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Athens, 01/06/2018  
No.Gen.Prot:1976  
No.Prot.EYYP, 1919

**Invitation for Expression of Interest for proposal submissions for the implementation of interventions in the City of Athens organised by ADDMA for the programme 'Interventions in the city' and the project 'Serafio' of the programme Polis<sup>2</sup> by the municipality of Athens.**

The Managing Director of 'Athens Development & Destination Management Agency' ADDMA acknowledges:

- The decisions no. 2 & 3/114ο Δ.Σ./02-05-2017 (BM) of the Boarding Meeting of ADDMA that establish the competent bodies of the company's representation, which have power of attorney (ΑΔΑ: 69Π00ΠΙΝ-ΡΥΡ).
- The programmatic agreement no 286174/06.10.2017 between the City of Athens and ADDMA to motivate the Athenians to participate in beautifying their own city
- The no. 213386 / 25-07-2017 decision of the Municipal Council of the City of Athens, which allows the use of the ground floor multipurpose room and the first floor of the 3-storey building of the Serafio Complex at ADDMA
- The no. 3 / 127th BoD / 23-05-2018 Decision of the Board of Directors of ADDMA approving the terms of the Open Invitation for Expressions of Interest to informal groups, artists, designers, developers, architects and creators for submission of proposals to implement and fund an original in situ artistic facility with new technologies in Serafio Complex.(ΑΔΑ: Ψ0000ΠΙΝ-ΝΒΛ)

and issues the present Invitation for Expression of Interest, according to which individuals and legal entities independently or collaboratively are invited to submit



their proposals for signing a contract with ADDMA, for the implementation of the programme 'Motives', that from now on will appear under the discrete title INTERVENTIONS IN THE CITY of the programme Polis<sup>2</sup> by the city of Athens under the following conditions:

### **The programme 'Interventions in the city' of the programme Polis<sup>2</sup> - Aim of the invitation**

Polis<sup>2</sup> (Polis squared) implemented by ADDMA falls under the agenda of the city of Athens for development. The programme offers small financial aids and technical support to residents, artists and groups of citizens in order to proceed with collaborative interventions in the city that otherwise couldn't be executed.

'Interventions in the city' of the programme Polis<sup>2</sup> is a pilot project of applied techniques that embrace the concept of 'urban acupuncture'; in other words the implementation of small-scaled interventions in the urban web whose results target the functionality and the image of the city.

The City of Athens, along with Athens Development and Destination Management Agency issues an open invitation to groups of artists, designers, programmers, architects and creators for the implementation and the sponsorship of an innovating in situ artistic installation of new technologies at Serafio. Serafio is the new Sports, Cultural and Innovation centre of the City of Athens, which is based at the corner of Piraeus Avenue and PetrouRalli Street.

Aim of this proposal is the creation of a new contemporary artistic project that will define building's character and highlight the modern identity of Athens. The artistic intervention should exploit new technologies, be interactive, utilise the city data and showcase that art can intersect with technology. At the same time, the artistic intervention should function as a key meeting and open discussion point empowering opportunities to experience modern culture and technology.

### **2. SUBJECT - STRAND WITH TITLE "SARAFIO - Public Building and Digital Art"**

What kind of data do we produce for Athens and what are the stories we tell through digital platforms? How does the city identity imprint through the data that its citizens produce or its environment?

Every day we produce big quantities of data through our internet activity, whether it's for entrainment or business purposes. The speed, the volume and the way we share



information in real time change undoubtedly the pace of our day to day life and the way we experience the city. Storage, resolution, access and evaluation of data are constantly evolving, hence we are seeking new ways to interpret, visualise and use all these data so that can empower our understanding and suggest a new approach. The very use and tools of technology are the new social and public spaces for dialogue and interaction between citizens who are active through networks and generate a large amount of information for the urban environment.

At the same time, cities are getting ready to host great volumes of data by upgrading their technological networks and their infrastructures, in order to cope with the idea of smart city. Nowadays, smart city is no longer a science fiction scenario in the distant future, but a reality that has already being designed to empower city's effectiveness and sustainability in matters of daily management, environment, cyber governess and social services amongst others.

Focusing on Athens and exploring the data about the city, we are searching for its modern history. Its spots, its residents, the values and its culture are only some of the characteristics that compile its identity. What are the residents of Athens thinking about their city? Is it possible to produce new data for Athens' urban environment? How these data can be transformed besides their digital dimension and how we can use them alternatively?

Artists and creative groups are being invited to suggest alternative ideas for the data that being transferred in the digital networks and in Athens' urban environment and to submit artistic proposals that will interact with space and audience. The artistic proposals that will be submitted should utilise new technologies and city's data in the following forms: interactive facilities, interactive projections, data visualisations, projection mappings, interactive sculptures, etc.

## 2.1 AIM of artistic intervention

- To promote and highlight programmes about how art and technology form a substantial part of urban development



- To encourage the embrace of art and technology in the architecture of public buildings and space
- To encourage the artistic innovation and creativity
- To progress and familiarise the audience with modern artistic practices and methods
- To encourage of the public dialogue about modern art, new technologies and the city
- To boost the participation of the artists' community in public projects
- To reform and create new experiences in the city
- To promote the collaboration and communication between different communities and their access to innovative programs.
- To develop the local economy:
  - a) by generating new opportunities for artists and the creative community
  - b) creating new spots of modern cultural interest
- To generate new opportunities for learning and development by organising educational programmes in regards new technologies and art - wherever is feasible
- To reinforce, protect and promote public venues and buildings through the intervention of creative communities as collaborators to reforming public spots

## 2.2 SERAFIO'S BUILDING IDENTITY

Serafio is the only Sports, Culture and Innovation centre in Athens, where the most innovating structures of the City of Athens are based. A modern building with multiple uses that is located in the 3<sup>rd</sup> district council, open on a daily basis and approachable to all the citizens of Athens.

