

Open Tender
for the provision of daily meals to employees

for



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1 Introduction

PIRAEUS CONTAINER TERMINAL SINGLE MEMBER S.A. (hereinafter referred to as “PCT” or the “Company”) is a company (Société Anonyme) incorporated under the laws of Greece, with registration number (General Commercial Registry Number) 044791207000 and registered offices in Piraeus, Akti Miaouli 85 and 2 Flessa Str. PCT, pursuant to the concession agreement dated 25/11/2008, as currently in force, for the concession of the port installations of Piers II and III of the container terminal of the Port of Piraeus between the “Piraeus Port Authority S.A.”, “COSCO SHIPPING Ports Limited” (formerly named "COSCO Pacific Limited") and PCT, which has been ratified by Law 3755/2009, as amended and in force, has undertaken the management and operation of the port installations of Piers II and III of the container terminal of the Port of Piraeus.

With this tender document, PCT intends to select the best quality service provider for contracting food services (hereinafter referred to as the “**Services**”), as detailed in Appendix A, for the provision of daily meals to PCT’s employees.

2 PCT Scope Overview

PCT is interested in contracting a service provider (hereinafter referred to as the “**Service Provider**”), to provide and deliver the required meals to PCT’s employees according to the following working schedule, as it specified in the below Appendix A.

APPENDIX A

- Each employee on shift may select one (1) meal for delivery according to his/her work schedule at the delivery point of his/her choice.
- The weekly menu to be provided by Service Provider must be available to employees at least one week in advance, so that the PCT’s employees have the necessary time to place their orders for the following week.
- Regarding the meal’s cancellations the Service Provider must be informed at least one day before the delivery of the meal, and in particular by 15:00 p.m..
For weekends and special days, cancellations must be notified to the Service Provider at least one day in advance. Additional meals may be ordered on the same day, subject to availability.
Deliveries at PCT’s facilities at SEMPO N. Ikonio, Perama Piraeus must follow a predetermined schedule, aligned with employees’ working shifts, i.e. delivery time: 06:30-07:00 a.m., 12:30-13:00 p.m., 17:30-18:00 p.m..

- The Services required are the following:

- A weekly menu from Monday to Sunday containing at least 4 hot dish options and 4 cold dish options (except on Sunday, which will contain the cold dish options).
- Each meal must include at least one complementary side item, such as a salad, fruit, or yogurt.
- Hot meals must be served with bread, while cold meals must include a 500ml bottle of water.
- Delivered meals must have a sticker listing the ingredients and a label with the employee’s name.
- All meal packaging must be environmentally friendly, recyclable, and capable of maintaining the temperature of the meal for at least one hour.
- Hot meal packaging must be microwave-safe.
- The Service Provider must provide meal options suitable for special dietary requirements, including but not limited to, vegetarian, vegan, gluten-free, and allergen-free meals. A detailed list of allergens must be included in the description of each meal.
- Hot meals must be delivered at a minimum temperature of 60°C while cold meals must be stored and delivered at a temperature below 5°C to ensure compliance with food safety.
- The Service Provider must disclose the origin of all ingredients used in the preparation of meals. Preference will be given to local, organic, and high-quality ingredients that meet EU food safety standards.

