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Invitation to Quote (ITQ) Washing  
Machines Repairs and Spare Parts:  
GR-IOA-045-2021

|   |   |
|---|---|
| Arbeiter-Samariter-Bund<br><b>ASB Greece</b><br><b>Address: Archiepiskopou Makariou 11</b><br><b>KE.PA.VI, Ioannina Office</b><br><b>P.C. 45221</b><br><b>telephone:+302651607034</b> | Sender name/position/telephone/email<br><br><b>Logistics Department/<br/>Procurement.ioa@asb.gr</b> |
| Opening Date: <b>20/01/2021</b>   | Closing Date: <b>29/01/2021 16:00</b>   |

Request for Quote reference: **No. ITQ-IOA-045-2021**

**Subject or Title: "Washing Machines Repairs and Spare Parts"**

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 Organization 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 (ASB GREECE - [www.asb.gr](http://www.asb.gr)) we kindly request quotation for services and goods listed in below **Bid Form - Annex 1**. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information.

**Quotations per LOT will be accepted.**

*We acknowledge all terms and conditions of this ITQ reference to PR №: GR-IOA-045-2021*

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| (Stamp) | Duly authorized to sign the Quotation for and on behalf of<br><br><br><br>(Name, position) (Location, date) (Signature) |
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**1. Washing Machines Repairs and Spare Parts**

- With the present ITQ, ASB intends to award the awarded supplier a framework agreement.
- The duration of the signed framework agreement will be for **five (5) months** from **February 2021 till 30th of June 2021** with the possibility of extension for another **six (6) months** with the annual offer prices remaining the same. Any extension will be implemented through a written extension agreement, after written communication in advance.
- With the present ITQ, ASB requests quotation for a certain amount of services and materials. 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 contractor is required to provide the listed services and goods in below **Annex 1 & 2**.
- The contractor should be able to provide the requested services and goods within **four (4) working days** upon written notice.
- 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.
- The contractor is required to have the staff and equipment and carry out the tasks in below Annex 2. ASB staff will oversee the work.
- The supplier is advised to visit the camp before submitting the offer to understand the space, dimensions and working conditions.

**2. Questions/Clarifications Request:**

Should you have questions about this Request for Quote, please contact us via e-mail at [procurement.ioa@asb.gr](mailto:procurement.ioa@asb.gr) by Wednesday 27/01/2021 at 17:00.

**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 **Friday 29/01/2021, 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.
- If this is not possible, please inform accordingly and indicate otherwise.

**4. Source Selection Criteria:**

Based on the **Lowest Price Technically Acceptable Source Selection Process**, an award will be made to the Bidder submitting the lowest evaluated price that meets or exceeds the technical acceptability standards while respecting determined delivery timelines.

**5. Delivery location and Terms**

The requested services and goods must be delivered at the Open Accommodation Facility of Doliana, Katsikas and Filippiada.

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Delivery timeline: Delivery is required within **four (4) working days** from the confirmation of the order upon signing the Purchase order. Delivery hours are from 10:30 to 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:

- a. **as hardcopies in sealed envelope** at ASB Branch Office Located at Archiepiskopou Makariou 11, KE.PA.VI , 45221, Ioannina\_
- b. **Financial bid** shall be submitted through **bid form (Annex 1 attached)**.
- c. **Deadline** for submission is **Friday , 29<sup>th</sup> of January 2021 16:00am**
- d. Please **use this Document ITQ** to submit your bid. The document must be **signed and stamped** at the end of each page in Pdf.

- The above email address is inclusive, submission to any other email address, deems quotation as invalid.
- Incomplete offers will not be considered.
- Offers submitted to other method, unless indicated and requested otherwise, will not be considered.

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**8.2 To be eligible, Quotations must include:**

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 clearance certificate**/ Φορολογική Ενημερότητα
3. **Social insurance certificate**/ Ασφαλιστική Ενημερότητα

**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 services.
- 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:

- Unit Price must include any discount terms, and all relevant taxes.
- Price in euro.

