



**MINISTRY OF FOREIGN AFFAIRS AND
INTERNATIONAL COOPERATION
ITALIAN EMBASSY IN ATHENS**

RESTRICTED PROCEDURE FOR THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES RELATING TO THE BIM-INTEGRATED EXECUTIVE DESIGN, COORDINATION OF WORKS, AND HEALTH & SAFETY COORDINATION DURING THE DESIGN AND EXECUTION PHASES FOR THE RENOVATION OF THE PREMISES HOUSING THE ITALIAN EMBASSY AND THE AMBASSADOR'S RESIDENCE, LOCATED AT SEKERI 2 AND LEOFOROS VASILISSIS SOFIAS, 106 74 ATHENS, GREECE.

TENDER IDENTIFICATION CODE: BA7BB3C567

NOTICE OF CALL FOR TENDERS

pursuant to Article 28 of Directive 2014/24/EU

SECTION I – CONTRACTING AUTHORITY

I.1) NAME AND OFFICIAL ADDRESS OF THE CONTRACTING AUTHORITY

Name: **ITALIAN EMBASSY IN ATHENS**

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Department Responsible: **EMBASSY ADMINISTRATIVE OFFICE**

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I.2) PROCUREMENT AUTHORISATION AND SOURCE OF FUNDING

Decision to Tender No. 9 of January 19, 2026

Source of funding: Budget of the Italian Embassy in Athens for the year 2026.

I.3) ELECTRONIC PLATFORM

This procedure shall be carried out entirely via an IT platform accessible at <https://maeci.trasparenza.com>.

I.3.1) THE ELECTRONIC TENDERING PLATFORM

By using the Platform, users tacitly and unconditionally accept all terms, conditions of use and warnings set out in the tender documents, in particular, those set out in EU Regulation No. 910/2014 (hereinafter eIDAS Regulation - electronic IDentification Authentication and Signature), Legislative Decree No. 82/2005 on the Digital Administration Code (CAD), and the Agency for Digital Italy *(AGID) guidelines, as well as any notifications or information communicated to users via the Platform. Users shall use the Platform in accordance with the principles of personal responsibility and professional diligence, as set out in Article 1176(2) of the Italian Civil Code. The Contracting Authority accepts no liability for any loss of documents or data, damage to files or documents, delays in the entry or submission of data, documents or the application itself, or for any malfunction, damages or prejudice suffered by the economic operator as a result of:

- malfunctioning equipment, connection systems or programmes used by the economic operator to connect to the Platform;
- use of the Platform by the economic operator in a manner that does not comply with this notice and the attached documents.

In the event that the platform is unavailable or malfunctions for reasons other than those referred to above, and such unavailability or malfunction prevents the proper submission of tenders, the Contracting Authority may, in order to ensure the widest possible participation, suspend the deadline for the submission of tenders for the period of time necessary to restore the normal functioning of the Platform, extending the deadline for a period proportionate to the duration and seriousness of the unavailability or malfunction.

In addition, the Contracting Authority reserves the right to suspend and/or extend the deadline for the submission of tenders where, excluding any negligence on the part of the economic operator, it is not possible to ascertain the cause of the failure or malfunction.

All activities and operations performed on the Platform shall be recorded and attributed to the economic operator and shall be deemed to have been performed at the time and on the date indicated in the system records.

Users shall operate the Platform in accordance with the attached documents.

The purchase, installation and configuration of hardware, software, digital signature certificates, a PEC mailbox or any other qualified certified electronic delivery service address, as well as the connections to access the internet, shall be the sole responsibility of the economic operator.

The Platform shall be accessible at any time from the date of publication of the call for tenders until the deadline for submission of tenders.

I.3.2) TECHNICAL RESOURCES

In order to participate in this call for tenders, each economic operator shall bear full responsibility and expense for ensuring that it has the technical and IT equipment required, in accordance with the specifications set out in this notice and in documents governing the operation and use of the platform: "Operational Notes Portal Registration Traspare" (Annex 5) and "E-procurement guidelines" (Annex 6) .

In all cases, it shall be essential to have:

- a) at least one personal computer meeting current market standards, with an internet connection and a commonly used browser suitable for proper operation of the Platform;
- b) a Public Digital Identity System (SPID), as referred to in Article 64 of Legislative Decree No. 82 of 7 March 2005, or other means of electronic identification for cross-border mutual recognition under the eIDAS Regulation;
- c) a digital residency listed in the indexes referred to in Articles 6-bis and 6-ter of Legislative Decree No. 82 of 7 March 2005, or for cross-border economic operators, a qualified certified electronic delivery service address in accordance with the eIDAS Regulation;
- d) a valid digital signature certificate issued by the economic operator's legal representative (or a person with appropriate signing powers), such as:
 - a body included in the public list of certification authorities held by the Agency for Digital Italy (provided for in Article 29 of Legislative Decree No. 82/05);
 - a certification authority operating under a licence or authorisation issued by a Member State of the European Union and meeting the requirements of Regulation No. 910/14;
 - a certification authority established in a non-EU state, provided that one of the following conditions is met:
 - i. the certification authority meets the requirements of Regulation No. 910/14 and is qualified in a member state;
 - ii. the qualified certificate is guaranteed by a certification authority established in the European Union and meeting the requirements of Regulation No. 9100/14;
 - iii. the qualified certificate or certification authority is recognised under a bilateral or multilateral agreement between the European Union and third countries or international organisations.

I.3.3) IDENTIFICATION

In order to participate in this call for tenders, it is necessary to access the Platform.

Access is free of charge and is permitted once the economic operator has been duly identified. Once the identification procedure has been completed, each identified economic operator shall be issued a profile to be used in the tender procedure.

Any requests for IT assistance regarding the identification process of access to the Platform should be submitted via e-mail to support@legsolution.com.

I.4) PUBLICATION OF THE NOTICE

This notice shall be published:

- in the Official Journal of the European Union;
- on the buyer profile of the Italian Embassy in Athens:
<https://ambatene.esteri.it/it/amministrazione-trasparente/bandi-di-gara-e-contratti>;
- on the website of the Italian Ministry of Foreign Affairs and International Cooperation:
https://www.esteri.it/it/trasparenza_comunicazioni_legali/bandi-gara-contratti/.

I.5) CPV CODE

CPV Code: 71250000-5 - Architectural, engineering and surveying services

SECTION II – SUBJECT AND DURATION OF THE CONTRACT

II.1) SUBJECT OF THE NOTICE AND DURATION OF THE CONTRACT

This notice concerns the award, pursuant to Article 28 of Directive 2014/24/EU, of a contract for **architectural and engineering services relating to works for the renovation of the building housing the Italian Embassy and Ambassador's Residence, located at Sekeri 2, Athens 106 74, Greece. The property is a Listed Historical Monument (ΦΕΚ/GU 28/14-08-1985 No. 51).**

Specifically, these services include: BIM-integrated executive design, coordination of works and coordination of health & safety during the design and execution phases of the project.

For the BIM-integrated executive design, health and safety coordination during the design phase and the preparation and submission of documentation required to obtain approvals from the competent authorities, the execution period shall be **180 consecutive calendar days** starting from the date of the service commencement report.

Any potential amendments or supplementary requirements requested by the local authorities and or the client shall be completed **within 30 consecutive calendar days** from the receipt of the relevant notification from the client or local authorities.

Any works management and safety coordination activities during the execution phase shall be carried out for **the entire duration of the execution** of the scheduled works.

II.1.1) TECHNICAL DRAWINGS AND DOCUMENTATION MADE AVAILABLE TO SELECTED ECONOMIC OPERATORS

For the services concerned, the Italian Embassy in Athens will make available to the selected economic operators the technical documentation comprising drafts in Greek and English of the:

- 1. Preliminary architectural design**
- 2. Preliminary structural design**
- 3. Preliminary building services design**

The full list of technical documents is set out in *Appendix C - 'List of Preliminary Design Documents'* attached to this notice.

II.1.2) CONFIDENTIALITY CLAUSE

Given the nature of the activities to be carried out within the building that is the subject of this contract, the invited economic operators shall be subject to specific confidentiality obligations with respect to all documentation provided by the Contracting Authority for the preparation of the tender. Any documentation received or produced outside the scope of the activities covered by this tender shall not be used for any purpose whatsoever. Additionally, when submitting their expression of interest and subsequently their tenders, invited economic operators shall undertake not to reproduce nor permit the reproduction of copies, extracts, notes or derivative materials using the above-mentioned documents.

II.2) DESCRIPTION OF THE SERVICES REQUIRED

Within the scope of the intervention subject of the restricted tender procedure, the appointed economic operator shall be entrusted with the following activities:

- Preparation of the executive design, to be rendered in BIM format;
- Safety coordination during the design phase;
- Submission of the design to the Superintendency of New Monuments for approval by the Central Council of New Monuments (K.Σ.N.M./K.S.N.M.) and the Central Architectural Council (K.E.Σ.A./K.E.S.A.);
- Presentation of the design for preliminary approval by the Ministry of Culture (Superintendence of Antiquities of the City of Athens);
- Submission of the design for approval by the fire authorities;
- Submission of the design for approval by the natural gas authority;
- Submission of the design in order to obtain pre-construction authorisation;
- Submission of the design in order to obtain a construction permit;
- Works management and safety coordination during the execution phase;
- Declaration of completion.

II.2.1 - EXECUTIVE DESIGN

The executive design constitutes the final and complete definition of the works and therefore fully specifies the work to be carried out, covering every architectural, structural and building services detail. It shall not include site operation plans, procurement plans and calculations and drawings relating to temporary works. The design shall be drawn up in full compliance with the preliminary design, as well as with all requirements set out in all relevant planning permissions, urban planning approvals and, where applicable, environmental compatibility declarations.