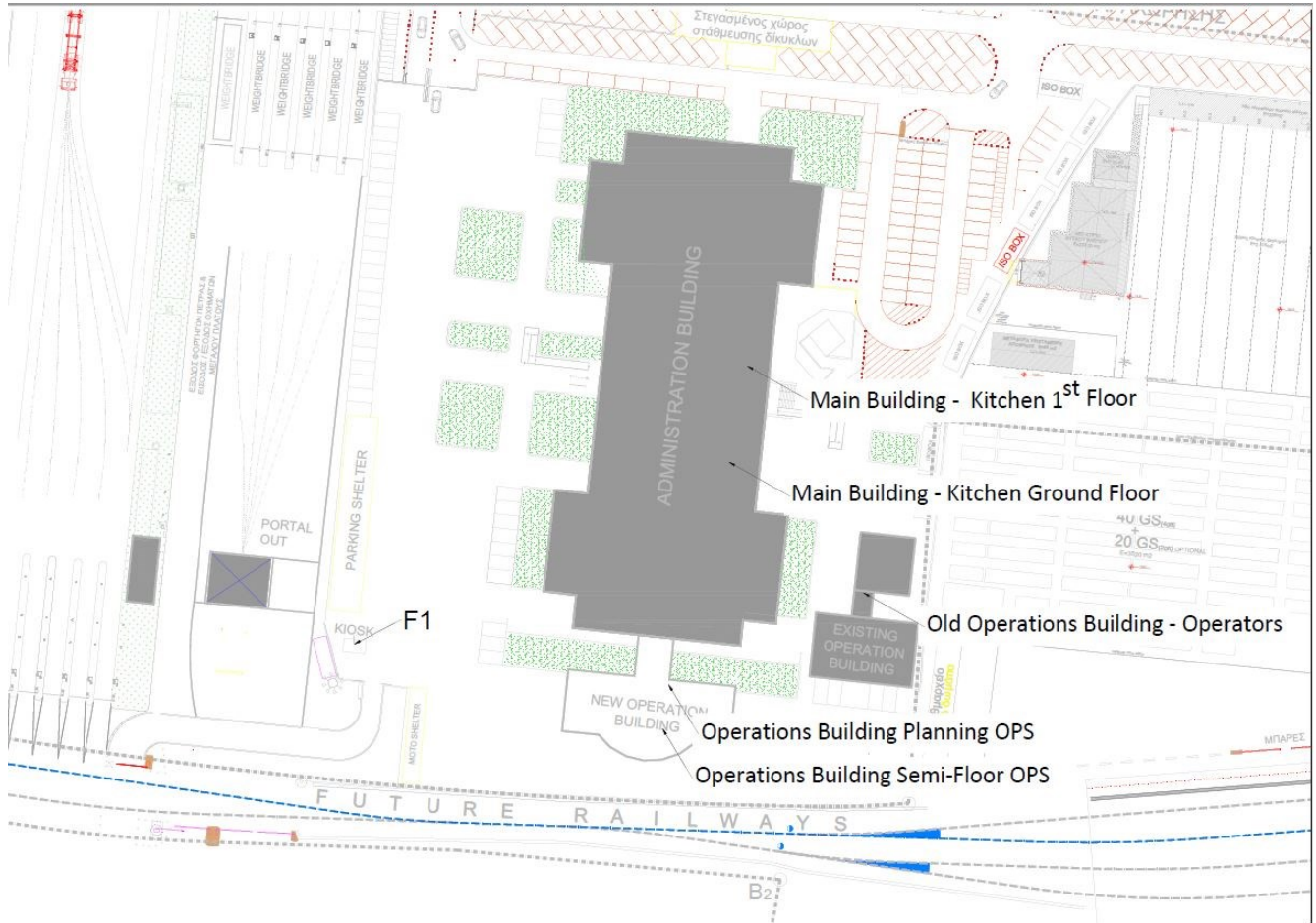
- The Service Provider must comply with internationally recognized food safety standards, such as HACCP and ISO 22000, and provide certification upon request.
- All meals must be freshly cooked on the day of delivery.
- No frozen or pre-cooked meals are permitted unless specifically approved by PCT.

- Indicatively, the maximum daily number of meals delivered per delivery point:

