CALL FOR TENDERS

INTERNATIONAL CALL FOR TENDERS UNDER
THE OPEN PROCEDURE, WITH SEALED PROPOSALS AND
AWARD CRITERION THE ECONOMICALLY ADVANTAGEOUS OFFER
FOR THE SELECTION OF THE
CONSULTANT FOR THE PROJECT:

Design and Construction of an “Integrated
Information System for the Monitoring of the
Petroleum Products Market in Greece” (briefly:
Petroleum Information System)

ATHENS – 30 MAY 2003

This project is financed by:
3rd CSF Project 2000-2006 - Operational Program “Competitiveness” (European
Regional Development Fund – National Funds)
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THE REGULATORY AUTHORITY FOR ENERGY (RAE)
OF THE HELLENIC REPUBLIC
acting on its authority based on Law 2773/1999

Announces

its intention to award the contract for the “Design and Construction of an Integrated Information System for the Monitoring of the Petroleum Products Market in Greece” (briefly Petroleum Information System), under the open procedure for procurement of services, by submission of sealed Offers, for a maximum of € 423,700 plus VAT (18%) and award criteria the economically advantageous offer. The submission of the Proposals is due after a period of 36 days, according to Article 13/Presidential Decree 346/1998 and the Prior Information Notice published in the Supplement of the OJ content list-number 2003/S 30-025134 of 12.02.2003, from the day of dispatch of the contract notice of this announcement for publication to the Supplement of the Official Journal of the European Communities.

Interested legal persons of any kind, in particular accredited consulting firms as well as consortia (hereafter referred to as “the Consultant”) are invited to submit final and fully committing proposals to undertake the design and construction of an “Integrated Information System for the Monitoring of the Petroleum Products Market in Greece” (briefly: Petroleum Information System).

The present Call for tenders and the Contract which will be drafted accordingly, as well as any contractual material, will be governed solely by the Greek Law and in particular by the Greek Presidential Decree 346/1998, RAE’s By-laws (Greek Presidential Decree 139/2001) and supplementary by §82 to 85 of Law 2362/1995 and by Greek Presidential Decree 394/1996.

This study will be co-financed by the European Regional Development Fund (ERDF) and National Funds (under the 3rd CSF, Operational Program “Competitiveness”), pending relevant approval.

Consultants or consortia wishing to submit proposals should demonstrate significant experience in the fields relevant to the contents of the present call for at least the last three (3) years in Greece or abroad and demonstrate availability of highly skilled and expert personnel to be assigned to the project.

The original text of the present Call for tenders has been drafted in Greek and predominates over any other text.

1. Introduction and Background

1. The Regulatory Authority for Energy of the Hellenic Republic (RAE) is established by Greek law 2773/1999 as an Independent Administrative Authority with competence over the whole of the energy sector. With its Decision dated 17.1.2003, RAE schedules to award the contract of this Project within the year 2003.
2. The Project consists of the design and construction of a complete information system for the monitoring of the prices and the quantities of petroleum products traded and distributed in the Greek market, in the framework of the new legislation on Petroleum Products Market in Greece (Law 3054/2002, Greek Government Gazette No 230A/2-10-2002).

3. The objective of the Petroleum Information System is to systematically monitor the Greek petroleum products market, to identify any distortions in the functioning of the market, to support the monitoring of compliance of the Authorization-holders of Law 3054/2002, including the stockholding obligation and relevant issues, to assist in the identifying of tax-fraud and contraband incidents, to support the capability of imposition of price caps to the final petroleum products prices in the market according to the provisions of Law 3054/2002, to facilitate the comparison of petroleum product prices in Greece with international prices and also to assist in the identification of conditions that may constitute oil supply crises through monitoring of international benchmarks of oil prices and oil availability worldwide.