The executive design shall comprise the following documents:

- 1) General report;
- 2) Specialist reports;
- 3) Drawings, including those concerning structures, building services and environmental restoration and enhancement;
- 4) Detailed calculations for structures and building services;
- 5) Maintenance plan for works and their constituent parts;
- 6) Health & safety and coordination plan, in accordance with Greek legislation: Presidential Decree 305/1996, published in Official Gazette 212/A' of 29/08/1996 (Π.Δ. 305/1996, ΦΕΚ 212/A` 29.08.1996);
- 7) Schedule of works;
- 8) List of unit prices and any relevant cost analyses;

- 9) Bill of quantities and overall financial framework;
- 10) Draft contract and special specifications;
- 11) Technical report and drawings concerning the application of environmental performance requirements set out in Greek Law 4014/2011 published in Official Gazette A-209/A of 21-09-2011 (Νόμος 4014/2011 - ΦΕΚ Α-209/Α/21-9-2011);
- 12) Health and Safety file suitable for the nature of the works to be carried out, prepared in accordance with Greek Presidential Decree 305/1996, published in Official Gazette 212/A' of 29/08/1996 (Π.Δ. 305/1996, ΦΕΚ 212/Α` 29.08.1996).

II.2.1.1 - General Report

The general report included in the executive design shall contain a detailed description of the criteria adopted for design decisions, construction details and measures implemented to achieve and validate the required safety and quality standards, making specific reference to drawings and the requirements set out in the special technical specifications, where applicable.

The general report shall also address the following matters:

- a) an explanation of the criteria adopted and design choices made in order to translate the spatial, typological, functional, architectural and technological solutions approved at the previous design stage into contractual specifications and construction plans;
- b) a description of all investigations, surveys and research carried out in order to minimise the risk of any unforeseen events during the execution phase of the works;
- c) identification of the standards applied, with explicit reference to any prescriptive or performance-related parameters adopted in relation to any mandatory or reference standards, highlighting any deviations from the previous design stage;
- d) where the use of prefabricated components is proposed, the report shall define the characteristics illustrated in the drawings and the relevant requirements of the special technical specifications regarding the procedures for submission and approval of the components to be used.

II.2.1.2 - Technical and Specialist Reports

To supplement the general report, the executive design must include at least the following technical reports, based on investigations carried out in addition to those carried out during the preliminary design stage:

- a) ***a report on the current condition, functionality and state of conservation of the building subject to the proposed works***, including: visual, documentary, historical-critical, geometric,

material, functional and structural assessments, including the foundations and building services systems, and describing any past issues and previous interventions carried out;

b) ***a report on all investigations and tests carried out***, relating both to the archaeological, historical, architectural, structural and technological characteristics of the building on which work is to be carried out, and to the site on which it is located, identified by the designer in accordance with applicable legislation, with the relevant test certificates attached. Depending on the nature of the works to be carried out, any investigations and tests carried out to assess the condition of the building shall also extend to those parts of the building that are located below ground level;

c) ***a report on the historical, typological and construction features of the building*** on which the works are to be carried out, specifically highlighting any parts or elements to be safeguarded in relation to the proposed works;

d) ***the findings of any research or investigations*** undertaken in order to select the types of works and methods, as well as estimate the cost of the proposed works;

e) ***a description of the proposed works***, stating:

e.1) the type of works;

e.2) the objective of the works;

e.3) the technical execution specifications;

e.4) the impact on operations, taking into consideration the type of building and its current usage conditions;

e.5) the functional performance of the completed works;

e.6) the construction stages required in order to ensure continuity of operations during execution;

e.7) the proposed future use or disposition of any areas or elements rendered redundant by the proposed works;

f) ***a geological report***: based on site-specific investigations, containing identification of the geological formations present on the site, a study of the lithology, structure and physical properties of the subsoil, a geological model of the subsoil, and an illustration and description of the any relevant stratigraphic, structural, hydrogeological and geomorphological aspects, as well as an assessment of the resulting geological hazard level;

g) ***hydrological and hydraulic reports***: these concern the study of rainwater, surface water and groundwater. It shall also set out the preliminary calculations for sizing hydraulic structures. These reports shall identify the sources used to draft them and the methods used in order to deduce the parameters of interest;

h) ***a structure report***: this report shall describe the relevant types of structure and associated models used for calculations. In seismic areas, the report shall define the seismic action, taking

into account the stratigraphic and topographical conditions, and shall be consistent with the results of the investigations and analyses contained in the geotechnical report. The report shall define the verification criteria adopted to meet the safety requirements of the applicable technical regulations, both for new works and interventions on existing structures. For the latter, the structure report shall be supplemented by a specific assessment of the existing condition of the building, based on appropriate investigations of materials and structural elements, leading to an evaluation of structural safety, including any existing instabilities;

- i) **a geotechnical report:** based on specific investigations according to the type of work and construction methods, this report shall define a geotechnical model of the volume of ground that is directly or indirectly affected by the construction of the structure and which, in turn, will influence the behaviour of the structure. It shall also set out the procedures adopted for geotechnical verifications and all limit states required by the applicable technical regulations (which relate to the relationship of the building with the ground), as well as the subsequent results. For works in seismic areas and cases where a specific analysis of the local seismic response is required, the geotechnical report must include an explanation of the investigations carried out for this purpose, the methods applied and the resulting findings;
- l) **an archaeological report:** this report shall update and expand on the data contained in the preliminary design documentation, based on direct investigations, for areas of high archaeological risk, in coordination with the competent heritage authorities;
- m) **a technical report of the architectural works:** this report shall identify the main critical issues and proposed solutions, as well as describing the project typologies and specific solutions, the reasons for design choices and the functional characteristics of the works;
- n) **a building services technical report:** this document shall describe the various systems involved in the project, providing justification for the solutions adopted in relation to safety, service continuity, sustainability and energy efficiency. It shall also identify and describe the overall operation of the building systems (including normal, abnormal and operating conditions) and their interfaces with the civil works;
- o) **a report describing the design of the safety system** with regard to the execution and characteristics of the design, including fire safety considerations with respect to potential risks and accident scenarios;
- p) **a material management report:** containing a description of material supply requirements from quarries, net of re-used volumes, and surplus waste materials from excavation works. It shall also identify quarry sources and storage or disposal areas for spoil, as well as a description of proposed final disposal solutions;

q) *for each interference*, the specific design to resolve the interference, along with a definition of the relevant costs and implementation timeframe, comprising at least the following documentation:

- 1) a site plan on which all interferences are identified (scale not smaller than 1:2000).
- 2) a report justifying the solution for each individual interference;
- 3) a design for the solution for each interference: a specific solution design must be drawn up for each interfering sub-service.
- 4) where the design involves the solution of additional specialised issues, special reports shall be drawn up to define the problem and set out the solutions adopted in the executive design.

In addition, any further specialist reports required due to the complexity of the proposed works shall also be prepared. These reports shall define in detail the aspects related to the implementation and maintenance of building services installations and any other element of the works, including landscaping.

The reports shall describe all of the issues examined and analytical checks carried out during the executive design stage.

II.2.1.3 - Drawings

1. The drawings forming part of the executive design shall define, in detail, all architectural, structural and building services aspects of the proposed works. The drawings shall be fully dimensioned and drawn up using appropriate scales and drafting methods. The drawing package of the executive design shall include the following:

- a) drawings at the permitted or specified scale, setting out all the details included in the preliminary design, comprising:
 - a1) an extract from the applicable general urban planning tool or implementing planning tool, clearly identifying the area affected by the proposed works;
 - a.2) an overall site plan at a scale not smaller than 1:500, showing contour lines for the area concerned, spaced at no more than 0.5 metres; road layouts; position, footprint and setbacks of any nearby buildings; and any existing trees with identification of species;
 - a.3) a site plan at a scale not smaller than 1:500 showing the location of geological investigations;

- a.4) a site plan at a scale not smaller than 1:200, with respect to the size of the works, showing the location of geotechnical investigations, along with sections at the same scale illustrating the geotechnical ground model of the subsoil;
- a.5) a site plan at a scale not smaller than 1:200, with respect to the size of the works, accompanied by two or more sections illustrating all the significant profiles of the intervention in relation to the terrain, roads and surrounding buildings, both before construction and after completion, specifying the total footprint of all structures. All indicated heights, with respect to both the original ground level and the final ground level following completion of the works, shall refer to a fixed reference point. The site plan shall illustrate the external works layout, including fences and boundaries, the tree species to be planted and any areas allocated for parking; it shall also be accompanied by a table summarising all the geometric elements of the design, including the site surface area, the volume of the structures, the total covered area, the total area of each floor, and any other relevant elements;
- a.6) the plans of the various levels, at the scale specified by building regulations or any other applicable legislation, and in any case not smaller than 1:100, indicating intended uses, horizontal and vertical levels and load-bearing structures. All height levels shall refer to the fixed reference point mentioned in a.5) and the section lines mentioned in a.8) shall be shown on all plans;
- a.7) the plans of the various levels, indicating all elements to be retained, demolished and newly built;
- a.8) an appropriate number of cross-sections and longitudinal sections, at the scale specified by building regulations or any other applicable legislation, and in any case not smaller than 1:100, indicating storey heights for each floor, the thickness of each floor and the total height of the building. These sections also show the terrain levels before and after the work is carried out, along the sections, up to the site boundary and any adjacent roads. All height levels shall refer to the same reference point mentioned in a.5);
- a.9) an outline of all height levels, at the scale required by the applicable specific regulations, and in any case not smaller than 1:100, including references to the heights and setbacks of surrounding buildings, the height of the surrounding terrain and any modifications thereof;
- a.10) drawings at the different scales required by the applicable specific regulations, and in any case not smaller than 1:100, to illustrate the structural design in its principal aspects, in particular with regard to foundations;

a.11) functional diagrams and dimensions of individual building services systems, both internal and external;

a.12) plans and sections at a scale no smaller than 1:100, showing the main routes of external service networks and the location of plant rooms for different equipment, with confirmation of compliance with applicable safety regulations, so that the associated costs can be determined.

- b) drawings of all construction elements required to illustrate the construction methods in detail;
- c) drawings of all works required to comply with the requirements set out by the competent bodies during design approval or approval of specific aspects of the design;
- d) drawings defining the construction phases of the proposed works, with particular regard to structural works;
- e) drawings defining the dimensional, performance and assembly characteristics of any prefabricated components;
- f) all outputs aimed at preventing negative effects on the environment, the local landscape and cultural heritage arising from site activities, including a study of site access routes and, where necessary, the design of a temporary one in order to limit disruption to local traffic and reduce the risk to people and the environment, along with measures to prevent soil, acoustic, water and atmospheric pollution.

2. The minimum drawing scales specified in this section may be subject to change at the instruction of the Project Manager.

3. All drawings shall be drawn up in such a way as to enable the contractor to interpret and execute the work in full.

II.2.1.4 - Final Structural and Building Services Calculations

In accordance with the applicable regulations, all structural and building services calculations for the executive design must be carried out using computer software.

