

***CALL OF TENDER FOR THE  
“LEASING AND FRAMEWORK AGREEMENT OF HIGH-CAPACITY  
MULTIFUNCTION PRINTERS FOR CENTRALIZED PRINTING”***

**Piraeus, Greece  
JUNE 2025**

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For the purposes of understanding the terms of this Call, definitions of the following terms are given herein below:

- a) **“Assigning Company”** or **“the Company”** or **“PPA S.A.”**: the societe anonyme under the corporate name “Piraeus Port Authority S.A.”
- b) **“Concession Agreement”** means the 24.6.2016 amendment and codification into a single text of the Concession Agreement of 13.2.2002 between the Hellenic Republic and Piraeus Port Authority S.A., which was ratified by Law 4404/2016 as in force.
- c) **“Authorized Representative”**: a legal representative of the Candidate (according to the Candidates statutes/bylaws) thereof or a specifically authorised representative (by a decision issued by the Candidate’s competent body), as the case may be, who has the power to bind the Candidate and also has the authority to sign and submit the Candidate’s Offer;
- d) **“Solemn Declaration”**: refers to the Solemn Declaration as per Law 1599/1986 or in the case of a foreign candidate a text of analogous form of evidence, in accordance with the provisions of the country of provenance thereof signed by the Authorized Representative. In all cases where there is a reference to the term “Solemn Declaration”, it is intended that such is effected by certification of the original signature of the signatory;
- e) **“Tender”** or **“Call”**: the said document;
- f) **“Candidate”**: The Legal Entities, Companies participating in the Tender by submitting an Offer for the supply of equipment and services that are subject matter of this Call for Tender.
- g) **“Interested party”** means Legal Entities, Companies which intend to take part in the tender procedure by submitting an offer.
- h) **“Contractor”** or **“Supplier”**: the candidate to whom the procurement contract will be awarded, by virtue of the contract to be drafted and signed”
- i) **“Tender Evaluation Team”** or **“Committee”** means the PPA Tender Evaluation Committee which consists of senior company executives and will be established by PPA’s competent management bodies’ decision.

## **1. CONTRACTING AUTHORITY**

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The Contracting Authority is PPA SA. Address 10, Akti Miaouli, 185 38, Piraeus, Greece.

## **2. SCOPE OF TENDER**

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The scope of this open tender is the leasing and framework agreement of 3 large-capacity multifunction printers, for a duration of 5 years which will include all operating costs and management software, except paper and staples.

Additionally, PPA wishes to enter in a framework agreement with the awarded provider for the leasing of extra printers, if deemed necessary by PPA, with the same with the offered leasing, consumables and technical support costs, which will be valid for one (1) year after the contract signing.

PPA reserves the right to extend annually the aforementioned framework agreement up to four (4) times after a negotiation procedure.

The multifunction printers offered for lease will be the manufacturer's original models and will be new (not used or rebuilt products or exhibition pieces, all from the same manufacturer). All models of the offered multifunction printers must be in regular production by their manufacturer at the time of submission of the offer. There must not be any announcement of cessation of production, End Of Life status or replacement by newer models.

Billing will be based on two monthly fees included in one invoice. One fee will cover the leasing of the printers and their management software and the second fee will cover maintenance services and consumables based on the actual print volume which will be indicated by printers' meters.

The prices of the items include the transportation and installation of the equipment at its service. The equipment will be delivered in its manufacturers' packaging, with all its accessories.

## **3. LEGAL & REGULATORY FRAMEWORK**

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The tender procedure shall be conducted in accordance with:

- i. Law 4404/2016 (Government Gazette 126/A/8.7.2016), as in force, and the Concession Agreement on use and exploitation of certain areas and assets within the Port of Piraeus of 24 June 2016 ratified by Article 1 of that Law, together with its annexes, which agreement was entered into between the Hellenic Republic and PPA, under which the Hellenic Republic granted PPA the exclusive right to hold, use, manage, maintain, improve and exploit the assets conceded to it, in accordance with the terms of the agreement.
- ii. The EU General Data Protection Regulation in force (EU 2016/679) and Greek Law 4624/2019 as in force.
- iii. All relevant applicable Greek legislation in general.
- iv. The applicable PPA Contracts and Sub concessions Regulations.
- v. The provisions, terms and conditions outlined within the present Call.

