

Athens, August 30th, 2023

**Request for Proposal for the DESIGN, CONSTRUCTION, DECORATION, FIT-OUT DISMANTLING AND REMOVAL OF THE GREEK PAVILION (NATIONAL AND BRANCH) AT THE INTERNATIONAL EXHIBITION, CHINA INTERNATIONAL IMPORT EXPO, 6<sup>th</sup> CIIE, 5-10 November 2023.**

**Total Maximum Budgetary Expenditure: one hundred and eleven thousand and eight hundred EUROS (€111.800,00 + plus the corresponding VAT)**

**Introduction**

Enterprise Greece is the official agency of the Greek State, under the supervision of the Greek Ministry of Foreign Affairs, mandated to promote investments in Greece, exports from Greece, and make Greece more attractive as an international business partner.

Applicable is the internal Procurement Regulation (Gazette PRA.DI.T. 148/2020) and Article 84 of Law 4635/2019.

**Project Duration: Upon the signing of the contract to the completion of the deliverables as described below.**

Referring to the Greek participation in the above-mentioned exhibition, Enterprise Greece, as the Contracting Authority, kindly requests from interested parties to submit detailed drawings and quotation (hereinafter “offers”) for the construction, the supply of all types of equipment, decoration and the dismantling and removal, after the completion of the Exhibition, of the Greek Pavilion at:

- A. the Business Sector of a total surface of 110 sq. m. of the Branch Pavilion
- B. the Country Sector of a total surface of 136 sq. m. of the National Pavilion

with the following specifications.

**Important Note:**

**The following options are available to bidders.**

- Bidder to submit its offer for both Business Sector and Country Sector pavilion.
- Bidder to submit its offer for either Business Sector or Country Sector pavilion.

## A. Business Sector/ Branch Pavilion

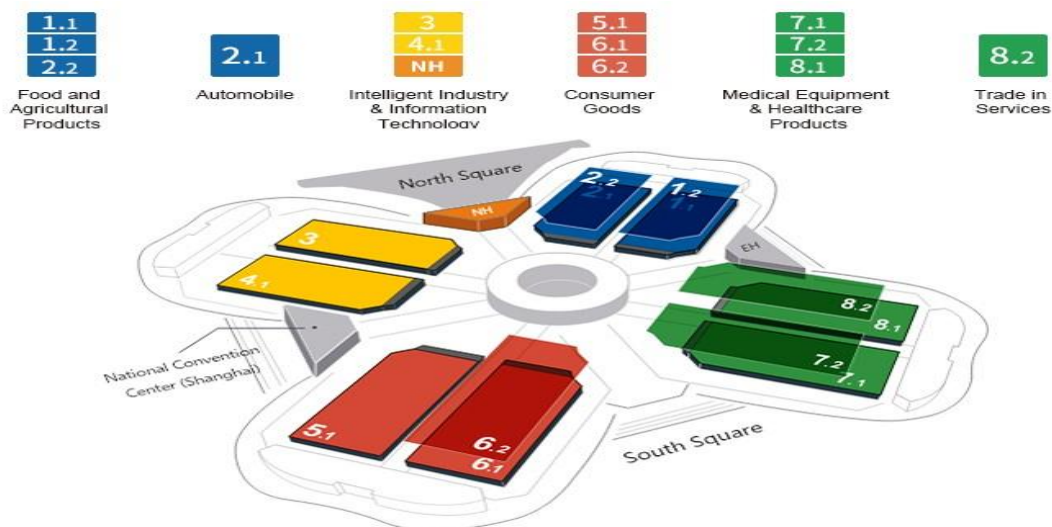
### 1. CONSTRUCTION AREA: 110 sqm

**PARTICIPATING COMPANIES: Approx. 8**

The CHINA INTERNATIONAL IMPORT EXPO will take place from 5 to 10 November 2023, at National Exhibition and Convention Center Shanghai.

**Contracting Authority** is the société anonyme with the trade name "ENTERPRISE GREECE S.A.", which invites, in accordance with the rules of I.E. "China International Import Expo", the approved manufacturers, as they are referred in annex 3 of the manual 1, to submit detailed proposals and tenders (hereinafter referred to as "the tenders") for the construction of the Branch Greek Pavilion, in accordance with the approved designs concerning the Greek Pavilion, as they contained in Annex 1, with the following specifications:

The Greek booth is located at Hall 2.2 of the Food & Agricultural Products section of the exhibition, see *Figure 1* below:



*Figure 1*

**SURFACE CONSTRUCTION:** 110 square meters

### TECHNICAL DESCRIPTION

#### 1. Construction

- Pavilion perimeter wall of minimum 4m height (including the fascia with the general labeling of the Greek pavilion) or more pursuant to the Exhibition's regulations. The Contractor ought to make arrangements should any particular approval be required.
- Internal walls separating individual stands.