The final calculations for structures shall enable the dimensioning and performance verification of all structural elements in accordance with applicable technical regulations in Greece, in all general and specific aspects, so as to eliminate the need for design modifications during the execution stage.

The final calculations for building services shall be carried out with reference to operational conditions or construction stages, whichever is more demanding, as well as to the specific purpose of the works in question. They shall also make it possible to determine and appropriately size all

equipment, piping, ducts and any other components required to ensure the proper functioning of the system, as well as to determine its final cost.

The executive design of the structures and building services shall be carried out in parallel with the executive design of the civil works in order to demonstrate full compatibility between the architectural, structural and building services designs, to accurately define locations, clearances, walkways, voids, crossings and similar elements and to optimise the various stages of construction. The structural and building services calculations shall be accompanied by a calculation report describing the calculation criteria and methods so that they can be easily reviewed and verified.

II.2.1.4.1 - The Executive Design of the Structures Shall Include:

- a) general drawings (carpentry, profiles and sections) at a scale no smaller than 1:50 and detailed drawings at a scale no smaller than 1:10, containing inter alia:
 - a.1) for reinforced or prestressed concrete structures: reinforcement layouts showing bar arrangement, sections and partial and overall dimensions, as well as reinforcement layouts for prestressing; this shall not include order lists for on-site organisation purposes;
 - a.2) for metal, wooden or other composite structures: all profiles and connection details, complete with the sheet shape and thickness, the number and position of nails and bolts, and the thickness, type, position and length of welds; this shall not include the compilation of workshop drawings and the relevant parts lists;
 - a.3) for masonry structures: all appropriate typological and dimensional elements required for execution, as well as details of connections between the various wall faces and any reinforcements;
- b) a calculation report containing:
 - b.1) identification of applicable standards and regulations;
 - b.2) specification of materials quality and mechanical characteristics, as well as the method of execution, where necessary;
 - b.3) analysis of the loads for which the structures were dimensioned;
 - b.4) static verifications.

II.2.1.4.2 - The Executive Design of the Building Services Shall Include:

- a) general drawings at a scale no smaller than 1:50 and detailed drawings at a scale no smaller than 1:10, with the necessary dimensional information;
- b) a detailed descriptive list of the parts of each installation with the relevant calculation reports;
- c) specification of the functional and qualitative characteristics of the proposed materials, machinery and equipment.

The minimum drawing scales specified in this section may be subject to change at the instruction of the Project Manager.

II.2.1.5 - Maintenance Plan

1. The maintenance plan is a complementary document to the executive design. It defines, plans and schedules the maintenance activities required, taking into account the executive design documentation, in order to maintain the long-term functionality, quality, efficiency and economic value of the completed works.
2. The content of the maintenance plan shall depend on the significance and specific nature of the works to be carried out and shall consist of the following operational documents:
 - a) the user manual;
 - b) the maintenance manual;
 - c) the maintenance programme.
3. The user manual relates to the use of the most significant elements of the asset, particularly the building services systems. It shall contain all necessary information to enable users to understand how to make the best use of the asset, minimise damage arising from improper use, carry out all appropriate conservation operations that do not require specialist knowledge, and recognise abnormal deterioration in good time in order to request specialist assistance.
4. The user manual shall contain the following information:
 - a) the location of the relevant elements of the asset;
 - b) a graphic representation;
 - c) a description;
 - d) instructions for correct use.

5. The maintenance manual relates to the most significant parts of the asset, particularly the building services systems. For each building system, as well as its individual materials or components, it shall provide the necessary information for proper maintenance, as well as how to contact appropriate service or assistance providers.

6. The maintenance manual shall contain the following information:

- a) the location of the relevant elements of the asset;
- b) a graphic representation;
- c) a description of the resources required for maintenance tasks;
- d) the minimum performance levels to be maintained;
- e) identifiable faults or anomalies;
- f) maintenance tasks that can be carried out by the user;
- g) maintenance tasks that must be carried out by specially trained personnel.

7. The maintenance programme shall be carried out according to a fixed schedule or otherwise in order to ensure the correct long-term management of the asset and its parts. It shall be structured into three sub-programmes:

- a) performance: which shall be broken down by requirement category and set out the performance levels provided by the asset and its components throughout their life cycle;
- b) inspections: which shall define the inspection schedule, including, where necessary, geodetic, topographic and photogrammetric inspections, in order to assess performance levels (both qualitative and quantitative) at successive stages throughout the asset's life cycle, making it possible to identify how performance levels deteriorate over time between the commissioning value and the accepted minimum threshold;
- c) maintenance: which sets out the various maintenance tasks in chronological order, providing the necessary information for proper conservation of the asset.

8. The works supervisor shall be responsible for updating the initial maintenance programme, user manual and maintenance manual drawn up during the design stage in order to reflect any decisions taken by the contractor during execution of the works or any modifications approved by the works supervisor, who shall also be responsible for ensuring that such modifications comply with the relevant contractual specifications. This is to ensure that, upon handover of the completed works, all necessary information for the correct maintenance and operation of components, equipment and systems is available and up to date.

II.2.1.6 - Safety and Coordination Plan

1. The safety and coordination plan is a complementary document to the executive design. It is intended to define the most appropriate way to organise execution of the works in order to prevent or reduce any risks to the health and safety of workers by identifying any critical phases of the construction process and defining the most appropriate safety measures.

It shall consist of:

- a) a technical report, identifying and assessing the various risks related to the site area and its organisation, any overlapping activities, and additional risks concerning self-employed workers or subcontractors, along with measures aimed at preventing or reducing risks to worker health and safety;
 - b) explanatory design drawings relating to safety aspects.
2. The contents of the safety and coordination plan shall be derived from design and organisational choices that are consistent with the general health and safety principles.

II.2.1.7 - Schedule of Works

1. The executive design shall be accompanied by a schedule of works, consisting of a diagram that clearly and legibly sets out the planning of works that can be managed independently, providing the main details concerning the logical sequence of works, their duration and their cost implications. The schedule of works is intended to establish by agreement, in the case of works remunerated on a fixed-price basis, the value of the works to be carried out for each full year starting from the date of the handover of the site.

2. In calculating the contractual time periods for the schedule of works, due account shall be taken of the foreseeable impact of any adverse seasonal weather conditions.

II.2.1.8 - Schedule of Unit Prices with Supporting Cost Analyses

1. A priced bill of quantities shall be drawn up by applying the unit prices set out in the schedule of unit prices to the quantities of the works to be carried out. These prices shall be derived from the most recently published price lists maintained by the Greek Ministry of Public Works.

2. Where no corresponding item appears on the aforementioned price lists, the relevant unit price shall be determined according to the following procedure:

- a) by identifying respective basic prices in official price lists or the price lists of local chambers of commerce or, failing that, prevailing market prices and applying them to the quantities of materials, labour, freight and transport required to produce each unit of work;
- b) by adding an additional percentage ranging from 13% to 17%, depending on the importance, nature, duration and potential special requirements of the individual works, to cover general overhead costs;
- c) and lastly, by adding a further 10% to cover the contractor's profit.

II.2.1.9 - Priced Bill of Quantities and Financial Framework of the Project

II.2.1.9.1 - Priced Bill of Quantities

The priced bill of quantities shall be drawn up by applying the unit prices referred to in the preceding section to the re-measurement items of work, as derived from the drawings contained in the executive design. The total quantities for each individual item of work shall be derived from detailed partial quantity calculations, with specific references to the relevant drawings.

For items of work to be remunerated on a fixed lump-sum basis, the priced bill of quantities shall indicate only the lump-sum price. In order to determine each lump-sum price, a separate document shall be drawn up, using the same methodology as the priced bill of quantities, making specific reference to the sub-items that make up the lump-sum price.

The individual items of work, resulting from the aggregation of the respective items in the priced bill of quantities, shall then be grouped together when producing the draft contract and tender notice in order to define groups of homogeneous categories. This aggregation shall be presented in the form of a table with reference to the specific parts of the works to which the rates apply.

The priced bill of quantities may also be drawn up using computer software, in accordance with the provisions of this Article.

II.2.1.9.2 - Financial Framework of the Project

The financial framework shall include the following elements:

- a.1) the result of the priced bill of quantities for re-measurement items or lump-sum items;
- a.2) the value of health and safety costs not subject to discount;
- b) funds available to the Italian Embassy in Athens, such as:
 - b1) surveys, inspections and investigations to be carried out by the Contracting Authority;
 - b2) surveys, inspections and investigations to be carried out by the designer;
 - b3) connections to public utilities and the resolution of any interference issues;

- b4) provision of 10% of the value of the tendered contract, including safety costs, potential contingency costs and expenses for outsourced work;
- b5) provisions for price revisions and amendments to the contract during the execution phase;
- b6) technical fees relating to design services, necessary preliminary activities, health and safety coordination during the design phase, service conferences, work supervision and health and safety coordination during the execution phase, site supervision and accounting, as well as the incentive provided for in Art. 3 of Ministerial Decree 188/2022, as amended, for technical functions performed by employees, in proportion to the services provided;
- b7) costs relating to technical, administrative and instrumental activities concerning design services, support to the Project Manager, and prior design verification and validation;
- b8) any expenses related to tender evaluation committees;
- b9) costs for publicity and artistic works;
- b10) costs of laboratory testing and technical inspections as provided for in the special tender specifications, technical-administrative testing, static testing and any other specialised testing;
- b11) value added tax (VAT) and any other taxes or contributions payable by law.

II.2.1.10 - Draft Contract and Special Specifications for the Works Contract

II.2.1.10.1 - Draft Works Contract

The draft contract, which is to be concluded in accordance with Greek law and the provisions of Ministerial Decree 192/2017 and Directive 2014/24/EU, shall set out the clauses governing the contractual relationship between the Italian Embassy in Athens and the contractor, with particular reference to:

- a) time limits and penalties;
- b) the schedule for execution of the works;
- c) suspension and resumption of work;
- d) obligations borne by the contractor;
- e) accounting of re-measurement and lump-sum items;
- f) settlement of payments;
- g) inspections and controls;
- h) specific procedures and time limits for testing;
- i) mechanisms for dispute resolution.