Delivery Point / Delivery Time		MAXIMUM NUMBER* OF MEALS MONDAY-FRIDAY			MINIMUM NUMBER* OF MEALS MONDAY-FRIDAY			MAXIMUM NUMBER OF MEALS WEEKEND			MINIMUM NUMBER OF MEALS WEEKEND		
		06:30-07:00	12:30-13:00	17:30-18:00	06:30-07:00	12:30-13:00	17:30-18:00	06:30-07:00	12:30-13:00	17:30-18:00	06:30-07:00	12:30-13:00	17:30-18:00
Delivery Point	F1 Gate	6	98	11	2	58	5	2	72	11	2	51	6
Delivery Point	Main Building - Kitchen Ground Floor		67	1		51	1		13	1		6	1
Delivery Point	Main Building - Kitchen 1 st Floor		20	4		11	1		4	2		4	1
Delivery Point	Operations Building Planning OPS		32	18		12	6		17	16		11	9
Delivery Point	Old Operations Building - Operators	3	12	5	1	6	1	3	11	3	2	6	1
Delivery Point	Operations Building Semi-Floor OPS		18	2		10	1		4	1		5	1
	TOTAL Meals per day/delivery point	9	247	41	3	148	15	5	121	34	4	83	19
	TOTAL Meals per day	297			166			160			106		

*The stated maximum and minimum number of meals per delivery point is an estimate based on current demand patterns. The Service Provider should maintain flexibility to be able to respond to possible fluctuations in daily meal requests. The minimum daily order quoted is an estimate and is not contractually binding. However, PCT will make reasonable efforts to meet these minimum order levels.

- PCT Layout – Delivery Points



3 Tender Specifications

Chapter A. Terms and Conditions

- The Service Provider is required to provide an indicative monthly menu (i.e. each proposed meal must include detailed portion sizes in grams/milliliters, specifying the weight of the main course, side dishes, accompaniments and recipe ingredients that are necessary), the origin of the products used, a sample of meal packaging and disposable cutlery. Meals must comply with standard dietary guidelines.
- At the evaluation stage of this tender, the delivery of meals for one week for all staff/employees according to their work schedule ("**Trial Week of Service**") will be requested. The Service will be paid according to the total price of each meal offered, which is fixed at €5.30 excluding VAT.



Trial Week Meal
Service.xlsx

- The Service Provider is required to provide evidence of control provisions, evidence of sufficient experience in the catering sector (i.e. minimum of 5 years of operation) and report of cooperation with other organisations/entities/authorities.
- The Service Provider is required to present its operating procedure, indicating the flexibility of its services (i.e. cancellations, additional orders on request, response to complaints).
- The Service Provider is required to have a meal ordering platform that allows PCT users/clients to browse from a computer or mobile device, select and order meal from the weekly menu and select the delivery time and destination of the order (buildings, offices etc.).
- The Service Provider must provide access to a fully functional **online meal ordering platform** that meets the following minimum criteria:
 1. **Accessibility**
 - The platform must be accessible via both web browser and mobile (responsive web or native app).
 - It should be available 24/7 with minimal downtime.
 2. **User Interface**
 - The platform should provide an intuitive, user-friendly interface for browsing menus, placing orders.
 3. **Menu Management**
 - Ability to display updated menus with item descriptions, dietary/nutrition labels (e.g., vegan, gluten-free) and allergen information.

Chapter B. Payment terms

The participants are invited to submit a proposal for the provision of the Services, which is the subject of this Request for Proposal ("**RfP**"), as described in detail in this tender document, taking into account the payment terms set out below:

Item #	Description / Category
1	The delivery note is issued per day, after the number of daily meals delivered to the PCT has been agreed with the PCT's designated employees.
2	The invoice is issued by the Service Provider and is sent to PCT every 15 days.
3	Payment of the invoice to the Service Provider must be completed within 30 days from the date of issue of the relevant invoice to PCT.

General terms and conditions

- The Service Provider, in order to meet PCT's requirements regarding the Services provided, may use ISOBOX [his own booth], which will be placed within PCT's facilities. In order to determine the exact location, where the ISOBOX will be installed, prior notification and consent of PCT is required.
It is clarified that the Service Provider will be responsible for the relevant cost of renting the space, rental cost for a ISOBOX of a maximum area of 10m² with maximum size per dimension 2.5m x 4m is 100€/month. Also, the Service Provider will be responsible for its further expenses [e.g. electricity]. In addition to electricity consumption, there is a lumpsum monthly charge of €15,60 for shared expenses, which the Service Provider is responsible.
- The total price of each meal offered meal remains fixed and is not subject to any revision, in particular each meal amount to 5,30€, excluding VAT.
-
- The minimum estimated daily order on weekends is 106 orders, while the minimum estimated daily order [from Monday to Friday] is 166 orders. The indicated minimum daily order is an estimate and is not contractually binding.