**12. Payment Terms**

The Arbeiter-Samariter-Bund intends to award a firm fixed-price **framework agreement** as a result of this ITQ with payment terms being ten (10) working days from issuing the invoice and services Service Completion Note (SCN) or

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Goods Receive 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 and goods 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) Arbeiter-Samariter-Bund 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 GREECE shall perform inspections and tests in a manner that will not unduly delay the work. ASB GREECE assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor.
- b) Arbeiter-Samariter-Bund shall inspect the services and goods 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) Arbeiter-Samariter-Bund shall not be obliged to buy or pay for, and Arbeiter-Samariter-Bund may at any time after delivery reject, all or any part of a given delivery of goods and services that Arbeiter-Samariter-Bund 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, Arbeiter-Samariter-Bund will provide the reasons for rejecting said goods in writing.
- d) Contractor is exclusively liable for any defects in the services and goods by Contractor, its agents, representatives, or subcontractors.  
Contractor hereby agrees to indemnify Arbeiter-Samariter-Bund for any losses, damages or claims of any kind arising from such defects.
- e) No rights or obligations under any agreement with Arbeiter-Samariter-Bund may be assigned or subcontracted to any third party, unless such assignment is pursuant to Arbeiter-Samariter-Bund’ written consent.
- f) If services or goods 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 Arbeiter Samariter Bund 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 Arbeiter- Samariter-Bund, nor does it commit Arbeiter-Samariter-Bund 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. Arbeiter-Samariter-Bund 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. Arbeiter-Samariter-Bund 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 Arbeiter-Samariter-Bund having to reevaluate the selection of a potential Bidder.

**17. Right to Select/Reject**

Arbeiter-Samariter-Bund 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. Arbeiter-Samariter-Bund also reserves the right to reject any or all proposals received without explanation.

**18. Reserved Rights**

All ITQ responses become the property of Arbeiter-Samariter-Bund and Arbeiter-Samariter-Bund 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 Arbeiter-Samariter-Bund’s 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 Arbeiter-Samariter-Bund 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      |                               |
|------------------|--|----------------|-------------------|----------------------------------|-------------------------------|
| LOT<br>Katsikas  | Description & Specifications   | Unit           | Quantity<br>asked | Cost per unit<br>without VAT (€) | Total cost without VAT<br>(€) |
| 1                | Technician visit for the maintenance of ten (10) Professional Washing Machine, Brand PRIMER, Model LP-10 T EP, to Katsikas/ Επίσκεψη τεχνικού για την συντήρηση δέκα επαγγελματικών πλυντηρίων μάρκας PRIMER, μοντέλο LP-10 T EP στον Κατσικά  | service        | 2                 |                                  |                               |
| 2                | Technician visit for the identification of washing machines PRIMER, Model LP-10 T EP malfunctions and detailed written malfunctions report to Katsikas/ Επίσκεψη τεχνικού για την αναγνώριση των βλαβών των πλυντηρίων PRIMER, μοντέλο LP-10 T EP και λεπτομερής γραπτή αναφορά προβλημάτων στον Κατσικά | service        | 5                 |                                  |                               |
| 3                | Technician visit for installation of all washing machines PRIMER, Model LP-10 T EP spare parts, in respect to the detailed report to Katsikas/ Επίσκεψη τεχνικού για εγκατάσταση όλων των ανταλλακτικών της αναφοράς για τα πλυντηρία PRIMER, μοντέλο LP-10 T EP στον Κατσικά                            | service        | 5                 |                                  |                               |
| 4                | Circuit Board for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Ηλεκτρονική Πλακέτα για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 8                 |                                  |                               |
| 5                | Processor for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Επεξεργαστής για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 8                 |                                  |                               |
| 6                | Inverter (programable) for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ INVERTER (προγραμματιζόμενο) για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2                 |                                  |                               |
| 7                | LED screen 4,3" for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ LED οθόνη 4,3" για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 2                 |                                  |                               |