The indicated construction material is paint-feasible wood or derivatives.

## **2. Floors**

The pavilion floor level height may exceed the fair floor level height at maximum 2-5 cm. The pavilion floor could be one of the following: carpet, laminated or vinyl, in a matching color. For the stands where the exhibits will be marble, the construction of the floor should be such that will withstand the weight of the exhibits.

## **3. Lighting**

Note that the lighting equipment should include powerful, low electricity consumption light bulbs of warm colors. That particular aspect shall be given special attention throughout the selection procedure. The candidate contractors are expected to describe the lighting features in detail. Adequate lighting (1 spot of 150 HQI white light (warm lighting ) or other similar technical solution

## **4. Electrical Installation**

As per the plug points of the stands, the contractor will place switchboards equipped with necessary fuses and switches. The whole installation should be grounded and equipped with the necessary distribution boxes and silent junction. Each table will bear many power switches, in analogy to the individual lines of each stand, according to the Exhibition's regulations. Exhibition's Regulations should be strictly pursued regarding the entire project. The Contractor's Financial Offer also includes the cost of power supplies for the organizing authority.

## **5. Signage**

Elevated structures and hanged banner (according to the Exhibition's Regulations) to be placed on the top of the Greek participation, depicting the Greek identity logo "GREECE" (artwork provided by Enterprise Greece). The cost of the hanging of the banners will be borne by the Contractor. The Contractor shall also print and install the artwork of the branding of the Greek participation at the fascia of the pavilion. The artwork will be given by Enterprise Greece.

## **6. Decorative elements and graphics**

The decorative elements and graphics will frame the construction and will be placed at locations indicated by the designer.

The costs for the adjustment and printing of the "ENTERPRISE GREECE" trademarks will be borne by the Contractor.

## **7. Equipment**

Each booth of the pavilion will be furnished with the following:

- round table with 4 chairs
- 1 info counter/ counter with a lockable cupboard and 1 stool
- one showcase, shelving, display cubes etc.
- Signage for each exhibitor with name and logo to be positioned at the front of the counter.
- 1 Lightbox for each exhibitor with name and logo. Minimum dimensions 40 cm width by 80 cm high.
- 1 clothes hanger
- 1-2 garbage cans
- 1 brochure holder
- 2 power outlets

#### **8. Warehouse**

One common warehouse (8m\*8m) which will have lockable doors and be equipped with shelves.

#### **9. Decorative elements and graphics**

The decorative elements and graphics will frame the construction and will be placed at locations indicated by the designer.

The costs for the adjustment and printing of the trademarks will be borne by the Contractor.

## **B. Country Sector/ National Pavilion**

### **CONSTRUCTION AREA: 136 sqm**

The CHINA INTERNATIONAL IMPORT EXPO will take place from 5 to 10 November 2023, at National Exhibition and Convention Center Shanghai.

Contracting Authority is the société anonyme with the trade name "ENTERPRISE GREECE S.A.", which invites, in accordance with the rules of I.E. "China International Import Expo", the approved manufacturers, as they are referred in annex 3 of the manual 1, to submit detailed proposals and tenders (hereinafter referred to as "the tenders") for the construction of the National Greek Pavilion, in accordance with the approved designs concerning the Greek Pavilion, as they contained in annex 1, with the following specifications.

The Greek booth is located at Hall 5.2. of the National Pavilions.

### **SURFACE CONSTRUCTION: 136 square meters**

#### **TECHNICAL DESCRIPTION:**

#### **1. Construction**

- Pavilion perimeter wall of minimum 4m height (including the fascia with the general labeling of the Greek pavilion) or more pursuant to the Exhibition's regulations. The Contractor ought to make arrangements should any particular approval be required.
- Internal walls separating individual stands.

The indicated construction material is paint-feasible wood or derivatives.

#### **2. Floors**

The pavilion floor level height may exceed the fair floor level height at maximum 2-5 cm. The pavilion floor could be one of the following: carpet, laminated or vinyl, in a matching color. For the stands where the exhibits will be marble, the construction of the floor should be such that will withstand the weight of the exhibits.

#### **3. Lighting**

Note that the lighting equipment should include powerful, low electricity consumption light bulbs of warm colors. That particular aspect shall be given special attention throughout the selection

procedure. The candidate contractors are expected to describe the lighting features in detail. Adequate lighting (1 spot of 150 HQI white light (warm lighting) or other similar technical solution

#### **4. Electrical Installation**

As per the plug points of the stands, the contractor will place switchboards equipped with necessary fuses and switches. The whole installation should be grounded and equipped with the necessary distribution boxes and silent junction. Each table will bear many power switches, in analogy to the individual lines of each stand, according to the Exhibition's regulations. Exhibition's Regulations should be strictly pursued regarding the entire project. The Contractor's Financial Offer also includes the cost of power supplies for the organizing authority.