For lump-sum items or the lump-sum portion of an item which has both lump-sum and re-measurement components, the draft contract shall indicate, for each group of homogenous categories of work, the corresponding amount and its percentage of the total amount of the works. These amounts and percentages shall be derived during the executive design phase from the priced bill of quantities. In order to facilitate interim payments, the aforementioned amounts and percentages may also be broken down into their main components. Interim payments shall be determined using the defined percentages based on the portion of the work actually executed.

For items of work to be remunerated on a re-measurement basis, the draft contract shall specify the amount for each group of homogenous categories of work based on the priced bill of quantities.

For the purposes of regulating variations and interventions issued by the works supervisor, an assessment of the impact of any variations shall be based on the net amounts for each group of homogenous categories of work.

For items of work with both lump-sum and re-measurement components, the component payable on a re-measurement basis shall concern works for which, during the design stage, it is excessively onerous to determine the respective quantities in a precise manner. Such items of work shall be indicated in the approval decision for the executive design, with a precise technical justification and indication of both the estimated value and percentage of the overall value of the tender.

II.2.1.10.2 - Special Specifications for the Works Contract

The Special Specifications set out the technical requirements applicable to the subject matter of the contract. They shall be divided into two parts, one describing the works and the other describing the technical requirements. They shall provide the following details:

- a) the first part shall detail all the elements necessary to provide a complete technical and economic definition of the subject matter of the contract, including aspects that cannot be fully deduced from the drawings in the executive design;
- b) the second part shall set out the execution methods and measurement rules for each item of work, as well as the acceptance requirements for materials and components, the performance specifications and test methods and, where necessary, depending on the nature of the works, the order in which specific activities are to be carried out; where the project envisages the use of prefabricated components, their main descriptive and performance characteristics must be included, as well as the documentation to be presented for approval, the results of laboratory testing, and the procedures for approval by the works supervisor in consultation with the designer to ensure compliance with the design choices.

The special specifications shall also require the contract to submit a detailed execution schedule for approval by the Contracting Authority prior to the commencement of works. This document shall be separate to the schedule of works referred to in Section II.2.1.7, in that it shall indicate, for each item of work, the estimated completion time and the estimated level of completion at contractually agreed milestones established for the purposes of issuing interim payments. The special specifications may also include potential deviations from deadlines in relation to certain requirements.

II.2.1.11 - Technical Report and Documents on the Application of Environmental Criteria

The report shall describe the design choices adopted to ensure compliance with the environmental criteria applied to the project. It shall identify the relevant design drawings in which references to such criteria can be found, set out the requirements for construction materials and products in accordance with said criteria, and specify the evidence that the contractor must submit to the works management.

II.2.1.12 - Health and Safety File Suitable for the Nature of the Works

The file shall be prepared by the health and safety coordinator for the design phase and updated as required during the execution phase. It shall also be maintained and updated by the client following any modifications made to the works during their life cycle.

The file shall comprise three chapters:

- 1) a summary description of the works and stakeholders;
- 2) the identification of risks, preventive and protective measures to be adopted by the works, and any auxiliary measures, with reference to subsequent foreseeable interventions, such as ordinary and extraordinary maintenance, as well as other future planned or scheduled interventions. The aforementioned preventive and protective measures shall include all preventive and protective measures incorporated in the works or serving them in order to protect the health and safety of workers carrying out subsequent works. Auxiliary preventive and protective measures, on the other hand, shall refer to all other preventive and protective measures that must be adopted by the employers of contractors or self-employed workers entrusted with carrying out subsequent works. To define the preventive and protective measures to be incorporated, as well as any auxiliary measures, the following aspects must be taken into consideration:
 - a) access to workplaces;
 - b) workplace safety;

- c) supply and drainage/exhaust systems;
- d) materials procurement and handling;
- e) equipment procurement and handling;
- f) workplace hygiene;
- g) potential interferences and the protection of third parties.

The file shall also provide information on the preventive and protective measures incorporated into the works that are necessary to plan their execution under safe conditions, as well as information on the operating procedures to be adopted in order to:

- a) use such measures in complete safety;
 - b) maintain such measures in full working order over time, specifically identifying the necessary inspections and maintenance tasks and their frequency.
- 3) information to help locate any technical documents for the works, which may be particularly relevant for safety purposes during subsequent works, whether they be design drawings, specific investigations or simple information; these documents shall include:
- a) the surrounding context;
 - b) the architectural and static structure;
 - c) the technical systems installed.

II.2.2. BIM-INTEGRATED EXECUTIVE DESIGN

The executive design for the project shall be developed using a Building Information Modelling (BIM) methodology, with the final delivery of a three-dimensional model of the building, including associated external areas. The model shall be rendered in IFC format (Industry Foundation Class) and shall include details regarding dimensions and material specifications for all building components forming part of the asset, as well as all building services systems contained therein, as further specific in the "BIM Process Information Specifications" that will be provided exclusively to the successful tenderer. The BIM Process Information Specifications shall set out, in a matrix or analytical format, the equivalence between the information content in the executive design documentation and that contained in the information models. They shall also specify the procedure for generating the executive design documents from the information models in order to better manage contractual prevalence. The BIM Process Information Specifications shall also set out the conditions for potential interoperability between the information content in the executive design of the structures and building services and that contained in the information models.

The BIM model produced must be drafted with a level of development (LOD) consistent with the required design stage.

II.2.3 APPROVALS AND AUTHORISATIONS

1. Prior approval of the executive design by the Contracting Authority
2. Submission of the design to the Superintendency of New Monuments for approval by the Central Council of New Monuments (Κ.Σ.Ν.Μ./Κ.Σ.Ν.Μ.) Advisory body under Greek law: Article 50 of Law 3028/2002 published in Official Gazette A-153 of 28/06/2002 (Νόμος 3028/2002 - ΦΕΚ Α-153/28-6-2002) 'On the Protection of Antiquities and Cultural Heritage in General'. This includes any design activity or other activity deemed necessary or required by the Authority in order to obtain approval
3. Approval by the Central Architectural Council (Κ.Ε.Σ.Α./Κ.Ε.Σ.Α.)
4. Preliminary clearance from the Ministry of Culture (Superintendency of Antiquities of the City of Athens)
5. Approval by the fire authorities
6. Approval by the natural gas authority
7. Obtaining pre-construction authorisation
8. Final approval of the executive design by the Contracting Authority
9. Obtaining a construction permit

The construction permit must be issued in accordance with Greek legislation: Law No. 4495/2017 published in Official Gazette A' 167 of 03.11.2017 (ΝΟΜΟΣ ΥΠ' ΑΡΙΘΜ. 4495 ΦΕΚ Α' 167/03.11.2017), including the provisions of Law No. 4759/2020 published in Official Gazette A 245 of 09.12.2020 (ΝΟΜΟΣ ΥΠ' ΑΡΙΘΜ. 4759 ΦΕΚ Α 245/9.12.2020). For the issuance of the construction permit, the following documents and certifications shall be submitted electronically via the Unified Digital Portal of the Public Administration (*e-adeies*):

- a) application by the owner or rights holder via proxy
- b) approvals from other services and administrative bodies
- c) title deeds, recent certificate of ownership or cadastral record and extract from the cadastral plan for each property
- d) proof of legality of existing buildings
- e) architectural design, including passive fire protection and accessibility for people with disabilities
- f) structural design
- g) electromechanical systems design
- h) building energy efficiency design
- i) schedule for the execution of works
- j) hydraulic and drainage systems design

- k) active fire protection design, in accordance with applicable fire safety regulations and based on the passive fire protection study
- l) combustible gas system design approved by the competent gas supply company
- m) site plan and health and safety file for the project, in accordance with Π.Δ. 305/1996 (D.P. 305/1996), ΦΕΚ 212/Α` 29.8.1996 (Official Gazette 212/Α` 29.8.1996)
- n) waste management information (ΣΔΑ/SDA), providing at least the information referred to in Article 7(2) of the Decision under 36259/1757/E103/2010 (B` 1312), accompanied by a copy of the contract signed by the excavation, construction and demolition waste manager (EOAN), with an alternative management system (AMS) approved by the AEKK or a decision approving an individual alternative management system (ASEM) by the Administrative Board (BoD) of the Hellenic Recycling Agency (EOAN)
- o) proof of payment by the Contracting Authority of the advance contributions due to e-EFKA and fees payable to the Municipality of Athens and the Greek State
- p) a copy of the proof of service provision or invoice relating to the payment of the agreed remuneration for engineering studies, as well as of the relevant tax to be borne by the designers (ΦΕΜ/FEM)
- q) topographical diagram based on the ΕΓΣΑ'87 (EGSA'87) coordinate system, in accordance with the applicable specifications
- r) site coverage diagram, in accordance with the applicable specifications.

II.2.4. WORKS MANAGEMENT AND SAFETY COORDINATION DURING THE EXECUTION PHASE

1. The works manager shall be responsible for certain activities and functions as laid down in Greek legislation.

The works manager shall work with full autonomy in compliance with the instructions issued by the project manager. They shall be responsible for overseeing all technical, accounting and administrative workers solely to ensure efficient and timely execution of the works.

The works manager shall be responsible for coordinating and supervising the work of the entire construction management team and shall act as the sole point of contact with the contractor with regard to the technical and financial aspects of the contract.

