TENDER ANNOUNCEMENT

for

The Operation of a Travel Services Concession

1. Description of Travel Services Concession

In accordance with Article 13 of the “Airport Development Agreement (ADA)”, ratified by Law 2338/1995, and as amended and ratified by Law 4594/2019 Athens International Airport S.A. (AIA) intends to grant to a company, natural person(s), group of companies and/or consortia thereof, one (1) Airport Right in relation to the operation of a Travel Services concession. The said store shall be located at the premises of the Athens International Airport “Eleftherios Venizelos” at Spata-Attica, in the Main Terminal Building (MTB).

The Airport Right for the operation of the abovementioned Travel services unit shall be awarded to the selected participant following the completion of the respective tender process.

The Concession is included in one (1) Tender Package, which interested parties are hereby invited to download, through AIA’s Internet site, as per the instructions described in Paragraph 5 herein.

Requested Fee for downloading the Tender Package is three hundred (300) Euro.

The Tender Package contains the necessary information and technical documentation in order for interested parties to be substantially assisted in the preparation and submission of their proposal.

Interested parties may submit a single (1) proposal for the Concession.

The unit lies in the Arrivals – All Users Area (Level 1) of the Main Terminal Building (MTB), extends over a surface of 27m² and it shall be operated as a Travel Services Agency. Furthermore, the preferred bidder will have the right of first offer for AIA’s corporate travel. AIA may, at its sole discretion, provide additional or supplementary information to Participants. Such additional or supplementary information shall be dispatched to all Participants, on the same day, by 13/11/2023, provided that all Participants’ relevant requests will be communicated to AIA by 31/10/2023. AIA may also arrange a separate site visit with each Participant. Participants who wish to arrange such visit must submit their request by 17/10/2023.

Deadline for submission of proposals by Participants is November 20th, 2023.
2. General Information to be submitted by Participants

As described in Section 4 of the Invitation to Tender (ITT) document contained in the Tender Package, participants shall be requested to supply the information listed below accompanied, where necessary, with the originals or certified copies of documents.

1. A brief company profile (no more than 3 pages), including company name address of head office telephone number and e-mail address together with an organizational structure of the company, link with parent company and/ or other group or consortium members (if applicable).

2. Name and address of nominated representative for all communication, including telephone number and e-mail address; the representative must be delegated to answer, on behalf of Participants, any questions AIA may have, act in their name and on their behalf as may be needed and sign the Concession Agreement.

3. Principal shareholders (names of Persons or entities owning 5% or more of the Participants' voting stock).

4. Annual Financial Reports for each of the years 2019, 2020, 2021 and 2022 including audited financial statements (Balance Sheet, Income Statement, Cash Flow Statement), the notes of the financial statements and the chartered auditor’s report.

5. Provision of Bank Reference.

6. Number of years operating similar Travel Services outlets in Greece and/ or abroad (if any).

7. Number of similar Travel Services outlets that Participants operate in the Greek market and/ or abroad (if any).

8. List of the Participant’s stores, respective size (m²) and net sales in the last five (5) years.

9. A copy of proof of registration, as prescribed in their country of establishment, in one of the professional or trade registers, or provide a solemn declaration duly signed by the legal representative to that effect.

10. A copy of the Participants’ constitutional documents (e.g. articles of incorporation/ signing and administrative authorities) in their latest valid edition.

11. In case that the legal representative is not stated in the Articles of Incorporation/ Signing and Administrative Authorities documentation, then a duly signed Extract Decision from the Board of Directors or the General Assembly or of any other duly decisive company body shall be submitted, clearly indicating the authorised legal representative for the Tender. In case of a group of companies or Consortium, each member of the group of companies or Consortium shall comply with the above requirement.
12. In case that the Participants are connected with any of the shareholders of AIA, or with any person controlled by AIA, as defined and within the meaning of the ADA (Article 20.3), it should be clearly stated in the submitted Pre-requisite documents.

For information requested from Participants for any or all of the above points 4, 5, 6, 7, and 8 Participants are entitled to rely on the financial or technical capacity of parent or third-party companies, on condition that the provisions regarding the parent or third-party company, as presented in Appendix 8 of the ITT, are fully met.

3. Participants Eligibility

Participants shall be entitled to participate in the tender procedure only if they meet the following prerequisites:

- Experience of at least three (3) years of operating similar Travel outlets either in Greece or abroad;
- A minimum of three hundred thousand (300,000) Euro annual sales during 2019 and/or 2022 from similar operations;
- Good financial and managerial standing (audited financial statements are mandatory)

Prerequisites may be fulfilled either by Participants, parent or third-party companies, on condition that the provisions regarding the parent or third-party company, as presented in Appendix 8 of the ITT, are fully met.

Only Proposals by Participants fulfilling the above prerequisites will be further assessed for evaluation.

Companies presenting a historical bad business/financial record with AIA shall not be evaluated by AIA.

4. Proposal Evaluation

During the evaluation process, each of the Participants’ Proposal will be assessed in the following two phases:

- Phase I: Prerequisites fulfilment verification (pass or fail evaluation).
- Phase II: Proposal evaluation (scoring per assessment criteria).

It is indicated that successful participation in Phase I is a prerequisite for admissibility to Phase II.

5. Tender Package download procedure

Participants aiming to download the Tender Package should proceed as follows:
a. Deposit the amount of three hundred (300) Euro into one of the following AIA Bank accounts:
   - GR74 0110 6140 0000 6140 0913 085 of AIA with National Bank of Greece, Psychiko Corporate Branch
   - GR42 0140 1010 1010 0232 000 6859 of AIA with Alpha Bank, Main Branch,
   - GR07 0260 0250 0004 2020 1207 718 of AIA with Eurobank, Athens Branch,
   - GR48 0110 0800 0000 0805 0828 709 of AIA with National Bank of Greece, Athens Branch

b. Submit a written application (either by letter or email) carrying the indication "Application regarding the Announcement for the Travel Services Concession" addressed in case of letter to: the Athens International Airport, Main Terminal Building, 19019, Spata Greece, Retail Services Department, attention Ms. Angeliki Zerva, or in case of email to the following email addresses: Zervaa@aia.gr, cc: Kalampalik@aia.gr.

In this application the following information is required:

   - name of company, address, telephone and the name of a contact person and his email address;
   - a payment confirmation (through bank order) indicating the deposit of three hundred (300) Euro;

Upon submission of their written application, accompanied by their payment confirmation, Participants will receive notification from AIA, including all necessary data connection details in order to download in electronic format the Tender Package from AIA’s internet site.

For any clarification on the above please contact:

Ms. Angeliki Zerva
Senior Account Supervisor, Retail Services Department
Email address: Zervaa@aia.gr
Tel: +30 210 35 34155