2. **Scope of consultancy services**

RAE requires the Consultant to carry out the design and construction as a turn-key solution of an “Integrated Information System for the monitoring of the Petroleum Products Market in Greece” (briefly: Petroleum Information System). The Project will be carried out in two phases, of which Phase A’ refers to the design and Phase B’ to the construction and installation of the Petroleum Information System. RAE requires the Consultant to carry out at least the Tasks described below:

**A. Phase A’ of the Project**

1. Study of Law 3054/2002 (the “Law”) on Petroleum Products Market in Greece and particularly the combination of provisions of articles 11, 12 and 20 of the Law on the collection, processing and publication of data and information regarding activities in the petroleum products market as well as the capability of imposition of price caps to the whole of the Greek territory or to specific geographical regions. Study of the procedures and practices that the Ministry of Development is following for the collection of information regarding activities in the petroleum products market in Greece, as well as the submission of statistical or other reports to other Greek or European Union administrations and the International Energy Agency for the said market.

2. On the basis of the above study, submission of a report identifying the key issues and recommending the main lines and concepts for the design of the Petroleum Information System. The design of the Petroleum Information System should seriously take into account the optimization of the relevant questionnaires in order to collect the minimum amount of information provided that it effectively fulfils the objectives of the Information System, as mentioned in Chapter 1 above, in the most efficient and economic way.

3. Design of the Petroleum Information System, in order to efficiently cover its objectives as presented in Chapter 1 above. This should at least include:
A. Technical and procedural details regarding the collection of data, for all petroleum products sectors and all categories of Authorisation holders of Law 3054/2002. This includes the form and the content of the relevant questionnaires, the frequency and the way of submission of these questionnaires from the participants to the Greek petroleum products market as well as other primary information sources such as Greek customs offices, aiming at the cross-checking and completion of information. It should also include description of the process of collecting information regarding international crude oil and petroleum products prices, oil production and consumption levels and global production capacity as published by international organisations. In the preparation of the questionnaires it should be taken into account the compatibility of the requested data with the existing data collection reports that are already submitted to the Ministry of Development.

B. Technical details regarding the statistical processing of the collected data. This must include the quality checking of the data and the cross-checking of data gathered from different sources. It should also include the preparation of balances regarding the trading and distribution of petroleum products per product category, the calculation of the fluctuation of petroleum product prices within a certain period of time and across different geographical regions and the comparison of petroleum product prices in Greece with international prices. Finally, it must include the generation of summary reports regarding the level of oil stocks and the tariffs for third-party access to storage facilities or for transferring of the stockholding obligation to third-parties.

C. Technical details regarding the preparation of standard periodical reports that will be automatically generated from the Petroleum Information System. This should specify the form, the content and the frequency of the reports, including the preparation of annual, semi-annual and quarterly balances regarding the trading and consumption of petroleum products in the Greek market, summary reports regarding the prices per petroleum product category and geographical region of the country, as well as data regarding the level of oil stocks and the tariffs for third-party access to storage facilities or transferring of the stockholding obligation to third-parties. This must also include techniques proposed by the Consultant for the generation of user-defined reports other than those automatically generated by the Petroleum Information System.

D. Technical details regarding the categorization and classification of the data. This includes the identification of roles for different user groups as well as the identification and categorization of security and access levels to the data and the reports. This also includes the details regarding access control to the System by the various user groups.

4. Preparation of a final report on the design of the Petroleum Information System and presentation of the report to RAE.

B. Phase B’ of the Project

1. Implementation of the Petroleum Information System. This at least includes:
A. Construction and installation of the data base.

The relevant data base must be state-of-the-art and comply with the ANSI SQL 92 standard. It could use the ORACLE RDBMS engine that is already utilised by RAE. The Consultant must deliver the fully documented normalised scheme of the data base which can also include other elements relevant to the operation of the Petroleum Information System such as declaration of users and access levels and user auditing.

The user interface of the Petroleum Information System must be state-of-the-art and must implement mechanisms for the secure storage, retrieval and processing of data according to the predefined authorization level.

Additionally, the Petroleum Information System must have the capability of communication/access through the Internet using the security practices currently followed by RAE. It is also desirable that the system uses Internet Explorer-type browsers and must not have special hardware or software requirements from the users’ systems.

Finally, it is also desirable that the software operates in a Unix environment using 3-tier architecture, it must be provided in an open source code so that it will be possible to be modified and adapted to the needs of the users, it must also generate MS Excel-compatible reports and it must be accompanied by a complete User’s Guide in the Greek language, both for the software and for the use of the System regarding petroleum market policy and monitoring.

The Consultant will install the data base at the RAE site and possibly in the site of the Ministry of Development. The data base must be manageable and accessible by both RAE and the Ministry of Development.