## **4. TENDER PROCEDURE**

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### **4.1 General procedure**

The tender will be held in one stage. In case less than three Candidates' offers fulfil tender criteria in order for their financial proposals to be unsealed, then PPA reserves the right to cancel the procedure by declaring it as non-successful, unless otherwise stated in the tender documents and/or the Regulation.

#### **4.2 Suspension – Cancellation of Tender Procedure**

PPA is not obliged to finally award the contract and is entitled to assign it or not, to postpone, repeat or cancel the procedure for choosing a Contractor in whole or in part at any stage, without any obligation to pay a fee or remuneration to Candidates.

Where the procedure is postponed, repeated or cancelled, offers which have already been submitted will be returned to the Candidates upon written request.

Candidates participate in the tender procedure at their own responsibility and are not entitled to any compensation for expenditure relating to participation in the tender procedure, and for preparing and submitting the tender.

If for any reason the submission of bids is not held on the aforementioned date or, if it is held but no bid is submitted, it will be held on a new date to be determined by an act of PPA S.A. and which will be announced by posting on the Company's website. The same process can be repeated a second time.

#### **4.3 Language of the Procedure**

The official language of the procedure is the English language and all information and all documents from the Candidate shall be drawn up in English. Moreover, all written and oral arrangements between the tenderers, Tender Committee and PPA shall also be in English.

### **5. SUBMISSION OF OFFERS - OFFER DOCUMENTATION**

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#### **5.1 Submission of Offers**

Interested parties are invited to submit their offer in digital form at the following email address: procurement@olp.gr until **Friday 11th of July 2025** Greece local time 15:00 pm (Greece Time. 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 before the tender's expiry deadline with the indication: **"LEASING AND FRAMEWORK AGREEMENT OF HIGH-CAPACITY MULTIFUNCTION PRINTERS FOR CENTRALIZED PRINTING"**. 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.

Offers submitted after the above date and time are overdue and shall be returned without being unsealed.

Interested candidates may receive additional information or clarifications in relation to the present Tender, by submitting questions up to **three (3) days (included)** prior to the expiry of the time limit for the submission of offers in writing to PPA Procurement Department by e-mail to [procurement@olp.gr](mailto:procurement@olp.gr). After the lapse of the above time limit no other communication or request for clarification as to any terms may be acceptable.

Written responses by PPA S.A. are notified to all interested parties until two (2) working days prior to the expiry of the time limit for the submission of offers.

## **5.2 Validity of offers**

Offers are valid and binding upon the candidates for **ninety (90)** calendar days. Any offer which sets forth a term of validity less than the above mentioned shall be rejected. Candidates may be requested to extend the validity of their proposals by a further three (3) months period of time. It is at PPA S.A.'s sole discretion to consider all proposals as void and invalid and cancel the whole bidding process. No compensation will be paid to the bidders under this circumstance.

## **6. ELIGIBILITY OF PARTICIPATION - PREQUALIFICATION CRITERIA**

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### **6.1 Eligible parties for the tender procedure**

Eligible candidates for participation in this tender are legal entities that hold a valid business license relevant to the scope of the invitation and may submit an offer only as a sole economic operator (sole tenderer). Consortiums and joint ventures will not be accepted.