#### **5. Signage**

Elevated structures and hanged banner (according to the Exhibition's Regulations) to be placed on the top of the Greek Pavilion, depicting the Greek identity logo "GREECE" (artwork provided by Enterprise Greece). The cost of the hanging of the banners will be borne by the Contractor. The Contractor shall also print and install the artwork of the branding of the Greek participation at the fascia of the pavilion. The artwork will be given by Enterprise Greece.

#### **6. Decorative elements and graphics**

The decorative elements and graphics will frame the construction and will be placed at locations indicated by the designer. The costs for the adjustment and printing of the "ENTERPRISE GREECE" trademarks will be borne by the Contractor.

#### **7. Equipment**

The National pavilion will be furnished with at least the following items:

- 1 round table with 4 chairs
  - 1 info counter/ counter with a lockable cupboard and 1 stool
  - 1 showcase, shelving, display cubes etc.
  - 1 clothes hanger
  - 1-2 garbage cans
  - 1 brochure holder
  - 2 power outlets
8. Enterprise Greece- National Pavilion: Construction and indicative equipment for the Enterprise Greece National Pavilion (136 sqms area- 8X17). The contractor will print and cover the walls of the Office and the information counter with the logo and graphics of ENTERPRISE GREECE, provided by ENTERPRISE GREECE according to the given architectural plan.

### **OBLIGATIONS OF THE CONTRACTOR**

The Contractor undertakes to perform the following:

- Fill in - within the specified **deadlines** – of all the technical forms, which are required by the Exposition (electricity, water, safety, etc.) according to the instructions of the organizer and in consultation with ENTERPRISE GREECE
- Provide technical support regarding the proper functioning of the pavilion throughout the duration of the Exhibition, immediate replacement of any defective equipment, considering the organizer's manuals

- Communicate with the Contracting Authority and sustain the necessary equipment.
- Insurance of the pavilion (materials and constructions) throughout the duration of the exhibition.
- Cleaning of the premises before the delivery of the Pavilion and during the exhibition days
- The on-site correction of logos and printing of the Pavilion.
- Immediate replacement and restoration of materials or decorative items destroyed during the Exhibition (including theft).
- The repair of damages, during the period of construction of the Greek Branch Pavilion at CHINA INTERNATIONAL IMPORT EXPO 2023.
- The dismantling of the Greek Branch Pavilion at CHINA INTERNATIONAL IMPORT EXPO 2023
- Removal of building materials from the exhibition area before the delivery of the Pavilion and after the dismantling.
- Disassembly, repair, and removal will take place within the deadline set by the terms and regulations of the CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibition - Manuals of the CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibition.

**Due Date of Delivery of the construction:** As determined by the regulations of CHINA INTERNATIONAL IMPORT EXPO.

#### **REQUIRED DOCUMENTS TO BE SUBMITTED BY APPLICANTS**

- The financial offer in Euros
- The technical proposal that shall include at least 3D drawings from two directions for the stands, technical description, specs and photos of the construction, the materials and the equipment that will be used), the name of the special booth constructor and his number
- Public statement signed by the applicant or his/her legal representative in the case of a legal entity, indicating that a) the applicant underwriting is fully aware of the terms of this invitation, and accepts them without reluctance, b) the tender was prepared in accordance with the terms of this Invitation c) the tender covers the entire project as it is described in this Invitation, d) all documents mentioned and listed in the offer are true and accurate, e) the applicant resigns from any reimbursement rights relating to cancellation or discontinuance of the tender.
- List of projects successfully operated in similar scope.

**Please note:**

- Additional requirements that lead to additional costs should be approved in written by Enterprise Greece.
- The total square meters of the Branch Pavilion will determine the final cost of construction.
- Payment will be made, by Enterprise Greece, in two installments upon the acceptance of the deliverables: a. 50% upon acceptance, signature of the contract and delivery of final design with the prior issue of the relevant document and b. 50% after completion of the project and after the 12<sup>th</sup> of November 2023, with the prior issue of the relevant document.
- In case of, due to Contractor's liability, late or inadequate delivery of the deliverables agreed, sanctions are imposed as follows:

- 1.- If the agreed deadlines of delivery expire and deliverables have not been delivered pursuant to the contractual terms, the Contractor is obliged to pay as a penalty clause a percentage of 0,2% of the total contract price for each day of delay.
- 2.- If the Contractor does not fulfill his/her contractual obligations or if the fulfillment is inadequate or if he violates any of the contractual terms, Enterprise Greece reserves the right to revoke the Contractor without being obliged (EG) to pay any compensation.
- 3.- The penalty clause is not imposed, and the revoke does not occur if the Contractor proves that the delay was caused by facts of force majeure or at fault of Enterprise Greece.
- 4.- Time is calculated in calendar days, costs are calculated as provided for under the Agreement (VAT not included) and deadlines cannot be transferred.