B. Training of the personnel identified by RAE and the Ministry of Development to the use of the Petroleum Information System. This includes the preparation and delivery from the Consultant of the appropriate training material.

C. Pilot-operation (one-off) of the Petroleum Information System from the trained personnel of both RAE and the Ministry of Development under the supervision of the Consultant, in order to gather relevant comments and identify any problems that may arise by its operation.

2. Corrections or amendments to the Petroleum Information System on the basis of the comments gathered during its pilot-operation.

3. Technical support to RAE and to the Ministry of Development by the Consultant for at least one (1) year after the final delivery of the Petroleum Information System.

3. Duration

The total duration of the Contract shall not exceed a period of forty two (42) weeks, not including the technical support of one (1) year. The project will commence upon signing of the Contract.
4. Deliverables

During Phase A’ of the Project the Consultant must deliver:

1. The Report mentioned in paragraph A.2 of Chapter 2 above.
2. An interim Report for each of the parts A to D mentioned in paragraph A.3 of Chapter 2 above.
3. The final report on the design of the Petroleum Information System Report mentioned in paragraph A.2 of Chapter 2 above.
4. The Petroleum Information System in its various versions and its documentation.

The Consultant must complete Phase A’ of the Project and deliver reports 1 and 2 above in a period of eight (8) weeks maximum. Deliverable 3 shall be delivered in a deadline of four (4) weeks after approval of reports 1 and 2. Deliverable 4 shall be delivered according to point A of Phase B’ no later than twelve (12) weeks and its final version according to point 2 of Phase B’ no later than four (4) weeks after the completion of the pilot-operation (point C of Phase B’). The pilot-operation itself is estimated to cover a maximum of twelve (12) weeks.

During Phase B’ of the Project the Consultant must carry out:

1. The construction and installation of the Petroleum Information System, delivering the fully documented normalized scheme of the data base and the User’s Manual, as mentioned in item A of paragraph B.1 of Chapter 2 above, in a period of maximum twelve (12) weeks.
2. The training of the personnel in the use of the Petroleum Information System, delivering the appropriate training material, as mentioned in item B of paragraph B.1 of Chapter 2 above, in a period of maximum two (2) weeks.
3. The pilot operation of the Petroleum Information System under the supervision of the Consultant, as mentioned in item C of paragraph B.1 of Chapter 2 above, in a period of maximum twelve (12) weeks.
4. Corrections or amendments to the Petroleum Information System on the basis of the comments gathered during its pilot-operation, as mentioned in item C of paragraph B.1 of Chapter 2 above, in a period of maximum four (4) weeks.

RAE reserves the right not to proceed with Phase B’ of the Project in the case where the deliverable shall be deemed insufficient. Within four (4) weeks from the completion of Phase A’ RAE will decide upon the continuation or not of the Project.

The reports and documents prepared as part of the work under each Task shall be submitted by the Consultant in hard copies (2 copies) and electronic copies (Microsoft Office 98 or later version). The language of the deliverables 1 and 2 of Phase A’ above may be Greek or English. The deliverable 3 of Phase A’ as well as the documentation of the normalized scheme of the data base, the User’s Manual and the training material provided for in Phase B’ of the Project must be written in the Greek language. Deliverable 4 will be delivered electronically along with its documentation in ten (10) copies in the form of a dossier with replaceable pages, following the progress of the software versions.

Notwithstanding the above deliverables, the Consultant may propose the frequency, content and layout of the reports and documents.
5. Budget

The total budget for this study shall not exceed the amount of 423,700 Euros plus VAT 18%, if applicable.

6. Remuneration

The Consultant will be remunerated as follows:

1. 15% advance payment against submission of relevant bank guarantee and 15% after submission and approval of the deliverables of Phase A’.

2. In the case of RAE’s decision to proceed with Phase B’ of the Project, 30% of the total payment upon mobilisation of the Consultant, 20% after completion of the construction and installation of the data base and the training of the personnel and 20% after the completion of corrections or amendments to the Petroleum Information System on the basis of the comments gathered during its pilot-operation and the final receipt of the project on behalf of RAE.