- Economic operators are required to have, over the last three years (fiscal years 2022, 2023, 2024), an average annual turnover of at least 100% of the estimated value of the contract, excluding VAT.
  - To have successfully completed, in the last three (3) years, at least two (2) contracts in the field of integrated print management (managed print services) of a budgeted value equal to or greater than the budgeted value of this Contract.
  - To be appropriately certified by the manufacturers of multifunctional devices and to provide integrated print management services (Managed Print Services – MPS).
  - Candidate must have the ISO 9001:2015 quality management certificate which must be submitted with the offer.
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- Additionally, each Candidate that participates in the tender procedure on its own is obliged, upon penalty of disqualification, to have the following professional qualifications:
    1. The Candidate is not bankrupt, in liquidation, is not in compulsory receivership, or bankruptcy compromise, the Contractor's operations have not been suspended or it is not any similar situation under any similar proceedings, is not in proceedings to be declared bankrupt or in proceedings to be placed in compulsory liquidation or compromise with creditors and is not in any similar situation (restructuring, etc.)
    2. The managing partners in the case of a limited or general partnership or limited liability Company, and the Chairman and Managing Director in the case of a Société Anonyme or the natural persons exercising management functions in all other cases must not have been convicted on the basis of a final judgement for:
      - a. participation in criminal organizations within the meaning of Article 2(1) of Council Framework Decision 2008/841/JHA
      - b. bribery within the meaning of Article 3 of Council Act of 26 May 1997 and Council Framework Decision 2003/568/JHA.
      - c. fraud within the meaning of the Directive (EU) 2017/1371
      - d. money laundering within the meaning of repealed by the Directive (EU) 2015/849
      - e. Embezzlement, Fraud, Extorsion, Forgery, Perjury, Bribery

according to the Penal Code or crimes similar in their specific aspects to the above, provided for in foreign legal orders.

3. They must have fulfilled obligations relating to the payment of social security contributions in accordance with applicable Greek law (in the case of a Greek or foreigner Candidate engaged in activity in Greece) or in accordance with the law of the country of establishment.
4. They must have fulfilled tax obligations in accordance with applicable Greek law (in the case of a Greek or foreigner Candidate engaged in activity in Greece) or in accordance with the law of the country of establishment.

## 7. GUARANTEES

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Guarantees shall be required for either participation to the tender procedure and or to the winning candidate of the procurement. The guarantees required (participation, advance payment and performance) for this tender procedure may be in one of the following forms:

1. Letters of Guarantee in accordance to **Annexes D, E**.
2. Deposit to PPA (to one of the following PPA bank accounts) as a guarantee of the respective amount of money.

FINANCIAL INSTITUTION	BANK ACCOUNT (IBAN)
<b>EΘNIKH (NBG) BANK</b>	GR1501101900000019050500651
<b>ALPHA BANK</b>	GR7101401250125002320006462
<b>EUROBANK</b>	GR4902600250000440201113841

### 7.1 Participation Letter of Guarantee

For valid participation in the tender, the candidates must submit a tender Participation Letter of Guarantee amounting to two thousand euro (**2,000 €**) according to **Annex C**. The participation guarantee must be valid for at least thirty (30) days after the expiry of the validity period of the offer referred to in Article 5.3 hereof, otherwise the tender shall be rejected. The contracting authority may, before the expiry of the tender, request the tenderers to extend the validity period of the tender and the participation guarantee before their expiry.

The tender participation Guarantee shall be forfeited by PPA SA if, while it is in effect, (a) the candidate withdraws its offer or (b) the Contractor does not submit the award documentation in good time or does not come forward in good time to sign the contract or (c) the above persons provide false evidence or information relating to the grounds of disqualification.

The participation guarantee will be returned:

- (a) to the Contractor upon submission of the good performance letter of guarantee and
- (b) to unsuccessful candidates within two (2) months of the tender procedure being completed that is after contract signature.

### 7.2 Good Performance Letter of Guarantee

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 E** of this Call for Tender by an Eligible Bank in favour of PPA **for an amount equal to 4000 euros**. No Contract will be signed unless the good performance guarantee is delivered to PPA.

The Good Performance guarantee will be returned upon leasing period duration expiration (at least 5 years duration), after the successful delivery of all services and the signature of the protocol of receipt by PPA.