2. The site manager shall be assigned the following duties:

a) prior to the commencement of the contractor selection procedure, issuing a statement to the project manager, which may be updated at the latter's request, on the condition of the site with reference to

the accessibility of areas and buildings affected by the works according to indications on the design drawings;

b) prior to commencement of the contractor selection procedure, issuing a statement to the project manager, which may be updated at the latter's request, on the condition of the site with reference to the absence of any obstacles to the feasibility of the project that may have arisen as a result of the inspections carried out prior to approval of the design;

c) formally handing over the works to the contractor;

d) accepting materials and components installed on site and, where appropriate, issuing a reasoned rejection in consultation with the contractor;

e) issuing provisions and instructions to the contractor concerning the technical and financial management aspects of the contract, issuing work orders that must be communicated to the project manager and include a concise justification of the technical reasons and objectives;

f) verifying compliance with applicable regulations concerning the filing of structural design documents and ensuring that the necessary authorisations for works in seismic risk areas have been issued;

g) verifying that technical documents, site or laboratory tests and any certifications based on life cycle assessments (LCA) for materials, processes and building services equipment meet environmental sustainability requirements;

h) periodically verifying that the contractor and any subcontractors hold valid documentation required by current legislation with respect to obligations towards employees;

i) monitoring and verifying compliance with the deadlines set out in the schedule of works attached to the executive design;

j) organising all inspections and tests required by applicable national and European regulations and the special specifications concerning environmental sustainability and consumption and, in the event of a positive outcome, drawing up a specific report to be forwarded to the project manager;

k) verifying, with the assistance of the site supervision team, that all subcontractors on site are duly authorised and perform their activities in full compliance with applicable legislation and the terms of the contract, recording any objections raised by the contractor regarding the standard of subcontracted works and identifying any non-compliances, reporting such instances to the project manager;

l) assisting the project manager in carrying out checks of technical capacity requirements where the contractor relies on the capacities of other parties;

m) monitoring the progress of works and issuing timely instructions for execution according to the agreed deadlines and financial values. Where work is suspended, this duty shall include periodic site inspections to assess the condition of the works, verify the presence of personnel and equipment, and

to issue the necessary provisions to restrict personnel and equipment to the minimum required to prevent damage to completed works and facilitate the resumption of activities;

n) in the event of any accident involving persons or damage to property during the execution of the works, preparing the necessary reports to be forwarded to the project manager and recording meeting minutes in the presence of the contractor in the event of damage caused by force majeure, in order to determine any compensation to which the latter may be entitled;

o) providing the project manager with the necessary investigative and advisory support for assessments aimed at adopting amendments, variations or changes to the contract, without prejudice to the possibility of ordering changes that do not affect the contract value, which shall be communicated in advance to the project manager;

p) determining, in consultation with the contractor, new prices for works and materials not covered by the contract;

q) issuing progress statements in accordance with the deadlines set out in the tender documents and contract, so that the project manager can issue the corresponding interim payment certifications;

r) assessing, jointly with the contractor, the state of completion of the works and issuing the corresponding certificate of completion, to be forwarded to the project manager, who shall issue a copy to the contractor. This certificate shall serve as a basis for the application of contractual penalties for delayed completion, as well as the assignment of preemptory deadlines for the completion of minor works not affecting the use and functionality of the overall completed works;

s) ensuring that the validity of the maintenance programme, user manuals and maintenance manuals is regularly checked, making amendments and updates to their contents following completion of the works. The works supervisor shall ensure the consistency with the information models produced or updated during execution of the works until final acceptance testing;

t) handling disputes regarding technical aspects and other concerns, following the relevant procedures provided by the Contracting Authority and set out in the tender specifications;

u) providing clarifications, explanations and documentation to the testing body and assisting them in their respective duties, as well as approving, following review, the testing and acceptance programme for the building services systems;

3. The works supervisor shall be responsible for controlling the expenditure related to the execution of the works, preparing accurate and timely accounting documentation, which shall constitute public acts for all legal purposes and shall be used to record and verify expenses.

The works supervisor shall also be responsible for administrative and accounting oversight of expenditure related to the execution of the works, preparing and maintaining the following accounting documentation, which shall be used to record and verify expenses:

- a) a site diary, recording the progress of works;
- b) work measurement records containing the quantities and classification of works carried out by the contractor;
- c) an accounting ledger containing transcriptions of measurement records and summaries of the overall accounting of the works, applying the corresponding contractual prices to each quantity of work completed and recorded, so as to determine the progress of the works not only in terms of quantity but also in terms of the value accrued by the contractor;
- d) a works progress report (taken from the accounting ledger) summarising all the work carried out to date for the purpose of issuing interim payment certificates by the Embassy.

The activities, functions and duties of the Safety Coordinator during the execution phase shall be those provided for under applicable Greek law: Ministerial Decision No. 14867/825 published in Official Journal 1241/B' of 15/05/2014 (Y.A. 14867/825/2014 - ΦΕΚ 1241/B' 15.5.2014).

During the execution phase, the safety coordinator shall verify that all companies present on site comply with the relevant provisions contained in the safety and coordination plan and adhere to the relevant working procedures, as well as validating the operational safety plans submitted by subcontractors. The safety coordinator shall also organise coordination and cooperation between the different employers, ensuring mutual information flows and reporting any non-compliance with worker safety regulations to the client.

II.2.5. STATEMENT OF COMPLETION OF WORKS AND RELATED DOCUMENTATION

Drafting by professionals, qualified in Greek territory, of a Statement of Completion of Works, including all annexes required under local legislation.

II.3) ESTIMATED CONTRACT VALUE

The estimated amount of the works to be covered by the design and works management under this contract is 9,876,970.66 (nine million eight hundred and seventy-six thousand nine hundred and seventy-six cents). The works to be carried out relate to the following categories identified according to Table Z-1 annexed to the Ministerial Decree (Decree of the Minister of Justice) of 17 June 2016.

CATEGORY OF WORK	FUNCTIONAL PURPOSE	WORKS ID	DEGREE OF COMPLEXITY	CORRESPONDENCE TO LAW 143/49,	VALUE
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				CLASSES AND CATEGORIES	
BUILDINGS	Existing buildings and artefacts	E.22	1.55	I/e	€6,666,970.66
STRUCTURES	Structures and specific infrastructure	S.04	0.90	IX/b	€1,900,000.00
BUILDING SERVICES	Mechanical fluid systems for buildings	IA.01	0.75	III/a	€130,000.00
BUILDING SERVICES	Mechanical fluid systems for buildings	IA.02	0.85	III/b	€450,000.00
BUILDING SERVICES	Electrical systems and special installations for buildings	IA.04.	1.30	III/c	€730,000.00
TOTAL					€9,876,970.66

The estimated tender value for the award of a contract for professional services relating to the BIM-integrated executive design, coordination of works, and health & safety coordination during the design and execution phases for the renovation of the premises housing the Italian Embassy and ambassador's residence, located at Sekeri 2, Athens, Greece, referred to in this Notice of Call for Tenders, is EUR 1,200,788.45 (one million two hundred thousand seven hundred and eighty-eight euros and 45 cents) inclusive of expenses and ancillary costs but exclusive of social security contributions and taxes. Details of the services covered are provided below:

DESCRIPTION OF SERVICES	VALUE
Executive design	€613,837.29
Rendering in BIM	€30,691.86
Works management	€444,455.91
Safety coordination during the design and execution phase	€105,829.32
Expenses and additional charges	€5,974.07
Tender value	€1,200,788.45

The amount assigned to interference safety charges is EUR 0.00, due to the intellectual nature of the services and the manner in which the contracted assignment is executed.

The tender value was calculated as shown in the table in "*Appendix A - Fee Determination Schedule*", attached to this notice. The amounts indicated above include all necessary activities to prepare the documentation required to obtain the required opinions, clearances and authorisations, as well as any subsequent amendments.

The payment of the consideration for the services covered by the contract shall be made in accordance with the terms set out therein. The successful tenderer shall be required to use a dedicated current account for this contract, even if not on an exclusive basis.

All payment instruments related to the contract must be traceable and state the tender identification code (CIG) BA7BB3C567.

II.4 CHANGES TO THE CONTRACT DURING THE EXECUTION PHASE

Amendments to the contract may be requested by contacting the Contracting Authority within the limits set out in Article 72 of Directive 2014/24/EU.

The contract may be amended by means of a supplementary agreement signed by the parties. The agreement must be accompanied by the following documents:

- Reasoned decision to approve the amendment, signed by the project manager, assisted by the deputy project manager, stating the applicable case law under Article 72 of the EU Directive;
- an updated financial framework, including all expenses related to the allocated sums.

SECTION III – ELIGIBLE CANDIDATES

Participation in the procedure to award a contract for the services set out in section II.2 above is open to all providers of engineering and architectural services, whether individual or associated professionals, professional firms, engineering companies or permanent or ordinary consortia formed in accordance with the applicable legislation in their country of residence, as well as temporary groupings of such entities.

Temporary groupings and ordinary consortia may participate even if not yet formally constituted.

All candidates must meet the requirements set out in Section IV below.

A maximum of 10 (ten) candidates shall be selected, in accordance with the procedures set out in Section VIII, to be invited to participate in the next stage of the restricted procedure under Article 28 of Directive 2014/24/EU. The contract shall be awarded on the basis of the most economically advantageous tender, identified based on the best value for money.

SECTION IV – PARTICIPATION REQUIREMENTS

IV.1) GENERAL REQUIREMENTS

Participation in the procedure is not open to candidates subject to the grounds for exclusion set out in Article 57 of Directive 2014/24/EU, the grounds for exclusion provided for in Articles 94 and 95 of Legislative Decree No. 36 of 31 March 2023 (Italian Public Contracts Code), or any other situation provided for by Greek Law 4412/2016, published in Official Gazette No. A' 147 of 08/08/2016 (Νόμος 4412 - ΦΕΚ Α' 147/08-08-2016) as grounds for exclusion from tenders or contracts with public authorities. The circumstances referred to in the aforementioned Article 94 constitute automatic grounds for exclusion. The existence of the circumstances referred to in the aforementioned Article 95 of the Italian Public Contracts Code shall be ascertained in consultation with the economic operator concerned.

The procedure to verify the fulfilment of the necessary requirements and the absence of any grounds for exclusion shall involve the following:

1. Identification of the candidate and the relevant technical staff to be employed in order to provide the service, indicating the legal relationship between the candidate and the natural persons identified, as follows:

- a. identification of the owners, legal representatives and persons responsible for the services, as follows:
 - a.1. in the case of sole traders, the owner of the practice or firm;
 - a.2. in the case of professional associations of self-employed professionals, all professionals adhered to that association;
 - a.3. in the case of professional societies and/or temporary groupings of professionals, whether already constituted or to be constituted, all professional partners or associates;
 - a.4. in the case of engineering companies:
 - a.4.1. professional directors with powers of representation;
 - a.4.2. the technical director;
 - a.4.3. non-professional directors with power of representation;
 - a.4.4. the de facto administrator;
- b. Identification of the professionals, other than those referred to in a) above, who shall be involved in providing the services, such as:
 - b.1. employed professionals;
 - b.2. professional consultants contracted on an annual basis;

- c. regarding the persons referred to in points a) and b) above, except the persons referred to in point a.4.3), indication of their details of registration with the relevant professional associations;
- d. for professional companies, engineering companies and consortium companies, indication of registration with the Chamber of Commerce, Industry, Crafts, Agriculture or other official register for candidates established in a country other than Italy; this declaration must include identification numbers and place of registration, as well as the personal details of all the following natural persons:
 - d.1. in the case of partnership: all partners;
 - d.2. in the case of joint-stock companies, cooperatives or consortia: all directors with powers of representation;
 - d.3. the de facto administrator.

