

**Small and Medium Sized
Enterprises Division**

Athens, 28.03.2024

Info: Paraskevi Foteinaki
Tel: +30 210 3355770
p.foteinaki@eg.gov.gr

**Request for Proposal
for the BUILDING, CONSTRUCTION, DECORATION, FIT-OUT AND DISMANTLING OF THE GREEK
PAVILION AT THE INTERNATIONAL EXHIBITION,
SAUDI FOOD SHOW, 21-23.05.2024, Riyadh**

**Total Maximum Budgetary Expenditure:
40.000 USD - forty thousand dollars
(VAT not included)**

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 (Government Gazette PRA.DI.T. 148/2020) and Article 84 of Law 4635/2019.

Project Duration: from 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 of the Greek Pavilion, with the following specifications.

**CONSTRUCTION AREA: 144 sqm
PARTICIPATING COMPANIES: 9**

Location: Hall 3

TECHNICAL DESCRIPTION:

1. Construction

-Pavilion perimeter wall of maximum 4,5m 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.

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) per 2 sq.m) 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/or 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 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. Individual stands (Equipment)

Individual stands of 9 and 12 sqms will be furnished with the following:

- 1 table with 4 chairs
- 1 info counter/ counter with a lockable cupboard and 1 stool
- 1 showcase with light
- 3 shelves, display cubes etc.
- 1 small storage room with lockable door (1,00m.x1,00m.)
- Signage for each exhibitor with name and logo to be positioned at the front of the counter.
- 1 graphic, 1*2 m dimension
- 1 clothes hanger
- 1-2 garbage cans
- 1 brochure holder
- 1 power outlet

Individual stands of more than 15 sqms and over will be furnished with the following:

- 2 tables with 8 seats
- 2 info counter/ counter with a lockable cupboard and 1 stool
- 2 showcases with light. Based on the various exhibitor categories, there should be showcase designs that reflect the contents accordingly.
- 6 shelves, display cubes etc.
- 1 small storage room with lockable door (1,00m.x 1,00m.)
- Signage for each exhibitor with name and logo to be positioned at the front of the counter. The corner stands will have two signs; (one for each corner) with the logo and name positioned on each corner at the front.
- 1 graphic, 1*2 m dimension
- 1 clothes hanger
- 2 garbage cans (for the larger stands the required number will change accordingly)
- 1 brochure holder
- 1 power outlet

Additional equipment: up to six (6) extra 24 power outlets.

7. Enterprise Greece office and tasting area (app. 18 sqm)

- One double sink connected to sewage,
- two long tables, four chairs
- shelves,
- 3 power outlets
- storage

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.

CONTRACTOR OBLIGATIONS

The Contractor will print and cover the walls with the logo of the Contracting Authority. The Contractor will contact all exhibitors separately and arrange for the necessary equipment.

The materials used will be high quality, new or used, and will be transferred at the responsibility of the contractor.

The Contractor further undertakes the following:

- Technical support for the proper functioning of the stands, immediate replacement of any defective equipment.
- The cost of power for the whole pavilion
- Insurance of the pavilions (materials and construction) throughout the duration of the exhibition.
- Cleaning of the booths prior to the delivery of the Pavilion and during the exhibition.
- On-site correction of logos and graphics printing on the front of the exhibitors' stands.
- Direct replacement and reparation of those materials or decorative elements that are destroyed during the Exhibition (theft included).
- Any loss of material (theft included) costs will be borne by the contractor only.
- The dismantling of the Greek Pavilion in SAUDI FOOD SHOW 2024.
- The repair of space damages, if any caused, during the construction or dismantling of the Greek Pavilion at SAUDI FOOD SHOW 2024.
- The removal of the constructing materials out of the exhibition halls.
- The dismantling, repair and removal will be done within the appropriate time, according to the rules and regulations of the Exhibition SAUDI FOOD SHOW 2024.
- **Due Date of Delivery of the construction: 20th May 2024, at 9: a.m**

DOCUMENTS:

- Public declaration signed by the applicant Contractor or its legal representative, in case of legal entity, stating that a) the applicant Contractor is fully aware of the terms of the present invitation and accepts them without reservation, b) the offer was drafted in accordance with the terms of this RfP c) the offer covers the entire project as described in the present RfP, d) all items listed in the offer are true and accurate, e) the applicant waives any compensation rights pertaining to cancellation or discontinuance of the bid.

Please note:

- Additional requirements leading to additional costs should be approved by Enterprise Greece and charged to each exhibitor individually.
- The total sqm of the Greek Pavilion will determine the final cost of the construction.
- The quote for the tender must not exceed the budget limit of **275\$/sqm** and in case the total amount of 40.000 USD - forty thousand dollars (VAT if applicable not included).
- Payment in installments upon acceptance of deliverables: a. 50% after the acceptance of the final design proposal following the respective invoice and b. 50% of the remaining eligible cost to be paid one month after the dismantling of the Greek pavilion.

You are kindly requested to submit your technical proposal (it should 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) and your financial offer based on the above, in **dollars (USD)**, **until 12-04-2024 and 16:00 (Greek time) by email at p.foteinaki@eg.gov.gr**. 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.

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 Enterprise Greece's 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. The offer includes all expenses and no variation or alter of the contract price is permitted.
7. Award Criteria. 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:

Table: Criteria and weighting factors

S/N	CRITERIA CATEGORY	WEIGHTING FACTOR%
K1	Clarity and completeness of the project execution & implementation methodology	40
K2	Project Organization (Relevant Executives Experience and Structure)	20
K3	Aesthetic evaluation of the offer	40
TOTAL		100

1. Clarity and completeness of the project execution & implementation methodology.

The clarity and completeness of the offer as to the specific requirements of the Project are judged. The bidder's understanding of the object and the specific requirements of the project, as well as the identification and analysis of the factors and parameters that specify the project's needs are scored. The manner of implementation and organization of the phases of construction supervision must be documented by submitting a description of the works or timetable identifying the responsibilities of the partners as well as the sequence and interdependence of the different phases and tasks/works for the full and qualitative implementation of the project.

2. Project organization

Company profile, description and range of services, references to previous acting projects, samples and presentation of previous relevant successful projects

Presentation of the project team (reference to the structure including the individual consultants of the project team members / executives of the economic operator as well as the CVs of the project team's members).

3. Aesthetic evaluation

The aesthetic of the whole construction as well as the different parts of it, is of vital role. The lighting of the construction is also of great importance. The general aesthetic of the construction should create a balanced set, using the colours, the materials and the equipment coherently. The aim is the creation of a construction that is impressive but balanced and harmonious at the same time.

Another aspect to be evaluated is whether the Greek stand will be different from other constructions that usually appear at this exhibition, suggesting an original concept.

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.

FOR ENTERPRISE GREECE S.A.

Marinos Giannopoulos
CEO

Annex 1 : Indicative floor plan

