

**Athens, October 5<sup>th</sup> , 2023**

**Request for Proposal for the PRODUCTION OF PROMOTING MATERIAL FOR THE GREEK PARTICIPATION AT THE INTERNATIONAL EXHIBITION, CHINA INTERNATIONAL IMPORT EXPO, 6<sup>th</sup> CIIE, 5-10 November 2023.**

**Total Maximum Budgetary Expenditure: thirty-nine thousand EUROS (€39,000.00 – 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.

The 6<sup>th</sup> (CIIE) CHINA INTERNATIONAL IMPORT EXPO will take place from 5 to 10 November 2023, at National Exhibition and Convention Center in Shanghai.

**Contracting Authority** is the société anonyme with the trade name "ENTERPRISE GREECE S.A." .

**Having taken into consideration:**

1. The fact that the purpose of “Enterprise Greece S.A Invest & Trade” is to attract, host, promote, support and maintain investment in Greece, to promote and develop all kinds of exports of goods and services, to facilitate business contacts and support Greek exports and Greek entrepreneurship in international markets, to achieve its purpose, Enterprise Greece, among other things, promotes and communicates the general investment and export strategy of the country internationally and in specially selected individual markets
2. In the context of this year's exhibition, and in the "post-COVID era" it stands as a huge opportunity to promote further the Greek Trade to Shanghai and to support the Greek participation at the national stand.

In this context, so as to promote the Greek products and work of Enterprise Greece, it is deemed necessary to create promotional material, and more specifically,

1. Backpacks (Printed Enterprise Greece logo)
2. Hard copy material (Brochures, marketing material and company profile)

3. Notebooks (Printed Enterprise Greece logo)
4. Lanyards (Printed Enterprise Greece logo)
5. Banners

The aforementioned products will be distributed to visitors and the participating exhibitors for enhancing the Greek participation at the 6<sup>th</sup> CIIE and promoting the work of Enterprise Greece. So 1 or 2 person per shift will have be in the counter of Enterprise Greece, during the operation of 6<sup>th</sup> CIIE 2023.

Therefore, the total estimated budget of the action amounts to a maximum of thirty-nine thousand euros (plus taxes and legal deductions where they exist) (€39,000.00).

Referring to the Greek participation to the 6<sup>th</sup> CIIE 2023, Enterprise Greece, as the Contracting Authority, kindly requests from interested parties to submit quotations (hereinafter “offers”) to produce the products.

You are kindly requested to submit your detailed financial offer based on the above, in **Euros (€)**. It is necessary to provide prices per piece as well as products technical specifications (quality, material, etc), and price per person, who will be occupied in Enterprise Greece’ s Pavilion at 6<sup>th</sup> CIIE 2023.

#### **Award Criteria**

1. The tender will be awarded to the bidder with the lowest price offer.

#### **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.

#### **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, October 20<sup>th</sup>, 2023, at 11.00

Submissions via email. At [procurement1@eg.gov.gr](mailto:procurement1@eg.gov.gr)

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

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