## 8. AWARD CRITERION

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The award criterion of the Tender is the most economically advantageous offer based on the total price, including Table 1 and Table 2 of Annex C herein.

## 9. TECHNICAL OFFER FOLDER

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

- A. Candidate's Articles of Incorporation<sup>7</sup> or equivalent foundational documents. For domestic companies (Greece), this includes any amendments and the latest Articles of Representation (e.g., Government's Gazette and/or GEMI declaration). For international companies, equivalent documents according to their national legal framework, including any amendments and the latest representation documents or certificates, must be provided.
- B. certificate of registration with the Chamber of Commerce or Industry.
- C. A participation letter of Guarantee according to the provisions of **Article 7.1**
- D. For proof of legal representation candidate submits a relevant certificate of valid representation, which must have been issued up to thirty (30) working days prior to its submission, unless it has a specific validity period.
- E. A social security clearance certificate valid and in force<sup>1</sup>.
- F. A tax clearance certificate valid and in force<sup>1</sup>.
- G. To demonstrate the economic and financial capacity referred to in paragraph 6.1, economic operators must provide balance sheets or tax returns or equivalent accounting documents for the tax years 2022, 2023 and 2024 indicating the annual turnover.
- H. To demonstrate their compliance with the quality assurance and environmental management standards of paragraph 6.1, economic operators shall provide the relevant ISO 9001:2015 or other equivalents.
- I. To demonstrate the technical capacity of paragraph 6.1, economic operators shall provide copies of the relevant contracts. They shall also provide the relevant licenses/certificates from the manufacturing companies for the multi-functionality services (multifunction machines/multifunction devices) and the provision of integrated print management services (Managed Print Services – MPS).
- J. The compliance table properly filled by the candidate according to Annex B.
- K. Technical Descriptions of offers multifunction machines and management software.
- L. SLA description for the provision of supporting services during the five years leasing period.
- M. Company's profile presentation.
- N. A solemn declaration, affirming:
  - a. That all submitted documents are originals or legally certified copies or valid, simple, clear and easy-to-read true copies from the originals.
  - b. Evidence confirming that the Candidate's legal representative has not been convicted for an offence related to his professional activity and conduct, based on a decision applicable *res judicata* (a certified copy of an extract from the criminal record or other equivalent document shall be sufficient).
  - c. stating that it is fully aware of the contents of this call and unconditionally and unreservedly accepts its terms;
  - d. acknowledging that its participation in the process takes place at its sole risk and expense and that the participation as such does not establish any right to compensation from PPA or PPA's personnel;
  - e. acknowledging that disqualification from the Tender or failure to succeed in the Tender does not create any right to compensation for the Candidates;

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<sup>1</sup> An equivalent formal document / certificate may be submitted according to the local rules and legislation of the candidates country of establishment. In case an equivalent document cannot be issued, a formal declaration needs to be submitted by the candidate stating the reasons according to the local rules and legislation of the candidates country of establishment

- O.** A solemn declaration, affirming that the candidate fulfils the above-mentioned Legal Prequalification criteria as stated in par. 6.2.
- P.** A solemn declaration, affirming that:
1. The candidate has not committed a disciplinary offence the penalty for which was deprivation of the right to participate in tender procedures (tender procedures for public works).
  2. The company (or any other legal person or natural person associated directly or indirectly with it in a manner which, at PPA's unfettered discretion, reveals a real connection to it which could negatively affect implementation of the project) must not have been expelled in any manner, or no such similar penalty must have been imposed on it (such as seizure of a bond, declaration of the party as in forfeit of the contract, termination of the contract) from a construction or other type of project, and in particular (but not limited to) a PPA project or one belonging to another company in the same group to which PPA belongs.
- Q.** A solemn declaration, affirming that:
- He is an authorized representative or partner of the manufacturing company in the Greek market, for a period of more than four (4) years and prove this by submitting a relevant certificate from the manufacturing company and where the technical experience of the candidate regarding the ability to support and maintain the equipment will also be certified.
  - He undertakes to satisfy everything mentioned in the Technical Report, in the Technical specifications and in the Statement of Obligations.
  - He undertakes to comply with everything mentioned in his offer.
  - He guarantees the proper operation of the multifunction printers for the entire duration of the contract.
  - He has sufficient genuine consumables and spare parts for at least five (5) years.
  - It has an ISO 9001:2015 quality management certificate or other equivalents which should be submitted with the offer.
  - The manufacturing company has an ISO 9001:2015 & ISO 14001:2015 certificate or other equivalents which should be submitted with the offer.