3. On a bi-monthly basis, for the cost of the yearly technical support rendered.

7. Time and Place

Proposals (one copy) are submitted by registered mail, hand or courier delivery to RAE’s address: Panepistimiou 69 & Aeolou, GR 10564 Athens, Greece.

Deadline for receipt of proposals at the premises of RAE: 7 July 2003, 12:00 p.m., to the Evaluation Committee of RAE.

Proposals should be submitted in either the Greek or English language.

8. Distribution of this Call

Interested parties may collect copies of the present Call for tenders in both the Greek and English language from RAE’s premises at Panepistimiou 69 & Aeolou, Athens, 1st floor, 10:00-15:00.

The full copy of this call can also be found in the website of RAE: www.rae.gr

9. Clarifications

Questions and clarifications may be addressed to RAE by e-mailing to info@rae.gr, until the deadline for receipt of proposals.

10. Validity of Proposals

The proposal is binding for the Consultant for a time period of sixty (60) days, starting the next day from the deadline for submission of proposals.
11. Proposal Files

1. All proposals must be submitted in a sealed envelope bearing the indication: “Design and construction of an Integrated Information System for the Monitoring of the Petroleum Products Market in Greece” and the name of the proposing firm or consortium.

2. The proposals should include three sealed files:
   - “Documents File”
   - “Technical Offer”
   - “Financial Offer”

11.1. Documents File

In order to ascertain their qualifications, their professional reliability, the financial credibility and generally their financial status, as well as their technical qualifications, the candidates should be able to include in their proposal the following supporting documentation:

11.1.1. General Profile

Case-by-case supporting documentation and relevant other documents:

(1) Cover letter

(2) Candidate’s Identification Sheet, bearing information as to the corporate name, organization, address, contact numbers etc as well as the Candidate’s legal status and VAT number

(3) Certificate issued by the competent administrative or legal Authorities establishing that the tenderer is not in a situation of bankruptcy, liquidation, compulsory administration of property (escrow proceedings), under composition in bankruptcy or in any analogous situation and additionally that there he has not been the subject of bankruptcy proceedings, liquidation proceedings, or any court decision for commencing escrow proceedings or composition in bankruptcy proceedings or pending proceedings for any analogous situation.

(4) Proof of tenderer’s legal existence and status (such as Articles of Association).

(5) Balance sheets of at least the previous three (3) years for those bearing the obligation under the law of drafting balance sheets, as well as annual turnover data establishing his financial status.

(6) In the case of submission of a proposal by a consortium, a constitution deed is required and in the case of legal persons using subcontractors or associates, written association agreement. The documentation mentioned in points (3) up to (5) hereinabove is required only for the legal person submitting the proposal, while in the case of a consortium such documentation shall be furnished for each member of the consortium.

(7) Bank Guarantee for the participation in the tender equal to 5% of proposed project cost - including VAT – amounting to € 25,000. This Guarantee for
participation will be returned to the selected Consultant and all other tenderers within a period of five (5) days from signing of the contract and after further submission by the selected Consultant of a bank Guarantee for Good Performance, as specified in point 8 below.

The Bank Guarantee for Participation should be valid for at least one (1) month after the expiry of the proposal’s validity period and should be issued by credit institutions or other legal entities that lawfully operate in Greece or in any other EU or EEA member states or in third countries that are parties to the Government Procurement Agreement of the WTO, that has been ratified by Greek Law 2513/1997 and possess, according to the laws of such states, the right to do so.

The selected Consultant will be further asked to provide a bank guarantee equal to 10% of proposed project cost for good performance.

(8) Declarations with regards to the expertise and the tenderer’s available infrastructure, professional experience and know-how, financial credibility and solvency and technical competence. This section shall necessarily include the following documents:

   i. Description of all professional activities of the tenderer: businesses, services, clients.
   
   ii. A detailed description of Consultant’s past experience, especially references on previous experience in consulting on the subject of this Project, indicatively in the fields of market research, statistics, specialization in the petroleum sector and expertise in the design, analysis, construction and support of Information Systems. List of private or public sector entities – recipients of the services of the tenderer and the relevant similar projects undertaken and their description, as well as of the role assumed by the tenderer.

(9) Any other data establishing the competence of the Consultant for the Project.

