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Invitation to Quote (ITQ) Oil
supply for heating & hot water
purposes in Agia Eleni:
GR-IOA-391-2020

<p>Arbeiter-Samariter-Bund Deutschland e.V Address: Archiepiskopou Makariou 11 KE.PA.VI, Ioannina Office P.C. 45221 telephone: +30 2651607034</p>	<p>Sender name/position/telephone/email Logistics Department/ Procurement.ioa@asb.gr</p>
<p>Opening Date: 20/01/2021</p>	<p>Closing Date: 03/02/2021 16:00</p>

Request for Quote reference: **No. ITQ-IOA-391-2020**

Subject or Title: **“Oil supply for heating & hot water purposes in Agia Eleni”**

Arbeiter-Samariter-Bund Deutschland e.V (ASB) started its activities in Greece in March 2016, focusing on the provision of Humanitarian Aid to refugees/migrants. Between 2016 and 2018 the ASB implemented two major projects funded by the European Union (DG ECHO) and the German Federal Foreign Ministry. In 2017 the ASB built the technical facilities and shelters for the Long - Term Accommodation Centre (LTAC) of Diavata and in 2018, ASB acquired four accommodation sites in the Epirus Region (Katsikas, Filippiada, Doliana and Konitsa). In 2019, the ASB with the funding of the Directorate - General for Migration and Home Affairs of the European Union (DG HOME) and in coordination with the International Organisation for Migration (IOM) implemented the "Improving the Greek Reception System Through Site Management Support and Targeted Interventions in Long - Term Accommodation Sites" project for the sites of Diavata, Filippiada, Katsikas and Doliana. In 2020 the ASB implemented the Program "Supporting the Greek Authorities in Managing the National Reception System for Asylum Seekers and Vulnerable Migrants (SMS)", for the LTAC of Diavata (Thessaloniki region), Katsikas, Filippiada, Doliana and continues it into 2021 as a no cost extension in the LTAC of Agia Eleni. In 2021 the ASB is also implementing the Program "SMS 2021 - Assisting the Greek authorities in the management of the Reception System" in the camps of Diavata, Filippiada, Katsikas, and Doliana with the funding of DG HOME and in coordination with IOM. The ASB country office is based in Thessaloniki, while the Epirus regional office is in Ioannina.

On behalf of Arbeiter-Samariter-Bund Deutschland e.V. (www.asb.gr) we kindly request quotation for items listed in below **Bid Form - Annex 1 (page 7)**. This includes, but is not limited to, cost, pricing, delivery of items, terms and conditions, service levels, and all other information.

PARTIAL QUOTATIONS WILL BE ACCEPTED

1. Oil for heating & hot water purposes, Agia Eleni

- List of requested services and goods is provided in **Bid Form** (Annex 1, page 7).
- The duration of the signed framework agreement will be from the signing date of the contract till 31st of March 2021 with the possibility of extension for three (3) months until the end of June 2021 and again for another six (6) months until the end of December 2021 with the annual offer prices remaining the same. Any extension will be implemented through a written extension agreement, after written communication in advance.

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<p>(Stamp)</p>	<p>Duly authorized to sign the Quotation for and on behalf of</p> <p>(Name, position) (Location, date) (Signature)</p>
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- With the present ITQ, ASB requests quotation for a certain amount of goods. However, ASB is not bound to purchase the whole quantity. The quantity needed will be assessed according to the needs and will be requested by the responsible staff of ASB with the submission of the relevant Purchase Order.
- The quality of the fuel will be the same as that of the Greek State Refineries and must comply with the Greek law requirements.
- Delivery locations: LATC of Agia Eleni
- The total annual minimum consumption will be 40,000ltr and the individual orders will vary from 2,500ltr to 20,000ltr.
- The contractor is required to have the experienced staff and equipment to carry out the requests at the above-mentioned location, ASB staff will oversee the work.
- The contractor will offer the services following all the prevention measures against COVID-19. In case of a COVID-19 positive case at camps the services will continue.
- A 6,000 ltr tank truck is required in order to be flexible

2. Questions/Clarifications Request:

Should you have questions about this request for quote, please contact us via e-mail at procurement.ioa@asb.gr.

3. Request for Quotation – Administration

Response Deadline:

- Quotations must be provided as hardcopies in sealed envelope at ASB Branch Office Located at Archiepiskopou Makariou 11, KE.PA.VI, 45221 Ioannina, Greece by **Wednesday 03/02/2021, 16:00 p.m.** EET Eastern European Time.

DO NOT USE YOUR OWN INDIVIDUAL FORMS

- Quotations received after the stated deadline are considered invalid.
- Quotations received through other means, should also be considered invalid.