The abovementioned participation supporting documents must be valid at the time of contract signing and should be resubmitted by the candidates upon request of PPA.

The Evaluation Committee will initially (a) identify the Offers which were duly submitted (at the correct time, place and process) and (b) will proceed with the review and evaluation of the fulfilment of the criteria set above in paragraph (SUPPORTING DOCUMENTS FOLDER). The Offers that were duly submitted and satisfy the criteria will be defined by the Committee as Offers that are acceptable and will proceed to the next stage of the evaluation.

## **10. FINANCIAL OFFER FOLDER**

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The Financial Folder will contain the Financial Proposal form as per **Annex C** filled and signed. Each candidate submits only one financial offer. The offered prices will be expressed in euros (€), limited to two decimal places, and will bind the candidate throughout the validity of the Offer.

## **11. DURATION OF THE CONTRACT**

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The contract will be implemented over a period of five years for the three printer's leasing, support and maintenance services and 12 months as frame agreement for extra printer's leasing (including support and consumables), with the option to extend the frame agreement for up to an additional four (4) years, with negotiation process. If additional machines are leased through frame agreement the five years leasing period applies from delivery date.

## **12. PAYMENT TERMS**

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The proposed payment terms are the following: Monthly payments within 30 days of invoice based on separate lease and maintenance cost.

## **13. DELIVERY TERMS**

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All items will be delivered at Akti Miaouli 10 Piraeus 18538, PPA S.A. Headquarters and will be properly packaged. - Delivery Terms DDP apply. Delivery time up to six (6) weeks from the date of contract signing and the issuance and notification to the contractor of the respective Purchase Order.

## **14. GENERAL TERMS**

14.1. PPA S.A. undertakes to fully respect the principles of confidentiality regarding the data and business information of the Candidates that will come to its knowledge during this procedure and are considered confidential.

14.2. PPA S.A. declares that it has fully adapted to the requirements of the new General Data Protection Regulation and the national laws ratifying it, and that it will comply with the relevant provisions throughout the competitive procedure.

14.3. This Call of Tender, as well as the Contract to be signed, are governed by the Greek law. The competent courts for the resolution of any disputes concerning this Call of Tender and the Contract are exclusively the courts of Piraeus.

14.4. If a Candidate is found to have made false or misleading claims or statements, PPA reserves the right to reject at any time, any offer submitted by or on behalf of that Candidate. Candidates should be aware that giving false or misleading information is a serious offence under the Hellenic Criminal Code.

14.5. Nothing in this Call, any offer, or any conduct or statement made before or after the issue of this Call is to be construed so as to create legitimate expectations or give rise to any contractual or other obligations, express or implied.