Signed.....

Name.....

Position.....

Authorized by law to sign on behalf of the Participant:

..... (Company name)

Date.....

(Please print out this page and sent it within your sealed proposal)

4 Submission method

The proposal shall be submitted by each interested party itself or by the interested parties' duly authorized representatives electronically by contacting Mr. Konstantinos Ampelidis (PCT-Procurement@pct.com.gr) in order to receive thorough guidelines, to access the PCT corporate FTP platform.

More specifically, the Participant's Authorized Representative shall contact by email Mr. Konstantinos Ampelidis (PCT-Procurement@pct.com.gr) asking him to provide access to the Participant in PCT's corporate FTP platform.

Mr. Ampelidis will provide the Participant's Authorized Representative with credentials, i.e., with a username name and a password to enter PCT's corporate FTP platform. The Participant shall log in PCT's corporate FTP platform and shall upload its (the Participant's) proposal/ offer in a locked zip file.

The zip file of the Proposal shall consist of two (2) individual subfolders locked with different passwords, and more specifically: (i) the subfolder of the "Supporting Documentation", (ii) the subfolder of the "DAILY MEAL PROPOSAL".

Each of the two subfolders must bear the title respectively:

- 1st zip file named: "SUPPORTING DOCUMENTATION".
- 2nd zip file named: "DAILY MEAL PROPOSAL".

Before each stage of the evaluation procedure, PCT will request the password to the relative individual folder. Participants should NOT send any passwords to PCT and the only authorized person by PCT to request passwords is Mr. Konstantinos Ampelidis unless the Participants are notified otherwise in writing.

"Supporting Documentation" shall include all documents requested in Annex A and Annex B.

All documents and materials shall be submitted in soft copy form.

The files submitted must be either in Microsoft "word .doc files" or Adobe ".pdf" format files for both the Technical and Financial Proposal.

All files submitted shall be clearly marked with the relative indication for example "COMPANY_DAILY_MEAL_PROPOSAL", as appropriate (note: lack of proper identification may invalidate the Proposal).

All interested parties are required to upload their proposals **no later than 30th April 2025 at 13:00 a.m.** (the "**Closing Date**"). Proposals submitted after the aforementioned deadline shall be deemed inadmissible and, thus, immediately rejected. In the case of a late receipt, the proposal shall not be evaluated.

Interested parties may request additional information or clarifications in relation to this Invitation for Expression of Interest by submitting questions up to six (6) days (included) prior to the Closing Date in writing via e-mail at: Konstantinos.Ampelidis@pct.com.gr. PCT's responses in writing will be communicated to the Interested parties up to two (2) days prior to the Closing Date. The Interested parties may not invoke any oral answers, clarifications, or discussions with PCT or its employees, executives, or advisors, and any such invocation will be rejected and will not be taken into account.

4.1 Validity

The proposals shall be valid for a period of two (2) months from the Closing Date. Interested parties may be asked to extend the validity of their proposals for additional days.

A proposal shall be and shall only be deemed as accepted when a Letter of Acceptance is delivered to the Participant by email. The date of delivery of the email notifying acceptance shall be deemed as the date of acceptance of the proposal. Acceptance of a proposal submitted by the Participant shall create an irrevocable

obligation on the interested party to enter into a contract with PCT.