Where the tenderer does not participate in person, he can be replaced by his legal representative, delegated in this respect (by proxy).

11.2. Technical Offer

The Technical Offer consists of two parts:

1. Contents of the Proposal
2. Project Team

11.2.1. Contents of the Proposal

(1) A presentation of the Consultant’s understanding of the problem and the general methodological approach he proposes to follow.

(2) A description of the services to be offered, as envisaged by the Consultant by Task, the corresponding methodology, and the proposed consultation and reporting requirements.
11.2.2. Project Team

The part of the Technical Offer related to the Project Team must include:

1. Detailed description of the organogram to be established for the management of the Project. Detailed proposed time schedule and project organization including assignment of persons to each project task with mentioning of man-hours per person and task.

2. Detailed CVs of personnel committed to work for the project, with emphasis on experience relevant to their work on this project.

3. List of the personnel and the external experts to be appointed from the Consultant for the Project, description of the position and duties assigned to each one of them.

4. Description of other projects that members of the Project Team will be occupied at the same period that might create conflicts of interest.

11.3. Financial Offer

A financial offer for the consultancy services, indicating which part of it corresponds to travel costs.

12. Submission and Evaluation Procedure

The proceedings will be conducted by the Evaluation Committee appointed after RAE’s decision. RAE, upon recommendation by the Evaluation Committee, evaluates the technical offers and awards the Contract.

The opening of the submitted proposals (Documents File only) will take place at RAE’s premises on the date and hour set at chapter 7 of this invitation.

If any of the Files within the Proposal File described in Chapter 11 of this Call is missing, the Proposal will not be accepted by the Evaluation Committee and will be returned to the Tenderer, without opening of any of the enclosed files. Against this decision of the Evaluation Committee no appeal is considered. If the Tenderers declare that they will appeal against the above decision to a Courts of Justice, their Files are kept for the period necessary for the completion of the evidence proceedings.

The Evaluation Committee will proceed with the opening of the Documents Files of all Proposals and will decide if all terms and conditions of the present Call are fulfilled. In the case where any of the required documents is missing from the Documents File of any of the submitted Proposals, the Evaluation Committee may call the Tenderer, whose file is incomplete, to submit within a maximum time period of four (4) additional hours the relevant missing documents. Afterwards, the Evaluation Committee states its opinion to RAE as to the acceptance or not of the Files. RAE decides on the subject.

The Evaluation Committee will continue with the checking of the Declarations foreseen in point 9 of Chapter 11.1.1, so as to state its opinion to RAE for their acceptance or not. RAE decides on the following day if the Documents File is made acceptable or not.
Against RAE’s decision above, which is notified to the Tenderers, an appeal before RAE can be placed within a deadline of three (3) working days. RAE rules within a further deadline of three (3) working days. If there is lapse of the deadline, the appeal is presumed overruled.

The Technical and Financial Offers of any non-acceptable Proposal remain unsealed for the rest of the procedure and are returned to the respective tenderers after the end of the procedure.

The Evaluation Committee continues, following RAE decision on the acceptance of the Documents Files, with the opening of the Technical Offers.

After the evaluation of the Technical Offers, a marking table is compiled and the Evaluation Committee proceeds with the opening of the Financial Offers. After the completion of both procedures (Technical and Financial evaluation), the Evaluation Committee draws up a Report and makes its recommendations towards RAE with regards to both the marking table and the Contract award. RAE decides upon technical evaluation and Contract award. After RAE’s Decision all Tenderers are informed accordingly. Tenderers have the right to appeal before RAE within a deadline of five (5) working days. RAE rules within a further deadline of five (5) working days. If there is lapse of the deadline, the appeal is presumed overruled.

After submission of proposals no corrections or counter offers are allowed.

13. Evaluation Procedure

In order to appoint the Consultant, the evaluation procedure follows numerical marking and calculation of the final mark for each of the proposals, as described by the Technical and Financial Offers submitted by the participants, according to the following methodology.

13.1 Technical Evaluation

The marking of the technical offers will be conducted by assigning marks for each criterion, as follows:

0: when the Offer is unacceptable with reference to the criterion
1-2: when the Offer is inadequate with reference to the criterion
3-4: when the Offer is satisfactory with reference to the criterion
5: when the Offer is excellent with reference to the criterion

The total mark for each Proposal will be calculated as sum of products of the marks per criterion and the weighting factor of the corresponding criterion. Proposals marked with zero (0) even to one of the criteria groups (1 and 2) will be rejected.