## ANNEX A: TECHNICAL SPECIFICATION

No	Description	Specification – Requirement
1	Color Multifunctional Printer A3	YES
2	Quantity	4
3	Printing Technology: Laser	YES
4	Print / Copy Speed Black / Color A4	≥ 45ppm
5	Offered Paper Capacity	≥ 1600 sheets
6	Print Resolution: 600x600	YES
7	Color Touchscreen: YES	YES
8	Warm-up Time	≤ 14 sec
9	Paper Input Trays: ≥ 3	YES
10	Bypass Tray: YES 100 sheets	YES
11	Output Capacity ≥ 250 Sheets	YES
12	ADF with double feed detection	YES
13	Automatic duplex printing & scanning	YES
14	Paper Sizes: A6 up to A3	YES
15	Security Features:	
16	SSL /TLS1.1,1.2,1.3 / IEEE 802.1X / IPSEC /	YES
17	USER AUTHENTICATION (LOCAL & ACTIVE DIRECTORY) /	YES
18	DATA ENCRYPTION /	YES
19	Secure Print using PIN	YES
20	Scan Speed (mono/color):	≥180ipm duplex mono/color
21	Single Pass Dual Scan	YES
22	Scan Modes: Scan to e-mail, Scan to USB, Scan to SMB	YES
23	Scanner File Formats: JPEG,TIFF,PDF	YES
24	Mobile Printing : IOS, Android	YES
25	Interfaces: USB, ETHERNET, optional WI-FI	YES
26	System Memory (Standard)	≥ 6 GB
27	Hard Disk	≥ 240GB

28	Recommended Monthly Copy/Print Volume:	≥ 40.000 pages
29	Maximum Monthly Copy/Print Volume:	≥ 180.000 pages
30	Supported Operating Systems: WINDOWS 10/11, SERVER 2019/2022	YES
31	Rolling Stand	YES
32	Leasing and Maintenance Period: 5-Years	YES
33	Maintenance contract includes parts and on-site labor, as well as all consumables (excluding paper)	YES
34	Onsite installation	YES
35	Fixed cost per color and B/W page for the first year and for the years after the annual increase of this cost shall not exceed the consumer price index and cannot exceed 5%.	YES
36	SLA: all hardware errors must be resolved next business day the latest. In case of irreparable error the printer will be replaced.	YES
37	Monitoring of consumables status so that they are delivered promptly.	YES
38	Submission to PPA on monthly basis or per onsite support case the related report with reference to the consumables and services provided.	YES
39	Central Administration Print Management Software supporting: 1. collaboration with Active Directory for user management 2. reporting per user, per group, per department 3. rule-based functionality 4. Follow-me printing	YES
40	PPA will have the option of ordering additional printers during the first year of contract with the same cost for leasing and maintenance.	YES

<b>REMARKS:</b>
001. All items will be delivered at Akti Miaouli 10 Piraeus 18538, PPA S.A. Headquarters and will be properly packaged. - Delivery Terms: DDP. For further multifunction machines leasing, within the one year of the frame agreement, the delivery place may vary but always will be within PPA S.A. port area.
002. The winning bidder will be the one who offers the <b>lowest total price</b> provided that all technical specifications are met. The evaluation will be based on the following: a. total leasing cost for the 60 months period plus b. total maintenance cost for the 60 months period for a nominal monthly volume of 12.000 pages (6.000 BW + 6.000 Color)
003. Offer Validity: 90 calendar days

004. Monthly payments within 30 days of invoice based on separate lease and maintenance cost.

005. Delivery Time : Six (6) weeks

**ANNEX B: COMPLIANCE TABLE**

<b>α.α. (No)</b>	<b>Περιγραφή (Description)</b>	<b>Specifications</b>	<b>Response (YES, NO)</b>	<b>DOCUMENTATION REFERENCE TO TECHNICAL BROCHURE</b>
1	Color Multifunctional Printer A3	YES		
2	Quantity	4		
3	Printing Technology: Laser	YES		
4	Print / Copy Speed Black / Color A4	≥ 45ppm		
5	Offered Paper Capacity	≥ 1600 sheets		
6	Print Resolution: 600x600	YES		
7	Color Touchscreen: YES	YES		
8	Warm-up Time	≤ 14 sec		
9	Paper Input Trays: ≥ 3	YES		
10	Bypass Tray: YES 100 sheets	YES		
11	Output Capacity ≥ 250 Sheets	YES		
12	ADF with double feed detection	YES		
13	Automatic duplex printing & scanning	YES		
14	Paper Sizes: A6 up to A3	YES		
15	Security Features:			
16	SSL /TLS1.1,1.2,1.3 / IEEE 802.1X / IPSEC /	YES		
17	USER AUTHENTICATION (LOCAL & ACTIVE DIRECTORY) /	YES		
18	DATA ENCRYPTION /	YES		
19	Secure Print using PIN	YES		
20	Scan Speed (mono/color):	≥180ipm duplex mono/color		
21	Single Pass Dual Scan	YES		
22	Scan Modes: Scan to e-mail, Scan to USB, Scan to SMB	YES		
23	Scanner File Formats: JPEG,TIFF,PDF	YES		
24	Mobile Printing : IOS, Android	YES		
25	Interfaces: USB, ETHERNET, optional WI-FI	YES		
26	System Memory (Standard)	≥ 6 GB		