PCT reserves the right to disqualify the participants at its sole and absolute discretion, indicatively in the event that a participant:

- a) has become bankrupt, insolvent or unable to pay its debts as they fall due or any act or event of bankruptcy or insolvency occurs in any jurisdiction where it has assets or a place of business or is placed under a legal status entailing the loss of free management of its assets or is dissolved (wound up);
- b) has not fulfilled or otherwise come to a lawful arrangement in respect of any material obligations relating to the payment of social security contributions, to the extent applicable;
- c) has not fulfilled or otherwise come to a lawful arrangement in respect of any material obligations relating to the payment of taxes, to the extent applicable;
- d) has been subject of conviction by final judgement under the relevant applicable legal provisions on the criminal offences indicatively mentioned below: participation in a criminal organisation, corruption, fraud, terrorist offences or offences linked to terrorist activities, money laundering or terrorist financing, child labour and other forms of trafficking in human beings, embezzlement, extortion, forgery, perjury, as these criminal offenses are defined in Greek Law and/or the law of the country in which the Participant is established. The aforementioned obligation to exclude a Participant is also applicable in case the person convicted by final judgment is a member of the administrative, management or supervisory body of that participant or has powers of representation, decision or control therein; and/or
- e) has been found guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the criteria presented in the present, has withheld such information or is unable to submit the required documents supporting such information.

4.2 True and Correct statements

Each participant understands that the information contained in its proposal will be relied upon by the evaluators in making their decision with respect to the award of the Contract and such information is expressly warranted by the participant to be true and correct. Furthermore, each participant will furnish such supporting and confirming information, prior to the award of the tender, as may be reasonably requested by PCT.

Any approvals and permissions required by the Greek or any other Public Authorities necessary for the provision of the Services stipulated set out in this tender and the contract to be signed shall be mentioned and described in detail by the participants in the proposal, along with the acts and/or omissions required to achieve them (the aforementioned shall be a part of the participant's proposal). If such approval or permission is required by PCT under such provision set out in Greek or European laws and/or regulations, the participant is under the obligation to mention and describe in detail in its proposal all requirements stipulated as well as the respective provisions of such laws and/or regulations.

4.3 Presentation and interviews

Following submission of their proposals, participants will be required to present their proposals to the Evaluation Committee.

All Participants' costs associated with the presentation and any interviews will be solely at the participant's expense.

4.4 Evaluation Process

A panel will be formed to review and evaluate the proposals, including any supplementary information obtained through clarifications, presentations, and interviews with participants. The assessment will be performed according to the compliance with the requirements of the specifications.

Item	Index of Evaluation – Content of Service
1	Variation of foodstuffs and ingredients
2	Availability of choice
3	Sourcing of products used
4	Quantity of meal portion
5	Meal Appearance and Flavor
6	Quality of Meal Packaging (i.e. can be put in microwave, can keep meal flavor intact) and one-use cutlery
7	Nutritionist input into designing the meal plan
8	Quality Control Provisions
9	The Service Provider must provide proof of quality control measures, evidence of at least five years of experience in the catering business, and references from other organizations, entities, or authorities.
10	Flexibility of service (i.e. cancelations, extra orders on demand, responsiveness to complaints)
11	The Service Provider must comply with internationally recognized food safety standards, such as HACCP and ISO 22000, and provide relevant certification upon request.
12	Meal Ordering Platform

It is clarified that the proposals that do not meet the minimum criteria set may be considered inadmissible.

Interested parties submitting admissible proposals may, at the PCT's sole and absolute discretion, be invited to submit a BEST AND FINAL OFFER.

A ratio will be calculated for each proposal, where the technical parts [as described in detail at the above table] carries a weight of 100% considering the fixed-cost of each meal at the net price of 5.30€.

The proposal that offers the highest technical ratio will be selected (i.e. best quality of Services).

PCT may on its own discretion choose to purchase only parts of the total offered proposal and the Service Provider is obliged to accept without change of the financial cost.

4.5 Governing Law and Jurisdiction

This invitation for expression of interest and the contract to be signed between PCT and the selected Interested party shall be governed by and construed in accordance with the laws of Greece. Should any disagreement or dispute arise between the Parties in connection with the interpretation of the terms hereof and/or in connection with the rights, claims and obligations arising hereunder, such disagreement or dispute shall be subject to the exclusive jurisdiction of the competent courts of Athens, Greece.