- For any matter arising from both the implementation and interpretation of the Agreement to be signed, which will be governed by the Greek Law, the documents to be applied are the terms of this
- Invitation, the award decision of Enterprise Greece's competent body, the terms of the Agreement to be signed and the tender of the Contractor together with the provisions of Greek Civil Law, , and any other Greek Law's in their versions applicable. For any dispute may arise during the implementation of the Agreement, and only if a friendly solution may not be achieved, it is recognized that the Competent Courts are those of Athens, which have the exclusive jurisdiction and power for the appeal of any dispute and before which each contractor party shall appeal or be appealed, on the application of Greek Law, both Substantive and Procedural.

Enterprise Greece reserves the right to ask from the Candidate with the highest score to improve its financial offer, prior to the final award of the assignment. The award is subject to the conclusion of a written contract.

### **CRITERIA FOR AWARDING**

The contract award criterion is the most economically advantageous tender on the basis of an optimal quality-price ratio, which is evaluated on the basis of the following criteria:

Technical criteria 70%:

1. Authorized constructor of CIIE
2. Prior experience in projects of similar scope
3. Alignment of the proposed design with the aims and objectives of the Hellenic's Republic participation at CIIE for promoting Greek exports to China
4. Proposed design to enhance Greece's image as an extrovert country.

Financial criteria 30%:

5. Cost of the offer (total and per square meter).

### **Terms and Conditions**

1. The Expressions of Interest to be submitted and this RfP are governed by and construed in accordance with the laws of the Hellenic Republic and the Procurement Regulation.
2. Enterprise Greece or any of its advisors or agents or employees or officers are not to be held responsible or liable in respect of any error or misstatement/misrepresentation in, or omission from, this RfP. No person acquires against Enterprise Greece and its officers, agents, employees

and officers, or the Enterprise Greece any right or claim for compensation, or indemnification, or other, for any reason or cause related to this RfP and/or the Proposal and/or the participation in the Tender. No representation, warranty or undertaking, expressed or implied, is, or will be made, in relation to the accuracy, adequacy or completeness of this RfP and the Tender Process in general.

3. Enterprise Greece reserves the right, at the fullest extent possible and at its exclusive discretion, to cancel, suspend, amend, or postpone this procedure, without any prior notice or update, as well as to terminate any negotiations or discussions at any stage of

the process, without incurring any liability whatsoever as against any participant and/or any third party.

4. Enterprise Greece reserves the right, according to the Procurement Regulation, to extend and/or amend the engagement with the Successful Candidate in order to include complementary services which may be required and cannot be identified today, but which shall prove to be inseparable from the original engagement without causing a major issue, or which may be absolutely necessary for the completion of the provision of service.
5. Any dispute arising under, or out of, or in connection with the present RfP including the Expressions of Interest submitted shall be subject to the exclusive jurisdiction of the Courts of Athens, Greece.
6. Offers that are unreasonable or non-compliant with the terms of this call shall be rejected as inadmissible.

#### **CONFIDENTIALITY – PERSONAL DATA**

1. The collection and processing of any personal data included in the submitted proposals shall aim to the evaluation and selection of the candidates, in accordance with the provisions of the applicable national and European legislation on data protection, especially, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), as well as with the Greek Law 4624/2019.
2. All candidates shall comply with the existing national and European legal and regulatory framework with respect to the protection of personal data and shall take all necessary technical and organizational measures to ensure that the requirements of the General Data Protection Regulation are met.

**Deadline for submission, September 14<sup>th</sup> 2023, at 10.00 am “Athens time zone”.**

Submissions via email: [procurement1@eg.gov.gr](mailto:procurement1@eg.gov.gr) , [a.triposkoufi@eg.gov.gr](mailto:a.triposkoufi@eg.gov.gr)

Language: English

Info: A. Triposkoufi , T: +30 210 33 55 778, E. [a.triposkoufi@eg.gov.gr](mailto:a.triposkoufi@eg.gov.gr)

For any clarification, please see below the link of the exhibition:

<https://www.ciie.org/zbh/en/>

[https://www.ciie.org/resource/static/zbh/default/assets-2019/download/pdf/CiIE\\_Exhibitor\\_Manual\\_6thE.pdf](https://www.ciie.org/resource/static/zbh/default/assets-2019/download/pdf/CiIE_Exhibitor_Manual_6thE.pdf)