27	Hard Disk	≥ 240GB		
28	Recommended Monthly Copy/Print Volume:	≥ 40.000 pages		
29	Maximum Monthly Copy/Print Volume:	≥ 180.000 pages		
30	Supported Operating Systems: WINDOWS 10/11, SERVER 2019/2022	YES		
31	Rolling Stand	YES		
32	Leasing and Maintenance Period: 5-Years	YES		
33	Maintenance contract includes parts and on-site labor, as well as all consumables (excluding paper)	YES		
34	Onsite installation	YES		
35	Fixed cost per color and B/W page for the first year and for the years after the annual increase of this cost shall not exceed the consumer price index and cannot exceed 5%.	YES		
36	SLA: all hardware errors must be resolved next business day the latest. In case of irreparable error the printer will be replaced.	YES		
37	Monitoring of consumables status so that they are delivered promptly.	YES		
38	Submission to PPA on monthly basis or per onsite support case the related report with reference to the consumables and services provided.	YES		
39	Central Administration Print Management Software supporting: 1. collaboration with Active Directory for user management 2. reporting per user, per group, per department 3. rule-based functionality 4. Follow-me printing	YES		
40	PPA will have the option of ordering additional printers during the first year of contract with the same cost for leasing and maintenance.	YES		

LEASING OF HIGH-CAPACITY MULTIFUNCTION PRINTERS

Table 1: Leasing Cost

#	DESCRIPTION	LEASING DURATION IN MONTHS	QUANTITY OF MULTIFUNCTIONAL PRINTERS	PRICE PER MONTH PER MACHINE (*) (without VAT)	PRICE PER MONTH PER MACHINE (*) (with VAT)	TOTAL VALUE OF THREE MACHINES FOR SIXTY MONTHS (without VAT)	TOTAL VALUE OF THREE MACHINES FOR SIXTY MONTHS (with VAT)
1	Monthly leasing cost of Color Multifunctional Printers A3 for Five (5) years	60	3				

Table 2 Support and consumables cost according to the maximum estimated consumption

#	DESCRIPTION	ESTIMATED (**) MAXIMUM MONTHLY CONSUMPTION IN BW PAGES	COST PER BW PAGE (*)	ESTIMATED (**) MAXIMUM MONTHLY CONSUMPTION IN COLOR PAGES	COST PER COLOR PAGE (*)	ESTIMATED MONTHLY COST BW	ESTIMATED MONTHLY COST COLOR PER MACHINE (without VAT)	ESTIMATED TOTAL MONTHLY COST PER MACHINE (Without VAT)
1	Cost for support services and consumables per page and per machine	6000		6000				
							ESTIMATED TOTAL COST FOR 60 MONTHS FOR 3 MACHINES WITHOUT VAT (Estimated Total Monthly Cost per machine Without VAT * 3 machines * 60 months) (€) (***)	
							APPLICABLE VAT 24%	
							ESTIMATED TOTAL COST FOR 60 MONTHS FOR 3 MACHINES WITH VAT (€) (***)	

(\*) The offered price per unit consists the offer of the framework agreement between PPA and the candidate for one (1) unit and according to PPA annual needs for a period of one year. PPA reserves the right to extend annually the aforementioned framework agreement up to four (4) years after a negotiation procedure.