4.6. Personal Data

i. PCT legitimately considers that each Interested party submitting a proposal in relation to this Invitation for Expression of Interest, complies with all relevant provisions on the data protection legislation in Greece and European Union and any other applicable data protection legislation in any relevant jurisdiction, including but not limited to the EU's General Data Protection Regulation (GDPR) 2016/679 and Greek Law 4624/2019. Indicatively, each Interested party, by submitting a proposal, represents and guarantees that:

- a) The Interested party has obtained from any data subject involved his/her explicit consent and authorization to transmit his/her personal data to PCT for PCT to process and maintain a record thereof for the purposes of this Invitation for Expression of Interest,
- b) The Personal Data the Interested party transmits is accurate, up to date, correct, and relevant to this Invitation for Expression of Interest,
- c) If needed, the Interested party shall assist PCT in the lawful processing of Personal Data and promptly notify PCT of any data subject's request.
- d) The Interested party has informed the data subjects of their rights under the GDPR Regulation and the relevant legislation, as well as of its intention to further transfer them to PCT.


ii. Personal Data means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

5 OTHER TERMS

- i. Submitting a proposal entails full and unreserved acceptance of all terms and conditions of this Invitation for Expression of Interest.
- ii. No representations, warranties, or commitments, whether express or tacit, have been or can be considered to be given or shall be given in relation to the accuracy, adequacy or completeness of the tender process, this document and the informational data provided by PCT to the interested parties during the tender process.
- iii. This Invitation for Expression of Interest does not constitute an offer to enter into an agreement and no contractual relationship is established hereby.
- iv. PCT reserves the right, at its sole discretion, to repeat, postpone, cancel, suspend, or amend the tender process, at any time, without prior notice and without any liability towards the interested parties and/or third parties. No person shall acquire against PCT and all its employees, officers, advisors, and agents in general any right or claim for compensation, or indemnification, or other, for any reason or cause whatsoever relating to this Invitation for Expression of Interest and/or its participation in the tender process.
- v. Interested parties understand and acknowledge that exclusion from this tender process or failure in the tender process or cancellation or adjournment of the tender process by PCT does not give rise to any right for any interested parties and/or any third party to claim any compensation or indemnity, for any reason whatsoever, including but not limited to any alleged loss or damage or alleged loss of profits or loss of opportunity or any costs relating to the participation in the tender process, from PCT and/or its employees, officers or advisors, and agents in general.
- vi. It is at the PCT's sole and absolute discretion to consider the proposals void and invalid in their entirety, without it being held liable in any way to the interested parties and/or third parties.
- vii. PCT reserves the right to enter into negotiations with the selected interested party after the evaluation process and before concluding a contract and to terminate any negotiations or discussions at any stage, without any liability.
- viii. PCT shall use the documents, information, data and supporting documentation provided by interested parties for the purposes of awarding and executing a contract.
- ix. Interested parties are prohibited from forming alliance or exchanging information, which may cause damage to the interests of PCT and/or may exclude the participation of other interested parties.

