

<b>1</b>	<b>CONTRACTING ENTITY</b>	
1.1	Official name:	Institution for Occupational Retirement Provision of Athens International Airport S.A. Personnel (IORP AIA)
1.2	Postal address:	Athens International Airport, Building 17, Spata, Attica, 19019
1.3	Contact point:	Spiros Lountzis, Tel: 210 3536490, email: LountzisS@aia.gr
1.4	General internet address:	www.Teadaa.gr

<b>2</b>	<b>OBJECT OF THE CONTRACT</b>	
2.1	Title:	Re-Insurance Services – IORP AIA
2.2	Type of contract:	Services
2.3	Description:	<p>IORP AIA is inviting companies or consortia/ joint ventures to express their interest for the provision of Re-Insurance Services to its members regarding the following:</p> <ul style="list-style-type: none"> <li>• Medical Insurance.</li> <li>• Life and Accident Insurance.</li> <li>• Disability Insurance.</li> </ul> <p>More details are included in the tender documents which will be dispatched to the interested applicants.</p>
2.4	Lots:	This contract is <b>not</b> divided into lots.
2.5	Information about options:	The contract term will be three (3) years
2.6	Duration of the contract:	Commence: 01/01/2024 – Completion: 31/12/2026
2.7	Renewals:	NA
2.8	Estimated contract value:	Not Available

<b>3</b>	<b>LEGAL, ECONOMIC AND FINANCING INFORMATION</b>	
3.1	Deposits and guarantees:	<p>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.</p> <p>The awarded Contractor will be required to submit a Performance Bond, upon signing of the contract.</p> <p>Details and prerequisites are provided in the Tender Documents.</p>
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:	<p>In case Applicants form and participate in the tender as a consortium/ joint venture, they may be requested to either execute a binding consortium consolidation deed or to form a capital company with joint and several liability, prior to the contract award.</p> <p>More details are included in the Tender Documents.</p>
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>Tenderers' financial standing as derived from the submitted audited Financial Statements, the notes of the financial statements and the chartered auditor's report, for each of the previous three (3) fiscal years i.e., 2020, 2021, 2022; and a bank reference in the form of letter issued by the Tenderer's bank.</p> <p>Note:  IORP 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: <a href="http://www.Teadaa.gr">www.Teadaa.gr</a>, being an integral part of the present document.</p>
4.3	Experience:	<ol style="list-style-type: none"> <li>1. Total number of Group Life, Accident, Disability &amp; Medical Insurance contracts currently in effect, excluding affinity contracts. A threshold of at least one hundred (100) contracts and at least ten thousand (10,000) insured persons (employees &amp; dependents) will apply, testified by a solemn declaration.</li> <li>2. Total number of Group Life, Accident, Disability &amp; Medical Insurance contracts currently covering more than 400 insured persons each (employees and dependents) excluding affinity contracts. A threshold of at least five (5) such contracts will apply which shall be evidenced by relevant references (Company name, contact person details &amp; title), testified by a solemn declaration.</li> </ol>
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 4.1, the financial standing under 4.2 as well as their experience under 4.3, will be assessed on a pass or fail basis.</p> <p>More details are included in the Tender Documents.</p>
4.5	Execution of the service is reserved to a particular profession:	The awarded Insurer(s) should be duly established, and operating insurer(s) registered with the relevant Union of Association of Insurance Companies—Greece or its European equivalent, 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:	Open	
5.2	Award criteria:	The most economically advantageous tender proposal in terms of the criteria stated below.	
		<b>Technical Award Criteria</b>	
		B1. Alignment with the contract terms as per contract specimen	25%
		B2. Improvements to contract terms included in the contract specimen	5%
		B3. Network of cooperative hospitals	10%
		B4. Value-adding Services to be offered to the insured population of IORP AIA, e.g., e-services, call centre, network of doctors, diagnostic facilities etc.	5%
		<b>Financial Award Criteria</b>	
	Lowest present value cost for the three (3) years of the Agreement.	55%	
5.3	Proof of Concept:	N/A	
5.4	Information about electronic auction:	An electronic auction will <b>not</b> be used.	
5.5	Time limit for requesting Tender Documents:	N/A	
5.6	Time limit for receipt of tender Proposals:	21/11/2023	15:00
5.7	Language(s) in which tenders or requests to participate may be drawn up:	a) All documents submitted in this tender are to be in the English language; 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.	
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:	Yes	Further notices will be published at the end of the present contract																						
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 the attention of Mr. Spiros Lountzis, Email: <a href="mailto:lountziss@aia.gr">lountziss@aia.gr</a>, <a href="mailto:cc'dbiggers@aia.gr">cc'dbiggers@aia.gr</a>. 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="639 611 1497 1043"> <thead> <tr> <th colspan="2">DETAILS OF APPLICANT AND CONTACT PERSON</th> </tr> </thead> <tbody> <tr> <td>Project Title</td> <td></td> </tr> <tr> <td>Company or consortium/ joint venture 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> </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. More details are provided in the Tender Documents.</p>		DETAILS OF APPLICANT AND CONTACT PERSON		Project Title		Company or consortium/ joint venture 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 IORP 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 IORP AIA Board of Directors.</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>																							