(\*\*) It is noted that the above consumptions are only estimations and do not constitute commitment of the actual ones and are used for evaluation purposes.

(\*\*\*) The cost for each year after the first year of support services and consumables is subject to increase up to consumer price index and cannot exceed 5%.

**Yours sincerely** \_\_\_\_\_ [Authorized Signature]

\_\_\_\_\_ [Name and Title of Signatory]

\_\_\_\_\_ [Name of Firm]

\_\_\_\_\_ [Address]

Our Offer shall be valid and binding (without any terms) vis-à-vis PPA for ninety (90) calendar days after the expiry of submission date of the offers,

We understand you are not bound to accept our Offer and we are not entitled to any compensation in case of non-acceptance or withdrawal of our offer.

## ANNEX D: FORM OF TENDER PARTICIPATION BANK GUARANTEE LETTER

(TENDER BANK GUARANTEE)

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

10, Akti Miaouli

185 38, Piraeus Greece

Date: .....

Dear Sirs,

1. We have been advised that:

a)[Full Name], a [Type of Entity], lawfully established under the laws of [jurisdiction], with registered offices at [Full Address of Registered Office], registration number [number of corporations' or similar register], as lawfully represented (the "Candidate") intends to submit a binding offer (the "Offer"), in response to a document entitled "**LEASING AND FRAMEWORK AGREEMENT OF HIGH-CAPACITY MULTIFUNCTION PRINTERS FOR CENTRALIZED PRINTING**" issued by Piraeus Port Authority S.A. ("PPA" or "you") and dated ..... (The "Call"). Capitalised terms not defined herein shall be used as defined in the Call.

2. We have been advised that the obligations of Candidates regarding their participation in the tender process are several and accept to be bound by and to honour this letter of guarantee whether or not a call on this instrument results from the act or omission of any of the persons named at the beginning of paragraph 3 below.

3. In view of the foregoing and at the request and for the account of the Candidate, we [Full Name of Eligible Bank], acting through our [●] branch of [Full Address], hereby guarantee irrevocably and unreservedly to PPA S.A. for the full and proper observance by, and compliance of the Candidate with the terms and conditions applicable to their participation in the Process, as well as for any and all other financial and non-financial obligations of the Candidate relating to its participation in the Process, each pursuant to Call and the provisions of applicable law, up to a maximum aggregate amount of ..... (€)

4. We shall commit the above amount and shall pay same to you in whole or in such part as you may specify in writing, without any objection or pretext, within two (2) Athens business days following receipt of your first and simple demand in writing or by authenticated SWIFT making reference to this letter of guarantee and stating that the candidate(s) failed to comply with the terms

5. We hereby expressly and irrevocably waive the benefit of division and discussion, our right to invoke any of the objections of the prime obligor, including personal and non-personal objections and, in particular, any objection provided for under Articles 852-855, 862-863, 867 and 869 of the Greek Civil Code and waiving also any and all of our rights under the said Articles.

6. No approval, act or consent on the part of any of the Candidates, the applicant(s) hereof or any third party shall be required for payment of any amounts hereunder. In addition, no objection or disagreement of any of the foregoing persons or their eventual recourse to courts of any jurisdiction or arbitral tribunals seeking non-forfeiture of this letter of guarantee shall be taken into consideration.

7. Subject to paragraph 8 below, this letter of guarantee is of indefinite duration and in any case shall remain in full force and effect until the earlier of: (a) the date on which all amounts available hereunder have been fully and actually drawn and paid to you; (b) upon receipt of your confirmation in writing or by authenticated SWIFT to the effect that you finally and irrevocably release us from any obligations hereunder.

8. This guarantee shall be governed and construed in accordance with Greek law. The courts of Piraeus, Greece shall have exclusive jurisdiction to resolve any disputes associated with this instrument.

Respectfully,

For [Eligible Bank]

[Authorized Signatures]

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

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(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 or 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 or 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]