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| 8  | Double water valve for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Διπλή αντλία νερού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 2 |  |  |
| 9  | Single Water valve for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μονή αντλία νερού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP    | piece/<br>τεμ. | 2 |  |  |
| 10 | Converter for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μετασχηματιστής για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP               | piece/<br>τεμ. | 2 |  |  |
| 11 | General fuse 32A for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Γενικός διακόπτης 32A για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2 |  |  |
| 12 | Pressure switch for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Πρεσοστάτης για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP             | piece/<br>τεμ. | 2 |  |  |
| 13 | Resistances relay for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Ρελέ αντιστάσεων για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP      | piece/<br>τεμ. | 2 |  |  |
| 14 | Secondary relay for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Βοηθητικό ρελέ για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP          | piece/<br>τεμ. | 2 |  |  |
| 15 | Resistance 2KW for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Αντίσταση 2KW για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP            | piece/<br>τεμ. | 2 |  |  |
| 16 | Safety thermostat for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Θερμοστάτης ασφαλείας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP | piece/<br>τεμ. | 2 |  |  |
| 17 | Thermocouple for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Θερμοστοιχείο για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP              | piece/<br>τεμ. | 2 |  |  |

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| 18   | Sensor for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Αισθητήρας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                                      | piece/<br>τεμ. | 2 |  |  |
| 19   | Lock mechanism for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μηχανισμός κλειδαριάς για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                   | piece/<br>τεμ. | 2 |  |  |
| 20   | Microfuse 16A for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μικροδιακόπτης 16A για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                       | piece/<br>τεμ. | 2 |  |  |
| 21   | Door rubber for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Λάστιχο πόρτας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                             | piece/<br>τεμ. | 2 |  |  |
| 22   | Door glass for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Τζάμι πόρτας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                                | piece/<br>τεμ. | 2 |  |  |
| 23   | Motor for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μοτέρ για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2 |  |  |
| 24   | Strap for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ ιμάντας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2 |  |  |
| 25   | Water pump for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Αντλία νερού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                                | piece/<br>τεμ. | 2 |  |  |
| 26   | Detergent container cover for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Κάλυμμα δοχείου απορριπτικού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP | piece/<br>τεμ. | 2 |  |  |
| 27   | Detergent container for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Δοχείο απορριπτικού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                | piece/<br>τεμ. | 2 |  |  |
| <b>TOTAL COST for LOT Katsikas WITHOUT VAT (€)</b> |  |                |   |  |  |

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|                   | Completed by ASB   |                |                   | To be completed by supplier      |                               |
|-------------------|--|----------------|-------------------|----------------------------------|-------------------------------|
| LOT<br>Filippiada | Description & Specifications   | Unit           | Quantity<br>asked | Cost per unit<br>without VAT (€) | Total cost without VAT<br>(€) |
| 1                 | Technician visit for the maintenance of ten (10) Professional Washing Machine, Brand PRIMER, Model LP-10 T EP, to Filippiada/ Επίσκεψη τεχνικού για την συντήρηση δέκα επαγγελματικών πλυντηρίων μάρκας PRIMER, μοντέλου LP-10 T EP στη Φιλιπιάδα  | service        | 2                 |                                  |                               |
| 2                 | Technician visit for the identification of washing machines PRIMER, Model LP-10 T EP malfunctions and detailed written malfunctions report to Filippiada/ Επίσκεψη τεχνικού για την αναγνώριση των βλαβών των πλυντηρίων PRIMER, μοντέλου LP-10 T EP και λεπτομερής γραπτή αναφορά προβλημάτων στη Φιλιπιάδα | service        | 5                 |                                  |                               |
| 3                 | Technician visit for installation of all washing machines PRIMER, Model LP-10 T EP spare parts, in respect to the detailed report to Filippiada/ Επίσκεψη τεχνικού για εγκατάσταση όλων των ανταλλακτικών της αναφοράς για τα πλυντήρια PRIMER, μοντέλου LP-10 T EP στη Φιλιπιάδα                            | service        | 5                 |                                  |                               |
| 4                 | Circuit Board for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Ηλεκτρονική Πλακέτα για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 8                 |                                  |                               |
| 5                 | Processor for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Επεξεργαστής για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 8                 |                                  |                               |
| 6                 | Inverter (programable) for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ INVERTER (προγραμματιζόμενο) για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2                 |                                  |                               |
| 7                 | LED screen 4,3" for for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ LED οθόνη 4,3" για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 2                 |                                  |                               |