4. Source Selection Criteria:

Based on the **highest discount percentage (%) on the average daily rate of heating fuel in the prefecture of Ioannina which is monitored by the ministry (<http://www.fuelprices.gr>) Technically Acceptable Source Selection Process**, an award will be made to the Bidder submitting the highest discount percentage (%) that meets or exceeds the technical acceptability standards while respecting determined delivery timelines.

5. Delivery location and Terms

The requested services must be delivered at the 11 separate supply points within the LATC of Agia Eleni after the relevant ASB department has confirmed the order and upon signing the Purchase order.

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Delivery timeline: Delivery is required within 2 working days from the confirmation of the order upon signing the Purchase order. Delivery hours are from 09:30 until 15:30, during working days and upon request.

6. Essential Qualifications

- A registered company or companies.
- Not blacklisted according to EU-UN restrictive measures.
- Fulfilled obligations related to payment of social security and taxes.
- Not bankrupted or in the process of going bankrupt.
- Not been convicted for an offense concerning professional conduct.
- Not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Not been guilty of serious misinterpretation in supplying information.
- Not in a situation of conflict or potential conflict of interest with ASB.
- Not declared a serious fault of implementation owing to a breach of our contractual obligations.
- Not employ personnel below the legal working age.
- Provide basic social rights and fair working conditions to our employees.
- Not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.

7. Quotation Validity:

- The Quotation should be **valid for ninety (90) calendar days** from the ITQ due date. If this is not possible, please quote your best quote validity timeframe.
- The Quotation includes, but is not limited to cost, pricing, terms and conditions, service levels, and all other information. If your company is awarded the contract, all information in the ITQ and negotiation process is contractually binding.

8. Submission instructions:

8.1 Quotations must be submitted:

- | |
|--|
| <ul style="list-style-type: none"> a. <u>As hardcopies in sealed envelope</u> at ASB Branch Office at Archiepiskopou Makariou 11, KE.PA.V.I., 45221, Ioannina. b. <u>Financial bid</u> shall be submitted through <u>bid form (Annex 1 attached, page 7)</u>. c. <u>Deadline</u> for submission is <u>Wednesday, 03 of February 2021 16:00 EET</u> Eastern European Time. d. Please use this ITQ Document to submit your bid. The document must be signed and stamped at the end of each page in Pdf. |
|--|

- Incomplete offers will not be considered.
- Offers submitted with any other method will not be considered.

8.2 To be eligible, Quotations must include:

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1. **Acceptance of all terms and conditions of this ITQ by signing and stamping each page / Αποδοχή των όρων του παρόντος εγγράφου υπογράφοντας και σφραγίζοντας κάθε σελίδα.**
2. **Tax free certificate/ Φορολογική Ενημερότητα**
3. **Social insurance free certificate/ Ασφαλιστική Ενημερότητα**
4. **Heating Oil selling license / Άδεια εμπορίας πετρελαίου θέρμανσης**

9. As a minimum, offers must show:

- The ITQ reference number.
- The name, addresses (street, email, other), and telephone number of the Bidder.

10. General Conditions

- Individual businesses, as well as group of individual businesses represented by one business are eligible to apply.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers (Applicants who do not comply, will be disqualified).
- All prices must include all Taxes and shipping/delivery cost. ASB shall not be charged on any other basis than the ordered quantity and the unit prices of described items.
- If Applicants have any additional requests and conditions, these shall be stipulated in a separate letter accompanying their application.
- Each applicant may make one application only, either as an independent entity or as part of a group. - Applications shall be made in writing, with prices calculated in Euro only, and be inclusive of all taxes and shipping costs.
- Applicants cannot apply if they:
 - Are not registered companies.
 - Are not registered for each operation they intend to provide (Chamber of Commerce codes).
 - Are bankrupted or in the process of going bankrupt.
 - Have been convicted for an offense concerning professional conduct.
 - Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
 - Have not fulfilled obligations related to payment of social security and taxes.
 - Are guilty of serious misinterpretation in supplying information.
 - Are in situations of conflict or potential conflict of interest with ASB.
 - Were declared at serious fault of implementation owing to a breach of their contractual obligations.

11. Price offer

You will find in the attached **Bid Form** (Annex 1) the specifications of the request for which your company is required to bid for:

- A discount percentage (%) on the average daily rate of heating fuel in the prefecture of Ioannina, to be applied to the day of each refueling, which is monitored by the ministry (<http://www.fuelprices.gr>). **Transportation costs should also be included.**

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12. Payment Terms

ASB intends to award a Framework Agreement as a result of this ITQ with payment terms being ten (10) working days from issuing the invoice and Service Completion Note (SCN) / Goods Received Note (GRN) signed by authorized ASB staff, at the location specified. The Supplier must submit to ASB a copy of all the necessary documents and certifications required for the provision of the requested services according to Greek regulations and European directives (invoice, waybill).

If any deviation on the above requested payment terms, please indicate otherwise.