Technical Offer (TO<sub>k</sub>):

\[ TO_k = \sum (\text{Weighting Factor for the criterion } k,i \times \text{Mark for the Criterion})_{k,i} \]
13.1.1. Technical Criteria

The criteria and their groupings on which the technical evaluation will be based are presented below. Each group’s relevant weighting factor is given into parenthesis. The break-down of these weighting factors for each of the criteria in both groups is given in tabular form hereinafter.

**Group 1:**
**Methodology and project management criterion (W.F. 50%).**
Conceptual clarity of the project and of its requirements and development of efficient concept approach, relevancy of methodology and availability of specialized tools for the implementation of the proposed methodology, efficient project implementation and project organization, timetable and proposed work flows.

**Group 2:**
**Qualifications and competence of the proposed project team criterion (W.F. 50%)**
Competence and expertise of project team’s staff and of external collaborators (if any), assignment of personnel to project tasks, relevancy of specialties and experience of project team staff particularly in the fields of market research, statistics, specialization in the field of petroleum products and experience in the design, analysis, construction and support of Information Systems, project team’s overall competence and know-how, proposed organogram for the provision of services and backstopping experts.
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<thead>
<tr>
<th>Criteria Marking</th>
<th>Marking</th>
<th>Overall Marking</th>
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<tr>
<td><strong>Group 1: Methodology and project management criterion</strong></td>
<td></td>
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<tr>
<td>• Understanding of project requirements and quality of methodology proposed</td>
<td>40%</td>
<td>20%</td>
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<tr>
<td>• Clarity in the description of services</td>
<td>20%</td>
<td>10%</td>
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<tr>
<td>• Explicit presentation of deliverables</td>
<td>10%</td>
<td>5%</td>
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<tr>
<td>• Degree of cooperation between the project team and RAE personnel</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>• Project organization, timetable and proposed work flows</td>
<td>10%</td>
<td>5%</td>
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<tr>
<td><strong>Group 2: Qualifications and competence of the proposed project team criterion</strong></td>
<td></td>
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<tr>
<td>• Project Manager (competence, experience and time for the project)</td>
<td>10%</td>
<td>5%</td>
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<tr>
<td>• Project Team Sufficiency (specialties and time for the project) in relation to project key areas</td>
<td>30%</td>
<td>15%</td>
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<tr>
<td>• Quality of project team staff in relation to project requirements (competence and experience of personnel in relation to time for the project)</td>
<td>50%</td>
<td>25%</td>
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<tr>
<td>• Proposed project organogram, delegation of duties and backstopping experts</td>
<td>10%</td>
<td>5%</td>
</tr>
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### 13.2. Financial Evaluation

For the marking the total amount of each Financial Offer is used (including travel costs and excluding VAT). For each of the Proposals the Total Mark for the Financial Offer is calculated (TFOMₖ) thus:

\[
TFOMₖ = (\text{Minimum of all Financial Offers}) / (\text{Financial Offer})ₖ
\]

The resulting TFOMₖ is further multiplied by five (5).

### 13.3 Final Marking of the Proposals

At this stage the final evaluation is performed, compiling the list of the proposals in descending order of Total Marks, the maximum of which determines the economically advantageous offer. Total Mark is computed as follows:

\[
\text{Total Mark: } TMₖ = (TOₖ \times 0.70) + (TFOMₖ \times 0.30)
\]
14. Results - Award

In the case of RAE’s appraisal of the offers as economically non-advantageous or unsatisfactory, RAE reserves the right to call off this Call.

The award of the contract is communicated by RAE to the selected Consultant in writing.

RAE reserves the right to annul, amend or postpone the Call for any reason whatsoever, without any obligation whatsoever.

Participants have no right to withdraw their offer or part of it after submission. In the case where his offer or part of it is withdrawn, the participant will be made subject to penalties and in particular:

α. Dismissal and abolishment of any rights to the award of the Contract

β. Partial or full forfeiture of bank guarantee for participation, without any further formalities or legal action.