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| 8  | Double water valve for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Διπλή αντλία νερού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 2 |  |  |
| 9  | Single Water valvefor Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μονή αντλία νερού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP     | piece/<br>τεμ. | 2 |  |  |
| 10 | Converter for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μετασχηματιστής για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP               | piece/<br>τεμ. | 2 |  |  |
| 11 | General fuse 32A for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Γενικός διακόπτης 32A για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2 |  |  |
| 12 | Pressure switch for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Πρεσοστάτης για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP             | piece/<br>τεμ. | 2 |  |  |
| 13 | Resistances relay for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Ρελέ αντιστάσεων για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP      | piece/<br>τεμ. | 2 |  |  |
| 14 | Secondary relay for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Βοηθητικό ρελέ για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP          | piece/<br>τεμ. | 2 |  |  |
| 15 | Resistance 2KW for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Αντίσταση 2KW για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP            | piece/<br>τεμ. | 2 |  |  |
| 16 | Safety thermostat for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Θερμοστάτης ασφαλείας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP | piece/<br>τεμ. | 2 |  |  |
| 17 | Thermocouple for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Θερμοστοιχείο για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP              | piece/<br>τεμ. | 2 |  |  |

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| 18   | Sensor for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Αισθητήρας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                                       | piece/<br>τεμ. | 2 |  |  |
| 19   | Lock mechanism for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μηχανισμός κλειδαριάς για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                    | piece/<br>τεμ. | 2 |  |  |
| 20   | Microfuse 16A for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μικροδιακόπτης 16A για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                        | piece/<br>τεμ. | 2 |  |  |
| 21   | Door rubber for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Λάστιχο πόρτας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                              | piece/<br>τεμ. | 2 |  |  |
| 22   | Door glass for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Τζάμι πόρτας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                                 | piece/<br>τεμ. | 2 |  |  |
| 23   | Motor for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Μοτέρ για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP   | piece/<br>τεμ. | 2 |  |  |
| 24   | Strap for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Ξηραντήρας για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP  | piece/<br>τεμ. | 2 |  |  |
| 25   | Water pump for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Αντλία νερού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                                 | piece/<br>τεμ. | 2 |  |  |
| 26   | Detergent container cover for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Κάλυμμα δοχείου αποριπαντικού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP | piece/<br>τεμ. | 2 |  |  |
| 27   | Detergent container for Professional Washing Machine, PRIMER compatible, Model LP-10 T EP/ Δοχείο αποριπαντικού για επαγγελματικό πλυντήριο, συμβατό με PRIMER, μοντέλο LP-10 T EP                | piece/<br>τεμ. | 2 |  |  |
| <b>TOTAL COST for LOT Filippiada WITHOUT VAT (€)</b> |   |                |   |  |  |