2. Candidate economic operators must declare that they do not fall within any of the cases giving rise to grounds for exclusion pursuant to in the above-mentioned Article 57 of Directive 2014/24/EU, the grounds for exclusion provided for in Articles 94 and 95 of Legislative Decree 36/2023 or any other situation provided for by Greek Law 4412/2016 published in Official Gazette A' 147 of 08/08/2016 (Νόμος 4412 - ΦΕΚ Α' 147/08-08-2016) as grounds for exclusion from tenders or contracts with public authorities.

3. Where a tenderer declares that they intend to participate in the procedure in more than one form simultaneously, the provisions of Section VII.2.1) shall apply.

4. Candidate economic operators shall also declare that they have not carried out any support activities related to the subject of this procedure, whether directly or indirectly through any other entity that is controlled, controlling or affiliated, nor that any of their employees or any annual consultants with whom they have an exclusive relationship have participated in such support activities.

5. Candidate economic operators must expressly declare that they unreservedly accept the confidentiality clause set out in point II.1.2) above.

6. Economic operators who fall within one of the situations referred to in Articles 94 and 95 of Legislative Decree 36/2023, with the exception of any definitively or non-definitively established

irregularities regarding tax or social security contributions, may provide evidence that they have taken sufficient measures to demonstrate their reliability (self-cleaning).

Where the grounds for exclusion arose prior to submission of the application to participate in the procedure, the economic operator shall indicate the grounds for exclusion in the ESPD and, either:

- describe the measures taken pursuant to Article 96(6) of Legislative Decree 36/2023; or
- provide a reasoned justification explaining why it has not been possible to adopt appropriate measures, together with an undertaking to adopt such measures at a later date; at which time the measures shall be duly communicated to the Contracting Authority.

Where the grounds for exclusion arose after submission of the application to participate in the procedure, the economic operator shall adopt the measures referred to in Article 96(6) of Legislative Decree 36/2023 and notify the Contracting Authority accordingly.

Where the measures adopted are deemed satisfactory, the economic operator shall not be excluded; where such measures are deemed untimely or insufficient, the Contracting Authority shall inform the economic operator of the reasons for that assessment.

Economic operators who have been excluded from participation in a tender or concession procedures by a final judgement shall not be entitled to rely on self-cleaning measures for the duration of the exclusion period resulting from that judgement.

Where a grouping or consortium has excluded a participant/executor affected by a grounds for exclusion pursuant to the aforementioned Articles 94 and 95, the Contracting Authority shall assess the measures adopted pursuant to Article 97 of Legislative Decree 36/2023 in order to decide on exclusion.

IV.2) PROFESSIONAL SUITABILITY REQUIREMENTS

All candidate economic operators must hold the following:

- a) (for all types of companies or company consortia) **Registration in the commercial register** of the Chamber of Commerce Industry, Crafts and Agriculture for activities consistent with those covered by this tender procedure. Any tenderer not established in Italy but in another member state of the European Union, or in one of the countries referred to in Article 25 of Directive 2014/24/EU, shall provide evidence of registration in one of the professional or commercial registers listed in Annex 11 to Directive 2014/24/EU, or a sworn declaration, or equivalent documentation in accordance with the procedures in force in the State in which it is established;
- b) (for individual or associated professionals) **Registration with the competent professional bodies.** Economic operators not resident in Italy shall be required to

provide proof of registration in accordance with the procedures in force in the State in which it is established, or by means of a declaration under their own responsibility that the certificate produced has been issued by one of the professional registers established in the country of residence.

The tenderer must have available and indicate, among the persons (natural persons) referred to in Section III above, the working group for performance of the contract, comprising professionals holding the following professional qualifications and licences, accompanied by details of registration with the relevant professional bodies, registers or other official lists required or necessary under the legal regulations on technical professions in the country of residence:

- a.1) an architect;
- a.2) a structural engineer;
- a.3) an electrical engineer;
- a.4) a mechanical engineer;
- a.5) a professional responsible for fire safety design;
- a.6) a person qualified as health and safety coordinator for construction sites;
- a.7) a professional registered in the Register of Engineers and Architects of the Hellenic Technical Chamber (T.E.E.).

The same natural person may cover more than one of the professional roles listed above.

IV.3) ECONOMIC AND FINANCIAL STANDING AND TECHNICAL AND PROFESSIONAL CAPACITY REQUIREMENTS

The tenderer must meet the following requirements regarding technical and professional capacity and economic and financial standing:

- a) be able to demonstrate an **average annual overall turnover** for engineering and architecture services, calculated by reference to the best three out of the last five financial years available, preceding the date of publication of this notice of call for tenders, at least equal to the estimated contract value referred to in point II.3, i.e. **EUR 1,200,788.45** (one million two hundred thousand seven hundred and eighty-eight euros/ 45 cents) . This requirement, declared during the tender procedure as indicated in Section VII, must be substantiated at the award stage:
 - for joint stock companies, by submission of financial statements approved as at the deadline for application to participate;
 - for sole traders, self-employed professionals or professional associations, by submission of the corresponding tax return, in accordance with the procedures in force

in the State in which the candidate is established (Modello Unico or VAT return if resident in Italy).

For economic operators who have been active for less than three years, turnover shall be calculated based on their period of activity.

- b) have carried out, in the last ten years preceding the date of publication of this notice, **two** engineering and architectural services (key services) with the following characteristics: the economic operator must have performed, for each of the classes and categories in the table below (or equivalent classes and categories according to the regulations of the respective countries of residence of the economic operators), two services for *similar works* of comparable size and technical characteristics to those covered by the contract (see point IV.4 c), with a total value, for each category and ID, of at least **0.6** times the value of the contract.

The minimum values for each category and works ID are given in the table below:

CATEGORY OF WORK	FUNCTIONAL PURPOSE	WORKS ID	CORRESPONDENCE TO LAW 143/49, CLASSES AND CATEGORIES	VALUE OF WORKS	MINIMUM TOTAL VALUE FOR KEY SERVICES
BUILDINGS	Existing buildings and artefacts	E.22	I/e	€6,666,970.66	€4,000,182.40
STRUCTURES	Structures and specific infrastructure	S.04	IX/b	€1,900,000.00	€1,140,000.00
BUILDING SERVICES	Mechanical fluid systems for buildings	IA.01	III/a	€130,000.00	€78,000.00
BUILDING SERVICES	Mechanical fluid systems for buildings	IA.02	III/b	€450,000.00	€270,000.00
BUILDING SERVICES	Electrical systems and special installations for buildings	IA.04.	III/c	€730,000.00	€438,000.00

This requirement, declared during the tender stage as indicated in Section VII, must be substantiated at the award stage by: certificates issued by the Contracting Authority/Party, indicating the subject matter, value and period of performance;

contracts entered into with public authorities; and copies of invoices or bank documents demonstrating payment thereof. Services performed for private clients shall be documented by certificates of proper and regular performance issued by the private client, indicating the subject matter, value and period of performance, or a declaration by the economic operator, along with, at the Contracting Authority's request, proof of performance by means of authorisation or concession documents, together with a copy of the contract and of invoices or bank documents demonstrating payment for the relevant service;

- c) **for temporary groupings or multiple operators organised as a company or consortium** (companies/consortia/professionals): have an average annual number of technical staff over the last three years (including active partners, employees, and consultants under coordinated, continuous annual contracts and registered in the relevant professional registers, where applicable), equal to twice the number of units estimated in point IV.2 above for performance of the contract;
- d) **for individual and associated professionals**: a minimum number of technical staff (including active partners, employees, and consultants under coordinated, continuous annual contracts and registered in the relevant professional registers, where applicable), equal to twice the number of units estimated in point IV.2 above for performance of the contract.

Proof of the requirements set out in points c) and d), declared during the tender stage in the manner indicated in Section VII, shall be provided at the award stage as follows: for active members, by an extract from the register of members; for technical directors, by minutes of appointment; for employees, by a declaration from a chartered accountant or labour consultant or an employment ledger; for coordinated and continuous collaborators, by a contract and payslip or the employment ledger; and for consultants, by an annual VAT return accompanied by invoices and accounting documentation demonstrating payment thereof.

IV.3.1) REQUIREMENTS FOR TEMPORARY GROUPINGS AND STABLE CONSORTIA

Tenderers participating as part of a Temporary Grouping of Economic Operators (RTI/RTP) in Italian initials) may be constituted by any of the entities listed in Section III above, provided that such a group is constituted in accordance with the applicable legislation in their country of residence. The requirements relating to technical and professional capacities and economic and financial standing shall be met cumulatively by the grouping.

Notwithstanding the foregoing, any temporary groupings shall include, as designer, at least one graduate professional who has been qualified for less than five years to practice the profession according to the rules of the European Union Member State of which that professional is resident. Irrespective of the legal form of the successful tenderer, the contract shall be performed by professionals registered in the appropriate professional registers, who shall be personally responsible and individually named when the tender is submitted, specifying their respective professional qualifications.

The requirements relating to economic and financial standing and technical and professional capacities shall be satisfied cumulatively for a stable consortium, even where such requirements are met by individual members of the consortium.

In the case of consortia composed of professional firms or engineering companies, the requirement referred to in IV.2(a) shall be fulfilled by the members of the consortium.

In the case of consortia of professionals, the requirement referred to in IV.2(b) shall be fulfilled by the professionals in the working group who are entrusted with the performance of the services covered by the contract, as well as by all the designers participating in the design, by reference to activities actually performed.

IV.4) EVALUATION OF SERVICES

It is specified that:

- a) only those works for which the technical services were commenced and completed during the relevant years of the period indicated above, by reference to the date of publication of this notice, shall be evaluated. Where such services commenced prior to that period, only the portion of the services completed within the relevant period shall be evaluated. For design services, including those carried out for private clients, non-execution of the works shall not be deemed relevant.
- b) the value of the individual works to be taken into account for the requirements shall be:
 - that which has been paid for where the work has been completed;
 - that which has been approved or budgeted where work has not yet been tendered out;
 - where services are performed in a grouping with other professionals the value corresponding to the percentage share of activity carried out by the tenderer within the grouping;
 - where services are performed under jointly assigned tasks the value calculated in proportion to the number of professionals assigned.