13. Quality control

Defects; Warranty; Misc.

- a) ASB has the right to inspect and test all supplies, equipment and services quantity and quality of delivery called for by the Contract, to the extent practicable, at all places and times, including the period of manufacture, seller's warehouse and in any event before acceptance. ASB shall perform inspections and tests in a manner that will not unduly delay the work. ASB assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor.
- b) ASB shall inspect the items upon their delivery (if different not agreed) and provide written notice to Contractor as to any defects, non-conformities, or issues in Contractor's performance of its Contract obligations.
- c) ASB shall not be obliged to buy or pay for, and ASB may at any time after delivery reject, all or any part of a given delivery of goods and services that ASB determines does not conform to the Contract, is defective in material or workmanship, or are otherwise not in conformity with the specifications in Contract. To the extent practicable, ASB will provide the reasons for rejecting said goods in writing.
- d) Contractor is exclusively liable for any defects in the items by Contractor, its agents, representatives, or subcontractors.
Contractor hereby agrees to indemnify ASB for any losses, damages or claims of any kind arising from such defects.
- e) No rights or obligations under any agreement with ASB may be assigned or subcontracted to any third party, unless such assignment is pursuant to ASB written consent.
- f) If items are being procured, Contractor shall make delivery to the specified destination by the due date stated or as otherwise agreed in writing by both parties. Any such stated due date is of the essence and the Contractor shall notify ASB promptly if it anticipates that delivery will not be on time. Contractor shall incur all costs related to unauthorized early delivery or any late delivery.

14. Terms and Conditions

Issuance of this ITQ does not constitute an award commitment on the part of the ASB, nor does it commit ASB to pay for costs incurred in the preparation and submission of a bid.

By submitting the valid offer to this ITQ you accept to adhere to ITQ and Terms/Conditions. ASB may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

15. False Statements in the Bid

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments. False statements in bids constitutes grounds for immediate termination of the agreement with vendor. ASB takes fraud, misstatements, falsification, manipulation, alteration of facts and/or documents very seriously and has a zero-tolerance policy and may choose to take legal action in case of misrepresented disclosures by Contractors.

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16. Conflict of Interest Disclosure

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in ASB having to reevaluate the selection of a potential Bidder.

17. Right to Select/Reject

ASB reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability ASB also reserves the right to reject any or all proposals received without explanation.

18. Reserved Rights

All ITQ responses become the property of ASB and ASB in its sole reserves the right discretion to:

- To disqualify any offer based on Bidder’s failure to follow solicitation instructions.
- To waive any deviations by Bidder from the requirements of this solicitation that in ASB opinion is considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition.
- Extend the time for submission of all ITQ responses after notification to all Bidders.
- Terminate or modify the ITQ process at any time and re-issue the ITQ to whomever ASB deems appropriate.
- Issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

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Bid Form - Annex 1

Completed by ASB				To be completed by supplier / Να συμπληρωθεί από τον προσφέρων
No.	Description & Specifications / Περιγραφή	Unit / Μονάδα μέτρησης	Estimated Annual Quantity asked / Εκτιμώμενη Ετήσια Ζητούμενη Ποσότητα	DISCOUNT PERCENTAGE (%) on the average daily rate of heating fuel (oil) in the prefecture of Ioannina, which is monitored by the ministry (http://www.fuelprices.gr/) *This discount will be applied at the prices announced for the day of the refueling* / ΠΟΣΟΣΤΟ ΕΚΠΤΩΣΗΣ (%) επι της μέσης ημερήσιας τιμής πετρελαίου θέρμανσης στον Νομό Ιωαννίνων όπως αυτή αναρτάται στο site του υπουργείου ανάπτυξης και ανταγωνιστικότητας (http://www.fuelprices.gr/) *Η έκπτωση αυτή θα εφαρμόζεται στις τιμές που θα ανακοινώνονται για την ημέρα του ανεφοδιασμού*
1	Oil supply to the camp of Agia Eleni for heating /hot water purposes (transport costs included) / προμήθεια πετρελαίου στο camp της Αγίας Ελένης για Θέρμανση και ζεστό νερό (Η μεταφορά θα συμπεριλαμβάνεται στην τιμή)	Ltr	85,000	

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Annex 2 – Privacy statement for Procurement

Privacy statement for processing of personal data within the implementation of the public procurement procedures organized by ASB

The processing of personal data by the ASB for the purpose of implementing procurement procedures is subject to Regulation (EU) 2016/679 ('the Regulation' or 'the GDPR'). This is a specific privacy notice on personal data protection in relation to the processing of information by ASB¹ as part of a public procurement exercise in order to evaluate the proposals received in response to a call for quotation/tender referring to exclusion and award criteria set out in the Invitation to Tender (ITT) documents or Invitation to Quote (ITQ) documents and to award the contract to the best candidate who meets minimum standards required and submits the most economically advantageous quotation/tender in terms of quality/price evaluation.

