIZHUB 225i	ACN2021008742	06/07/2022		X

**Table 2: Annual Cost Estimation according to the estimated consumption**

#	ASSET DESCRIPTION(EN)	SERIAL NUMBER	ACQUISITION DATE	ESTIMATED <sup>1</sup> AVERAGE MONTHLY CONSUMPTION BW	COST PER BW PAGE	ESTIMATED <sup>1</sup> AVERAGE MONTHLY CONSUMPTION COLOR	COST PER COLOR PAGE	ESTIMATED MONTHLY COST BW	ESTIMATED MONTHLY COST COLOR	ESTIMATED TOTAL MONTHLY COST
1	KONICA MINOLTA BIZHUB C458	A79M021032201	2018	5100		6500				
2	KONICA MINOLTA BIZHUB C458	A79M021032401	2018	9700		4900				
3	KONICA MINOLTA BIZHUB C458	A79M021032128	2018	2200		1700				
4	KONICA MINOLTA BIZHUB C450i	AA7R021000956	31/3/2020	3300		2000				
5	KONICA MINOLTA BIZHUB C450i	AA7R021000947	31/3/2020	1800		2300				
6	KONICA MINOLTA BIZHUB 227	A7AK027034234	30/9/2021	1700		X	X		X	
7	KONICA MINOLTA BIZHUB C450i	AA7R021026833	22-12-2021	1300		1700				
8	KONICA MINOLTA BIZHUB C450i	AA7R021026908	09/02/2022	600		1200				
9	KONICA MINOLTA BIZHUB C450i	AA7R021037320	30/06/2022	600		2000				
10	KONICA MINOLTA BIZHUB 225i	ACN2021008742	06/07/2022	800		X	X		X	
								<b>ESTIMATED TOTAL ANNUAL COST (€)</b>		

APPLICABLE VAT 24%

TOTAL ANNUAL COST WITH VAT

<sup>1</sup> It is noted that the above consumptions are only estimations and do not constitute commitment of the actual ones.

*Με το παρόν αποδεχόμαστε πλήρως και ανεπιφύλακτα την ακρίβεια της προσφοράς μας*

*Διάρκεια ισχύος της προσφοράς: Δύο (2) μήνες από την καταληκτική ημερομηνία υποβολής των προσφορών.*

*Όροι πληρωμής: πίστωση 60 ημερών*

Εξουσιοδοτημένη υπογραφή:

Όνομα και τίτλος του υπογράφοντος:

Όνομα εταιρείας:

## **ANNEX D: FORM OF GOOD PERFORMANCE BANK GUARANTEE**

(TENDER BANK GUARANTEE)

Piraeus Port Authority S.A. (PPA S.A.)

10, Akti Miaouli

185 38, Piraeus Greece

Date: .....

Dear Sirs,

1. Herewith we guarantee, irrevocably and unconditionally, waiving the right to divide and to require the debtor to pay first, in favour of Piraeus Port Authority S.A. Akti Miaouli 10, 18538 Piraeus, Greece and up to the amount of euro [.....] for the good performance of the contract with [...company name....], [...company address..], concerning the tender procedure initiated on [...date..], as subsequently amended accordingly of Piraeus Port Authority S.A. Akti Miaouli 10, 18538 Piraeus, Greece, with the subject: [...tender subject....] of total value euro [.....], in accordance with the number [....] purchase order of yours dated [.....].

2. The above amount of guarantee is held at your disposal which we are obliged to pay to you in whole or in part without any rejection or objection on our behalf and without considering the merits of your claim within three (3) days upon your written notice.

3. For the purpose of identification your written demand for payment and all other correspondences has to be presented to us in full by authenticated swift message to our swift address [.....] through the intermediary of a bank. Within the validity period of this guarantee, confirming that your original demand for payment or any other correspondence has been sent to us by registered mail or special courier and that the signatures appearing thereon are authentic and legally binding upon your company. Your written demand or other correspondence by registered mail of special courier shall be accompanied by a cover letter issued by the intermediary bank confirming that the signatures appearing on the beneficiary's attached document are authentic and legally binding upon your company. Your written demand and all other correspondence shall be issued in Greek or English language. For the avoidance of doubt, your demand for payment or any other correspondence shall be deemed to have lodged on the date on which your demand for payment or any other correspondence sent via registered mail of special courier is in our possession at our counters in [.....]

4. This guarantee is valid until [...] at the latest and will automatically become null and void, if your claim in the above form has not been received by us on or before the above mentioned expiry date regardless of such date being a banking day or not. Upon expiry, we shall be automatically released and discharged from all our liabilities under this guarantee, whether this guarantee is returned to us from cancellation or not.

5. This guarantee is personal to you and is neither assignable nor transferable.

6. If the guarantee is forfeited, the amount of the forfeiture is subject to the applicable stamp duty.

7. This guarantee is governed by Greek law and it is subject to the exclusive jurisdiction of the courts of Piraeus, Greece.

Respectfully,

For [Eligible Bank]

[Authorized Signatures]