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| Completed by ASB                                  |  |                |                | To be completed by supplier   |                            |
|---|--|----------------|----------------|-------------------------------|----------------------------|
| LOT Doliana                                       | Description & Specifications   | Unit           | Quantity asked | Cost per unit without VAT (€) | Total cost without VAT (€) |
| 1   | Technician visit for the maintenance of four (4) washing machines MAYTAG, model MHN33PDCGW (with coin receiver) to Doliana/ Επίσκεψη τεχνικού για τη συντήρηση τεσσάρων (4) πλυντηρίων MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη) στα Δολιανά   | service        | 2              |                               |                            |
| 2   | Technician visit for the identification of washing machines MAYTAG, model MHN33PDCGW (with coin receiver) malfunctions and detailed written malfunctions report to Doliana/ Επίσκεψη τεχνικού για την αναγνώριση των βλαβών των πλυντηρίων MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη) και λεπτομερής γραπτή αναφορά προβλημάτων στα Δολιανά | service        | 5              |                               |                            |
| 3   | Technician visit for installation of all washing machines MAYTAG, model MHN33PDCGW (with coin receiver) spare parts, in respect to the detailed report to Doliana/ Επίσκεψη τεχνικού για εγκατάσταση όλων των ανταλλακτικών της αναφοράς για τα πλυντήρια MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη) στα Δολιανά                            | service        | 5              |                               |                            |
| 4   | Circuit Board for Professional Washing Machine, MAYTAG compatible, model MHN33PDCGW0 (with coin receiver)/ Ηλεκτρονική Πλακέτα για επαγγελματικό πλυντήριο, συμβατό με MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη)   | piece/<br>τεμ. | 8              |                               |                            |
| 5   | Coin Receiver for Professional Washing Machine, MAYTAG compatible, model MHN33PDCGW0 (with coin receiver)/ Κερματοδέκτης για επαγγελματικό πλυντήριο, συμβατό με MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη)   | piece/<br>τεμ. | 8              |                               |                            |
| 6   | Strike Door for Professional Washing Machine, MAYTAG compatible, model MHN33PDCGW0 (with coin receiver)/ Κλείστρο πόρτας για επαγγελματικό πλυντήριο, συμβατό με MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη)   | piece/<br>τεμ. | 2              |                               |                            |
| 7   | Thermal cut-off for Professional Washing Machine, MAYTAG compatible, model MHN33PDCGW0 (with coin receiver)/ Θερμικό ασφαλείας για επαγγελματικό πλυντήριο, συμβατό με MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη)   | piece/<br>τεμ. | 2              |                               |                            |
| 8   | Door hinge for Professional Washing Machine, MAYTAG compatible, model MHN33PDCGW0 (with coin receiver)/ Κούμπωμα πόρτας για επαγγελματικό πλυντήριο, συμβατό με MAYTAG, μοντέλο MHN33PDCGW0 (με κερματοδέκτη)  | piece/<br>τεμ. | 2              |                               |                            |
| <b>TOTAL COST for LOT Doliana WITHOUT VAT (€)</b> |  |                |                |                               |                            |

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**Annex 2 - Scope of Work**

**Scope of Work – Technical Analysis**

**General terms of the works**

The contractor will provide his services regarding the maintenance, the diagnose of malfunctions and the repair of the washing machines in the Open Accommodation Facilities of Katsikas, Filippiada and Doliana in Epirus. There are currently ten (10) washing machines, brand PRIMER model LP-10 T EP in Katsikas, ten (10) washing machines, brand PRIMER model LP-10 T EP in Filippiada and four (4) washing machines, brand MAYTAG model MHN33PDCGW (with coin receiver) in Doliana.