- c) for the purposes of this procedure, **similar works** shall mean maintenance, restoration, conservative rehabilitation, upgrading, functional and systems adaptation of buildings and artefacts of historical and artistic interest, whether ancient or recent, carried out in accordance with the regulations of the respective countries in which the relevant economic operators are resident, intended for the performance of public functions.

SECTION V – GROUNDS FOR EXCLUSION, SUBCONTRACTING AND RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

Tenderers whose applications are submitted by any means other than those provided for in point VII.1) of this notice shall be excluded. Candidates/tenderers shall also be excluded if, following verification, they are found to fall within any of the cases set out in Article 57 of Directive EU/24/2014 and/or in Articles 94 and 95 of Legislative Decree 36/2023, and/or any other grounds for exclusion from participation in tender procedures or entering into contracts with public authorities provided for by Greek national public procurement law (Νόμος 4412 (ΦΕΚ Α' 147/08-08-2016 - Law 4412/2016, published in Official Gazette No. 147 08/08/2016).

V.1) VERIFICATION OF PARTICIPATION REQUIREMENTS

The Contracting Authority reserves the right to verify, at any time during the procedure, compliance with the general and professional requirements, as well as all requirements concerning technical and professional capacities and economic and financial standing.

V.2) SUBCONTRACTING

Upon submission of the application to participate, the economic operator must indicate (see Annex 1) whether it intends to subcontract certain services and, if so, which services. If no indication is provided, subcontracting shall be prohibited for the performance of the contract. The complete performance of the services covered by the contract may not be subcontracted. Notwithstanding the foregoing, subcontracting shall always be permitted for surveys, measurements and setting-out, as well as any specialist or detailed deliverables and activities requiring specific certifications. The successful tenderer and the subcontractor shall be jointly and severally liable to the Contracting Authority for the performance of the services covered by the subcontract.

V.3) RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

The tenderer may rely on the technical equipment, human resources and other instrumental resources made available by one or more auxiliary economic operators in order to improve its tender and/or

demonstrate that it meets the requirements concerning economic and financial standing and technical and professional capacities referred to in section IV.3).

The contract governing reliance on the capacities of other entities shall specify the instrumental and human resources made available to the tenderer by the auxiliary company, as well as indicating whether such reliance is intended to satisfy a participation requirement, improve the tender, or serve both purposes.

Where reliance on the capacities of other entities is intended to improve the tender, neither the auxiliary company nor the tenderer making use of the resources in question may participate in the same tender procedure, under penalty of exclusion of both entities.

The tenderer and the auxiliary company shall be jointly and severally liable to the Contracting Authority for the services covered by the contract.

Reliance on the capacities of other entities to fulfil the general requirements and the requirement under Section IV.2 is not permitted.

The auxiliary company must:

- a) meet the general requirements set out in Section IV.1) and declare compliance by submitting its own European Single Procurement Document (ESPD), duly completed in the relevant sections;
- b) possess the requirements referred to in Section IV.3) on which reliance is placed and declare such compliance in its ESPD, duly completed in the relevant sections;
- c) undertake to make available, to the tenderer and the contracting authority, the resources that are relied upon for the purposes of participation and/or award for the entire duration of the contract.

The tenderer shall submit, together with its application, a digital copy of the contract of reliance, digitally signed by the parties, along with a declaration by the auxiliary company.

Failure to include a declaration by the auxiliary company may be remedied by means of a clarification procedure.

Failure to produce a contract of reliance on the capacities of other entities may be remedied by means of a clarification procedure, provided that the contract was concluded before the deadline for submitting the tender application and that this can be demonstrated by documentation bearing a certain date.

Failure to indicate the resources made available by the auxiliary company cannot be remedied as it constitutes grounds for nullifying the contract of reliance on the capacities of other entities.

Where there are grounds for exclusion of the auxiliary company or where it does not meet the special requirements, the tenderer shall replace the auxiliary company within 10 days of receipt of the request by the Contracting Authority. At the same time, the tenderer shall produce the documents required for reliance on the capacities of other entities.

Where the auxiliary company is found to be responsible for making false declarations concerning possession of the requirements, the economic operator may nominate another auxiliary company within 10 days, failing which it shall be excluded from the tender procedure. Nomination of an alternative auxiliary company may only be made where it does not lead to a substantial change in the tender. Failure to meet the deadline for replacement shall result in the tenderer's exclusion from the tender procedure.

SECTION VI – CLARIFICATIONS AND ADDITIONAL INFORMATION

Any economic operator wishing to participate in this procedure may request clarifications by submitting written questions no later than 10 (ten) days before the deadline for submission of applications.

Economic operators may also submit requests for clarifications using the “REQUEST CLARIFICATIONS” function available by accessing their reserved area, using their credentials (username and password), within the time limits set out in the tender documentation.

Replies to requests for clarification will be notified to the economic operator's certified or ordinary e-mail address and will also be available in the tender details under the "Clarifications" section.

Requests for clarification must be submitted in either Italian or English. Clarifications may not be requested by telephone and no response will be provided to requests submitted by means other than those indicated above.

At least 6 (six) days before the deadline for the submission of applications, the Contracting Authority shall publish, in anonymised form, the responses to requests for clarification and/or any further substantial information regarding the procedure in the dedicated area on the platform and on the webpage dedicated to this procedure, located at site <https://ambatene.esteri.it/it/amministrazione-trasparente/bandi-di-gara-e-contratti>.

Tenderers are advised to regularly consult this section of the platform or the Contracting Authority's webpage in order to be aware in good time of any further notices and useful communications that may be published.

SECTION VII – APPLICATION SUBMISSION PROCEDURE

VII.1) HOW TO SUBMIT AN APPLICATION

The required documentation for this procedure shall be submitted exclusively via the platform. Applications submitted by means other than those provided for in this notice will not be considered valid. All documentation must be signed with a digital signature or other qualified or advanced electronic signature.

All self-declarations shall be made in accordance with Articles 19, 46 and 47 of Presidential Decree No. 445/2000.

Documentation submitted in copy form shall be produced in accordance with Legislative Decree No. 82/05.

The application must be received no later than 12:00 p.m. on May 4, 2026, failing which it shall be deemed inadmissible. The platform will not accept applications submitted after the date and time established as the deadline for applications.

For the purposes of identifying the time and date of receipt of the application, the time recorded by the platform shall prevail.

The submission of all required documents via the platform is carried out at the sole risk of the tenderer. Tenderers are therefore advised to begin these activities well in advance of the deadline in order to avoid an incomplete and, consequently, inadmissible submission.

In the event of a failure or malfunction of the platform, the provisions of point I.3.1 shall apply.

For the submission of the application, the economic operator may only use files in PDF format, compressed in zip/rar form, where appropriate.

The platform allows the tenderer to view confirmation that their application has been submitted successfully.

VII.2) TENDER APPLICATION FORM AND DOCUMENTATION

Applications shall be submitted using the forms provided and made available on the platform at the following link: <https://maeci.trasparenza.com/announcements>

All documents to be presented must be in either Italian or English and shall include:

1) TENDER APPLICATION FORM

Found in *Annex 1 (Tender Application Form)* to this notice, to be duly signed by the tenderer's legal representative; a photocopy of a valid identity document for the signatory/signatories must be attached to the application. The application may also be signed by a duly authorised attorney of the legal representative, in which case, the original power of attorney or a true certified copy thereof

must be attached; failure to comply with this requirement may result in exclusion from the tender procedure.

Where the applicant is constituted as a temporary grouping or a consortium that has not yet been constituted, the application must be submitted individually by all members of the proposed consortium or grouping.

The application must indicate:

- whether participating as a single economic operator or part of an association, specifying the roles of the different participating entities;
- the legal form from those listed in Section III above;
- whether an application to participate in the tender has also been submitted in other forms (individual and associated, multiple associated forms, etc.); in which case, documentation must be attached demonstrating that such circumstances have no influence on the tender procedure or on the ability to comply with the obligations derived from a possible award;
- the situation regarding individual persons (with respect to fulfilment of the general requirements and, therefore, the absence of grounds for exclusion) referred to in section IV.1 above, detailing individually the information required therein for each person to be indicated;
- possession of the professional suitability requirements referred to in IV.2 above;
- possession of the special requirements referred to in IV.3 above;
- the additional declarations referred to in IV.1 above;
- possession of the additional requirements referred to in Section VIII below;
- unconditional and unreserved acceptance of all rules and provisions contained in the tender documentation;
- acknowledgement and acceptance of the information set out in Section IX below.

2) EUROPEAN SINGLE PROCUREMENT DOCUMENT

Annex 2 (ESPD) to this notice must be duly completed to certify the absence of any grounds for exclusion referred to in Article 57 of Directive 2014/24/EU and those provided for in Articles 94 and 95 of Legislative Decree 36/2023, as well as any other situation provided for by the Greek national public procurement law, namely Law 4412/2016 published in Official Gazette A' 147 of 08/08/2016 (Νόμος 4412 - ΦΕΚ Α' 147/08-08-2016).

The ESPD must also indicate whether the economic operator intends to make use of subcontractors and, if so, which services are to be subcontracted, within the limits set out in Section V.2) above.

The ESPD must also indicate whether the economic operator intends to rely on the capacities of other entities under the terms of Section V.3) above.

In the ESPD, the tenderer shall also declare that it satisfies all the requirements set out by the selection criteria by filling in the different sections of Part IV of the document:

- Section A, to declare compliance with the professional suitability requirements set out in Section IV.2) of this notice;
- Sections B and C, to declare compliance with the requirements regarding economic and financial standing and technical and professional capacities set out in Section IV.3) of this notice;

Finally, Part V must be completed to declare that the tenderer complies with the objective and non-discriminatory criteria to be applied to limit the number of candidates, as set out in Section VIII of this notice.