ANNEX A

General Criteria required for all New Service Providers

		HEAD OFFICE: 85, AKTI MIAOULI & 2, FLESSA STR., 185 38 PIRAEUS, GREECE BRANCH OFFICE: N. SEMPO - N. IKONIO – P.O. BOX 92522
Piraeus Container Terminal Single Member S.A.		Tel.: +30 210 4099 100 E-mail: info@pct.com.gr GEMI number 044791207000
General Qualification Documents for All PCT Suppliers / Έγγραφα Αξιολόγησης Νέων Προμηθευτών		
Company Full Details	Πλήρη Στοιχεία Επιχείρησης	
Bank Details	Τραπεζικά Στοιχεία	
- Bank Name	- Όνομα Τράπεζας	
- Beneficiary Name	- Δικαιούχος Τραπεζ. Λογ/σμού	
- Bank account number	- Αριθμός Λογ/σμού	
- SWIFT code	- SWIFT code	
- IBAN	- IBAN	
Greek Suppliers Only / Αφορά Έλληνες Υποψήφιους Προμηθευτές		
Φορολογική Ενημερότητα (σε ισχύ)		
Ασφαλιστική Ενημερότητα (σε ισχύ)		
TAXISNET – “Βεβαίωση Τρέχουσας Εικόνας Οντότητας/ Επιχείρησης” (από την ιστοσελίδα της mtaade/ Μητρώο & Επικοινωνία / Βεβαιώσεις Μητρώου / Τρέχουσα εικόνα επιχείρησης / Επιλογή όλων των προς έκδοση στοιχείων / Έκδοση)		
Γ.Ε.Μ.Η. - Επικαιροποιημένο “Αναλυτικό Πιστοποιητικό Εκπροσώπησης”		
Γ.Ε.Μ.Η. - Επικαιροποιημένο “ΓΕΝΙΚΟ ΠΙΣΤΟΠΟΙΗΤΙΚΟ”		
European Suppliers (excluding Greek) / Αφορά Ευρωπαίους Υποψήφιους Προμηθευτές		
«Good standing certificate from Tax Authority» (with English Translation)		
VAT Registry (with English Translation)		
Business License (with English Translation)		
Non-European Suppliers / Αφορά Υποψήφιους Προμηθευτές εκτός Ευρώπης		
«Good standing certificate from Tax Authority» (with English Translation)		
Business License (with English Translation)		
Important information / Σημαντικές Πληροφορίες		
All documents in the above list should be submitted to PCT via email (soft-copy) / Όλα τα έγγραφα πρέπει να αποσταλούν στη PCT σε ηλεκτρονική μορφή μέσω ηλεκτρονικού ταχυδρομείου. All the documents must be labeled correctly (example : "VAT_Registry.pdf", "Business_License.pdf") / Όλα τα έγγραφα πρέπει να έχουν τη σωστή ονομασία (πχ "VAT_Registry.pdf", "Business_License.pdf")		

ANNEX B

SOLEMN DECLARATION

I, the undersigned (Full Name) solemnly declare that I am the legal representative of

.....(Company Name) with Tax Reg. No (hereinafter the “Interested Party”) and I can legally bind it and in my aforementioned capacity I solemnly declare that:

- The Interested Party wishes to participate in the Tender Process launched by the dated .../.../2024 Invitation for Expression of Interest of the company “Piraeus Container Terminal Single Member S.A.” for the provision of PR & Communications advisory services.
- The Interested Party possesses the required previous experience and expertise in similar projects, along with a comprehensive knowledge of the industry, and will engage employees with appropriate professional education and relevant experience.
- The Interested Party meets all the eligibility criteria set forth in the Invitation for Expression of Interest, as well as the legal requirements and standards related to the preparation of the deliverables and the provision of the Services detailed in the Invitation for Expression of Interest.
- The Interested Party complies with all applicable national and/or international standards and procedures.
- The Interested Party is independent and no conflict of interest for the provision of the Services exists.
- The Interested Party is fully aware of the content of this Invitation for Expression of Interest and accepts unconditionally and unreservedly all its terms and conditions.
- The Interested Party acknowledges that its participation in the tender process is at its sole risk and expense.
- The Interested Party guarantees the accuracy of its financial offer and acknowledges that no adjustment of its fee shall be made for any reason whatsoever.

I also affirm that:

- The submitted proposal shall be binding on for a period of two (2) months from the Closing Date; within which, the Company shall have the right to invite in writing to conclude a contract, and the selected Interested Party shall be obligated to appear.
- No corporate restrictions, conflicts of interest, restrictions arising under competition law or any other legal restrictions preventing the Interested Party from submitting a proposal and providing the Services exist.
- The Interested Party is not subject to any of the exclusion criteria of clause VII of the Invitation for Expression of Interest.
- Neither itself, its controlling shareholder(s) nor any of its subsidiaries, or (to its knowledge) any of its directors or senior officers is, or is subject to dominant influence of or controlled by an individual/entity that is, the subject of any economic or financial sanctions or trade embargoes (collectively, “Sanctions”) administered, enforced or imposed by the United Nations Security Council, the European Union or the United States from time to time.



Solemn Declaration
to be submitted.docx