The contractor will visit each camp separately (technician visit), when asked, **within four (4)** working days to provide his services and analytically as following:

- 1) **Technician visit for the maintenance of the washing machines.** During this visit, the contractors’ technician will perform regular maintenance including: cleaning of the filters, cleaning of pipes, cleaning of detergent containers, cleaning of water valves, adjustment of straps, check of door rubber and overall inspection of smooth operation of the washing machines
- 2) **Technician visit for the identification of malfunctions and detailed written report.** During this visit, the contractors’ technician will be called to identify the malfunctions of the washing machines (any number of malfunctions on all the non operative washing machines). Afterwards he will submit a detailed written report to the local Senior WASH/Shelter Officer of each camp and to the Senior WASH/Shelter Officer (focal point), regarding the malfunctions and the spare parts needs for the repairs. Each local WASH/Shelter Officer will raise a partial PR for the spare parts needs, according to this report.
- 3) **Technician visit for the installation of spare parts (repair of washing machines).** During this visit the contractors’ technician will install all the necessary spare parts for the repairs and will operate the damaged washing machines in the presence of ASB staff.

There are three lists attached, one for each camp, with the three types of visits and the potential spare parts, for this PR.

All the visits and repairs must be done according to Greek Laws and Decrees, and regulations for the prevention of accidents.

**Legal frame**

ΠΔ 778/1980 «Safety Measures for building construction works »

ΠΔ 1396/1983 « Obligations for safety measures»

ΠΔ 305/1996 «Minimum standards for health and safety in any construction site»

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**Additional information:**

- A. The contractor is **required** to have the staff, equipment and spare parts to carry out all the above-mentioned tasks. ASB staff will oversee the work.
- B. The interested person is **advised to visit the camp before** submitting the offer in order to understand the space and working conditions and to take his own measurements.
- C. All necessary health precautions should be taken, regarding **COVID-19**. While visiting each camp, before submitting his offer or after awarded the services, the contractor must report to the administration building of each camp to RIS for submission of his credentials.

**Τεχνική περιγραφή**

**Γενικοί όροι της εργασίας**

Ο ανάδοχος θα παρέχει τις υπηρεσίες του όσον αφορά την συντήρηση, την διάγνωση βλαβών και την επισκευή στα πλυντήρια στις Ανοιχτές Δομές Φιλοξενίας στον Κατσικά, την Φιλιπιάδα και τα Δολιανά στην Ήπειρο. Αυτήν την στιγμή υπάρχουν δέκα (10) πλυντήρια , μάρκας PRIMER μοντέλο LP-10 T EP στον Κατσικά, δέκα (10) πλυντήρια, μάρκας PRIMER μοντέλο LP-10 T EP στην Φιλιπιάδα και τέσσερα (4) πλυντήρια , μάρκας MAYTAG μοντέλο ΜΗΝ33PDCGW (με κερματοδέκτη) στα Δολιανά.

Ο ανάδοχος θα επισκέπτεται κάθε Δομή ξεχωριστά (επίσκεψη τεχνικού), όταν του ζητηθεί, **εντός τεσσάρων (4) εργάσιμων ημερών** για να παρέχει τις υπηρεσίες του όπως ακολούθως:

- 1) **Επίσκεψη τεχνικού για συντήρηση των πλυντηρίων.** Κατά την επίσκεψη του, ο τεχνικός του αναδόχου θα πραγματοποιήσει συντήρηση των πλυντηρίων περιλαμβάνοντας: καθαρισμό των φίλτρων, καθαρισμό των σωληνώσεων, καθαρισμό των δοχείων απορρυπαντικού, καθαρισμός των βαλβιδών νερού, ρύθμιση μάντων, έλεγχος λάστιχων πόρτας και γενικό έλεγχο καλής λειτουργίας των πλυντηρίων.
- 2) **Επίσκεψη τεχνικού για αναγνώριση βλαβών και λεπτομερής γραπτή αναφορά.** Κατά την επίσκεψη του, θα ζητηθεί από τον τεχνικό του αναδόχου να αναγνωρίσει τις βλάβες των πλυντηρίων (οσοσδήποτε σε αριθμό σε όλα τα μη λειτουργικά πλυντήρια). Στην συνέχεια θα καταθέσει αναλυτική γραπτή αναφορά στον τοπικό Senior WASH/Shelter Officer της κάθε Δομής και στον Senior WASH/Shelter Officer (προϊστάμενος Ηπείρου), αναφορικά με τις βλάβες και τα ανταλλακτικά που θα χρειαστούν για τις επισκευές. Ο τοπικός Senior WASH/Shelter θα προβεί σε ζήτηση προμήθειας των ανταλλακτικών βασισμένος σε αυτήν την αναφορά.
- 3) **Επίσκεψη τεχνικού για την εγκατάσταση των ανταλλακτικών (επισκευή πλυντηρίων).** Κατά την επίσκεψη του ο τεχνικός του αναδόχου θα εγκαταστήσει τα αναγκαία ανταλλακτικά για τις επισκευές και θα θέσει σε λειτουργία τα πλυντήρια παρουσία προσωπικού της ASB.