3) ADDITIONAL DOCUMENTATION FOR ASSOCIATED ENTITIES

3.1) For temporary groupings (RTI) only:

- a) *if already formally constituted:* **ORIGINAL OR COPY OF THE IRREVOCABLE SPECIAL COLLECTIVE MANDATE**, granted by public deed or notarised private deed, indicating the entity designated as the lead member or group leader and the parts of the service, or percentages thereof, to be performed by the individual grouped economic operators;
- b) *if not yet constituted:* **DECLARATION OF COMMITMENT TO FORM A TEMPORARY JOINT VENTURE (RTI/RTP)** (see *Annex 3 - Declaration of Commitment to Form a Temporary Joint Venture (RTP)*), by granting a mandate to the party designated as lead member or group leader, accompanied by an indication of the parts of the service, or percentages thereof, to be performed by the individual grouped economic operators;
- c) in all cases, for each grouped economic operator or operator intending to form part of a grouping: the declarations relating to fulfilment of the requirements set out in points IV.1, IV.2 and IV.3 must be submitted, signed separately by each economic operator in relation to matters within its own remit; consequently, a separate ESPD must be submitted for each grouped or grouping entity.

3.2) For ordinary consortia only:

A declaration submitted by each tenderer stating:

- a) which economic operator, in the event of award, will be given the special mandate with representation or the role of lead member;

- b) the commitment, in the event of award, to comply with all applicable regulations on consortia, by granting a special collective mandate with representation to the undertaking designated as lead member, which shall enter into the contract in the name and on behalf of the consortium members;
- c) the parts of the service to be performed by each individual member of the consortium.

3.3) For stable consortia of companies only:

- a) the declarations relating to fulfilment of the requirements set out in points IV.1, IV.2 and IV.3 must concern the requirements fulfilled by the consortium itself (whereas the requirements fulfilled by the consortium member companies must be declared separately by those companies), pursuant to point b) below;
- b) the consortium must declare the list of companies constituting the stable consortium, limited to those that contribute to the fulfilment of the requirements not fulfilled by the consortium itself, pursuant to point a) above;
- c) the consortium must indicate whether it intends to perform the services through its own consortium organisation or rely on one or more consortium members and, in the latter case, they must indicate the consortium member(s) for whom the consortium intends to express interest;
- d) the consortium member companies referred to in point b), as well as the consortium company or companies referred to in point c), where different, must declare the absence of grounds for exclusion and possession of their own requirements by submitting separate declarations under points IV.1, IV.2 and IV.3; consequently, separate ESPDs must be submitted.

4. DOCUMENTATION IN THE EVENT OF RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

The auxiliary company shall make declarations regarding compliance with the general requirements by filling in the appropriate section of the ESPD.

For each auxiliary company, the tenderer shall present:

- 1) the declaration of reliance on the capacities of other entities (see *Annex 4 - Declaration of Reliance on the Capacities of Other Entities*);
- 2) the contract of reliance on the capacities of other entities.

SECTION VIII – PROCEDURE FOR SELECTING CANDIDATES TO BE INVITED

Once the deadline laid down in this notice for the submission of applications has passed, a special committee chaired by the project manager, meeting in a closed session, shall examine the documentation submitted by the candidates in order to verify the adequacy of the documentation in relation to the requirements for participation and any other obligations, including the correctness of the various declarations.

The examination of applications will be recorded in the meeting minutes. At the end of this evaluation, the committee will draw up a list of admitted candidates and a list of those who may be excluded, setting out the reasons for exclusion.

All declarations and documents submitted may be subject to requests for clarifications, supplementation or regularisation by the Italian Embassy in Athens by means of a clarification procedure, in accordance with Section IX. Failure to comply with any such request for clarification, or an incorrect or late response (exceeding 10 days) shall constitute grounds for exclusion. Excluded economic operators will be promptly informed of their exclusion and the reasons for rejection of their application at the certified or ordinary e-mail address indicated on their application form.

From the aforementioned list of admitted candidates, a maximum of 10 (ten), if any, shall be selected and invited to participate in the next stage of the tender procedure, pursuant to Article 28 of Directive 2014/24/EU. The contract shall be awarded on the basis of the most economically advantageous tender.

Where the number of admitted candidates is greater than 10, the project manager shall select the operators to be invited to submit a tender, on the basis of the highest score according to the following criteria:

- a) average annual overall turnover for engineering and architecture services, calculated on **the best three of the last five financial years available** preceding the date of publication of this notice, **exceeding 1 and up to 1.5 times** the minimum value referred to in point IV.3(b): **1 POINT**;
- b) average annual overall turnover for engineering and architecture services, calculated on **the best three of the last five financial years available** preceding the date of publication of this notice, exceeding 1.5 times the minimum value referred to in point IV.3(b): **2 POINTS**;
- c) have carried out, in the last ten years preceding the date of publication of this notice, **two engineering and architectural services** (key services) with the following characteristics: the economic operator must have performed, for each of the classes and categories in the table set out in Point II.3 above (or equivalent classes and categories according to the regulations of the respective countries of residence of the

economic operators), two services for *similar works** of comparable size and technical characteristics to those covered by the contract, with a total value, for each category and ID, between **0.6 times and up to 0.8 times the value estimated for each category: 1 POINT**;

- d) have carried out, in the last ten years preceding the date of publication of this notice, **two engineering and architectural services** (key services) with the following characteristics: the economic operator must have performed, for each of the classes and categories in the table set out in Point II.3 above (or equivalent classes and categories according to the regulations of the respective countries of residence of the economic operators), two services for *similar works** of comparable size and technical characteristics to those covered by the contract, with a total value, for each category and ID, exceeding **0.8 times the value estimated for each category: 2 POINTS**;
- e) having performed BIM-integrated executive design, within the last five years, relating to *similar works** to those covered by this contract; **1 POINT** for each deliverable, up to **3 POINTS**, relating to different projects;
- f) that their technical personnel includes a professional holding a valid certificate issued by a conformity assessment body accredited according to ISO/IEC 17024 or equivalent, certifying their professional competence in the energy and environmental aspects of buildings: **1 POINT**.

**For the purposes of this procedure, similar works shall mean maintenance, restoration, conservative rehabilitation, upgrading, functional and systems adaptation of buildings and artefacts of historical and artistic interest, whether ancient or recent, carried out in accordance with the regulations of the respective countries in which the relevant economic operators are resident, intended for the performance of public functions.*

In the event of a tie in the score awarded to the tenderers ranked in the last eligible position (tenth place), the Contracting Authority will invite all those with the same score as that last eligible position. Where the number of admitted candidates is less than ten, the Italian Embassy in Athens shall not supplement the number of operators to be invited to the procedure and reserves the right to proceed even if there is only a single valid application.

Once all applications and documentation have been evaluated, the project manager shall send a letter of invitation to the economic operators admitted to submit a tender and communicate any exclusions. The meeting minutes, the list of economic operators who have submitted an application to participate, and the list of economic operators invited to submit a tender shall remain confidential;

the right of access to these documents shall be deferred until after the deadline for the submission of tenders, as set out in the invitation.

Further details on the conduct of the tendering procedure, the allocation of scores and procedures following the final award shall be set out in the invitation letter.

SECTION IX – CLARIFICATION PROCEDURE

Any omissions, inaccuracies or irregularities in the application to participate, the ESPD or any other document required for participation may be remedied by means of the clarification procedure.

Any omissions, inaccuracies and irregularities that render it impossible to unequivocally identify the tenderer cannot be remedied.

By way of example, the following may be remedied:

- the omission or incomplete or irregular presentation of declarations concerning fulfilment of the participation requirements, as well as any other omission, incompleteness or irregularity in the application;
- failure to sign the application form, the ESPD or any declarations made.

Please refer to Section V.3 for the cases that may or may not be remedied concerning reliance on the capacities of other entities.

For the purposes of the clarification procedure, the tenderer shall be granted a period of no less than 5 and no more than 10 days to submit, supplement or regularise the documentation provided, specifying the content and the persons required to provide it.

If this time limit expires without the omission, inaccuracy or irregularity being remedied, the Contracting Authority shall exclude the tenderer from the procedure.

If the tenderer produces declarations or documents that are not perfectly consistent with the request, the Contracting Authority may request further details or clarifications, limited to the documentation submitted as part of the clarification procedure, setting a time limit of 5 days.

SECTION X – PROCESSING OF PERSONAL DATA

Pursuant to Article 13 of EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter the EU Regulation or GDPR), the Contracting Authority provides the necessary information on the processing of personal data in *Appendix B – Notice on the Processing of Personal Data*. The processing of personal data, in accordance with the provisions of Legislative Decree No. 196/2003 (as amended by Legislative Decree No. 101/2018 and Act No. 160/2019) and EU Regulation No. 2016/679, shall be carried out solely for the purpose of verifying the suitability of the interested

parties and shall be conducted lawfully and fairly, in full observation of the rights of data subjects and their confidentiality. The data controller is the Italian Ministry of Foreign Affairs and International Cooperation, which has appointed its own Data Protection Officer and against which the data subject may exercise their rights under Legislative Decree No. 196/2003. By submitting the expression of interest, the interested party's legal representative hereby acknowledges and expressly consents to the processing, as defined above, of their personal data, including judicial data. The data subject hereby agrees to comply with all obligations concerning information and consent, where necessary, towards natural persons whose personal data is disclosed within the framework of the award procedure, as regards the processing of their personal data, including judicial data, by the embassy for the purposes described above.

SECTION XI – APPLICABLE LAW AND JURISDICTION

This contract is governed by the provisions of Directive 2014/24/EU and Italian MAECI Ministerial Decree No. 192/2017 “Regulation laying down the general guidelines governing procedures for the selection of contractors and the performance of contracts to be carried out abroad, pursuant to Article 13(4) of Legislative Decree 31 March 2023, No. 36”.

This Notice, together with its related documentation, including Annexes and Appendices, is published in two languages: Italian and English. In the event of any discrepancies, inconsistencies or differences in interpretation between the two language versions, the Italian-language version shall prevail.

Any disputes relating to this award shall be subject to the exclusive jurisdiction of the Regional Administrative Court (TAR) of Lazio - Via Flaminia 189, 00196 Rome RM (Italy).

Athens, February 19, 2026

The Ambassador of Italy
Paolo Cuculi

ANNEXES and APPENDICES

Annex 1 - Tender Application Form

Annex 2 - ESPD

Annex 3 - Declaration of Commitment to Form a Temporary Joint Venture (RTP)

Annex 4 - Declaration by the Auxiliary Company

Annex 5 - Operational Notes Portal Registration Traspare

Annex 6 – E-procurement guidelines

Appendix A - Fee Determination Schedule

Appendix B - Information on the processing of personal data

Appendix C - List of preliminary project deliverables