Controller

ASB processes personal data in accordance with Data Protection Legislation namely the GDPR and any applicable national implementing Laws as amended from time to time. Procurement processing operations are under the responsibility of the Controller, ASB.

Description of processing operations and recipients

ASB organizes and launches procurement procedures through calls for tender. The largest part of tendering procedures has been either low value negotiated procedures or open tendering procedures. ASB may decide to launch restricted procedures, if needed. Those calls involve evaluation of submitted offers which are sent by bidders according to a set of criteria.

In principle, ASB collects the needed data on the last day for the submission of the offers. Exceptionally, those data are collected at a later stage if any document is missing.

Categories of personal data

The following categories of personal data are collected from the data subject and processed:

- Name
- Nationality
- Gender
- VAT number
- Contact details
- Work experience
- Education

¹ When on occasion ASB commissions a third party, such as a consultant to assist with the procurement process their appointment will be subject to contractual obligations including confidentiality and data protection in respect of processing personal information. When ASB collaborates with other Authorities or Shared Service providers for joint procurements, all parties involved in the process will be subject to the same confidentiality and data protection obligations as laid out in this Privacy Notice.

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- Trainings
- Academic background
- Language and technical skills
- Date of birth
- Reference number of Passport or ID card
- Bank account details
- Financial turnover/accounts
- CV's of staff proposed for the provision of the goods/services/works
- Responses to questions as set out in a Standard Selection or Suitability Questionnaire of the ITT or ITQ on such matters including (but not limited to) Professional misconduct/Criminal Activity/Criminal Record/Health and Safety Records
- Evidence of the payment of social taxes

Purpose

The purpose of the processing is to use the various information in order to evaluate the proposals received in response to a call for quotation/tender referring to exclusion and award criteria as set out in the ITT or ITQ documentation and award the contract to the best candidate in terms of the most economically advantageous submission based on quality/price.

Recipients of personal data

Without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union/Greek law, internally, at ASB, the procurement officer, the project manager of each tendering procedure, the members of the selection & evaluation panel(s), the DPO if needed, have access to those data. Externally, the European Commission, OLAF, internal audits, European Courts and local Greek courts and the candidates who have been unsuccessful; (for the cases of litigation) may have access to those data.

In case you are awarded a contract by ASB, your personal information may be made public, in accordance with ASB's obligation to publish information on the outcome of the procurement procedure and spend

How do we protect and safeguard your information?

Documents received from bidders are held securely within ASB with access rights limited to named personnel who are involved in opening and evaluation and award only.

Any documents that need to be downloaded are stored on a secure server on a drive with dedicated folders accessible to staff conducting the procurement and evaluation of tenders only. Any physical files are stored in a lockable filing cabinet within ASB with restricted access rights.

Exercise of data subject rights

You have the right to access, update or correct your personal data and have them rectified. The right of rectification is obviously limited to the factual data after the award for reasons of transparency and equal treatment. Any such requests will be dealt with within 30 working days. Any correction of your personal information will be taken into consideration from the data protection point of view. The exercise of this right is guaranteed through the possibility to reach either the Controller or the Data Protection Officer.

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Legal basis and lawfulness of the processing operations

The legal basis of the processing operations is Article 6 para. lit.b and f. GDPR.

Retention periods

Your data will be stored at ASB for maximum seven years in case of data of the successful bidder and for five years in case of data of the unsuccessful tenderers. This retention period is needed for auditing purposes and for the case of appeals and litigation.

Regardless of whether the bidder is successful or not, any extracts from the judicial records will be kept by ASB for up to two years as of the day of the award decision.

Your data will not be kept from ASB after the end of the above-mentioned retention periods.

Information to data subjects

The permanent publication of this privacy statement on ASB website shall be deemed as information to the data subjects about their rights. This privacy statement, as of the day of its approval by the Administrative Manager, will have to be included also in all invitations to tender launched by ASB.

Contact information

Should bidders have any queries or wish to complain about how we process your personal information, please address them in writing to the Controller at info(at)asb.gr.

You also have the right to complain to the Hellenic Data Protection Authority, at: Hellenic Data Protection Authority, Kifisias Avenue 1-3, 115 23 – Athens, e-mail: complaints@dpa.gr, FAX: +30 210 6475628.

THE BELOW TABLE MUST BE FILLED BY THE BIDDER

/

ΝΑ ΣΥΜΠΛΗΡΩΘΕΙ ΑΠΟ ΤΟΝ ΠΡΟΣΦΕΡΩΝ

Vendor Participation:
Submission of all requested documents as per paragraph 8.2: YES / NO
Quotation validity: days
Availability:
Payment terms:
Comments:

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