Συνημμένες στην παρούσα ζήτηση προμήθειας υπάρχουν τρεις λίστες, μία για κάθε Δομή, κάθε τύπο επίσκεψης του τεχνικού του αναδόχου και πιθανά ανταλλακτικά.

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Όλες οι επισκέψεις και επισκευές θα πρέπει να γίνουν σύμφωνα με το Ελληνικό δίκαιο και κανονισμούς για την αποφυγή ατυχημάτων.

### Νομικό πλαίσιο

ΠΔ 778/1980 «Περί μέτρων ασφαλείας κατά την εκτέλεση οικοδομικών εργασιών»

ΠΔ 1396/1983 «Υποχρέωση λήψης και τήρησης μέτρων ασφαλείας»

ΠΔ 305/1996 « Ελάχιστες προδιαγραφές ασφάλειας και υγείας που πρέπει να εφαρμόζονται στα προσωρινά ή κινητά εργοτάξια»

### Επιπλέον πληροφορίες

A. Ο ανάδοχος **απαιτείται** να διαθέτει το απαραίτητο προσωπικό, μηχανήματα και ανταλλακτικά ώστε να πραγματοποιήσει όλες τις προαναφερθείσες εργασίες. Προσωπικό της εταιρείας ASB θα επιβλέπει τις εργασίες.

B. Ο ενδιαφερόμενος **προτείνεται** να επισκεφθεί τον χώρο πριν από την υποβολή της προσφοράς, προκειμένου να κατανοηθούν ο χώρος, οι διαστάσεις και οι συνθήκες εργασίας.

Γ. Όλες οι απαραίτητες προφυλάξεις υγείας θα πρέπει να παρθούν από τους εργαζομένους, όσον αφορά τον ιό **COVID-19**. Κατά την επίσκεψη του σε κάθε Δομή, πριν την υποβολή της προσφοράς ή μετά την ανάθεση των εργασιών, ο ανάδοχος απαιτείται να αναφέρει στο κτήριο της Διοίκησης του Υπουργείου, για να καταθέσει τα στοιχεία του.

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### Annex 3 – 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 ASB 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
- 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

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- 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 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.

**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 period. GR-IOA-045-2021

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| <i>(Stamp)</i> | Duly authorized to sign the Quotation for and on behalf of<br><br><i>(Name, position) (Location, date) (Signature)</i> |
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Funded by the  
Asylum, Migration and  
Integration Fund of the  
European Union



Invitation to Quote (ITQ) Washing  
Machines Repairs and Spare Parts:  
GR-IOA-045-2021

**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 BIDER**

|  |
|--|
| <p>Vendor Participation:</p> <p>Submission of all requested documents as per paragraph 8.2: YES / NO</p> <p>Quotation validity: ..... days</p> <p>Availability:</p> <p>Payment terms:</p> <p>Comments:</p> |
|--|

*We acknowledge all terms and conditions of this ITQ reference to PR №: GR-IOA-045-2021*

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| <p><i>(Stamp)</i></p> | <p>Duly authorized to sign the Quotation for and on behalf of</p> <p><i>(Name, position) (Location, date) (Signature)</i></p> |
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