Serafio is the new destination of Athens. It's the place where city's residents and visitors can find the innovative initiatives of the City of Athens that highlight the



urban culture and the new perception of urban environment; the importance of innovation, the benefits of networking, the beauty of creation and the real value of the citizens' society.

Serafio's aim is for the whole building to function as a hub of creativity and innovation that reflect city's modern character. Sports activities, cultural events and open labs, initiatives of technological and social innovation that are being hosted in a modern venue with one mission in common to offer new potentials, education and entertainment in order to improve the daily life of city's residents.

Under this framework, the integration of the modern artistic intervention in Serafio aims to highlight the multifaceted identity of the building and the creation of a common point of reference for the residents and visitors of the city. The artistic intervention at Serafio aims to attract a new audience to the building and to create a new cultural destination part of the axis at Piraeus Avenue (Technopolis, Benaki Museum, Kakoyianni foundation, Foundation of the Hellenic World, Athens School of Fine Arts)

### 2.3 APPLICATION FIELD

The proposal should have a social impact and to present points of contacts with Athens, enhancing city's modern identity. More specifically, every proposal should apply to these four basic sectors:

A) Social sector: The artistic interventions should focus not only on the relationship among the residents, the city and the public venues, but also on the development of common use places through art. The interaction of the artistic installation with the visitors, the attraction of different social and age groups, the connection of the proposal with Athens as a city and its values, its culture and the people will form essential part of the proposal and will maximise the impact of the project.

B) Cultural sector: the artistic interventions should offer different types of activities for the visitors and the residents and create new experiences, while at the same time encourage new experiential ways of residents' and visitors' involution with public spots. It's also essential the integration of artistic projects in public buildings/spots as this is the way to create new cultural hubs and opportunities for further accessibility of the society to culture and development through art.

C) Aesthetic sector: The proposals should aim for the aesthetic upgrade of the building and they should consider not only the general audience (residents, tourists, kids),



but also the inclusive audience such as artists, architectures, designers, engineers, workers and regular visitors of the venue.

D) Technological sector: the proposals should present with an innovating way the relation between art and technology and should be clear the alternative use of city's data.

Important note: the data that will be chosen and used as raw material for the artistic intervention should not violate anyone's personal data and should comply with the regulation in regards the protection of personal data and private life, unless there is a special permission or agreement in writing.

## 2.4 Potential Places for Interventions

In order to empower and activate the Serafio's public space, the artistic intervention should function as key meeting point, accessible to all visitors.

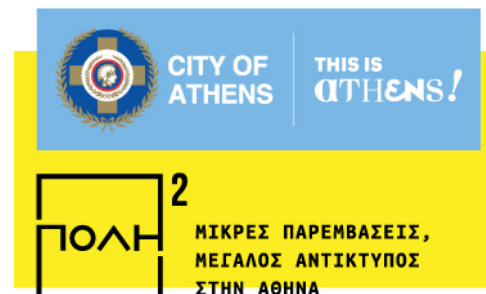
At a glance:

- Entrances
- Perimeter grass
- Building facades
- Coffee shop facades
- Communal areas between buildings
- Outdoor and communal areas, shared parking (excluding the parking spaces that have been lined up)
- Two interior walls in the building's reception

The artistic intervention could be:

A) Developed unilaterally and simultaneously in an internal place of the building, such as the reception areas and in a public place at the exterior of the Serafio building.

Note: At the internal places (reception areas) the parts of the artistic intervention should not occupy a large area, neither should obstruct the smooth functioning of the overall building.



B) Developed in multiple places at the outdoor public space, such as the main entrance of the building, the garden or the yard, the garage entrance and on the facades of the building.

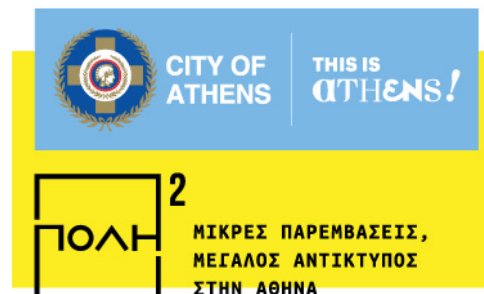
Note: Painting the exterior walls of the building is prohibited.

## 2.5 technical features and criteria of the interventions

The artistic installation should be placed in a spot or more that could be visible and accessible to the majority of visitors during the opening hours of the building and without acquiring special access permission.

The instructions for the installation and the location of the artistic intervention as follows:

- The artistic installation should not change the layout of the surrounding area and specifically should not block the entrance or exit points, the windows, the doors or prevent the wondering in and out of building (unless such modification is part of the design, but still should not affect the everyday use of the areas)
- The artistic installation should not alter the communal plantations, the flooring and the signage of the venue
- The artistic installation should not exceed nor compete the architecture of the building (in other words, the height of the installation should not exceed the height of the building or cover a big part of it)
- The spot (or spots) of the artistic installation should be chosen in a way that empower the surrounding space and they don't create blind spots (by blind, we mean spots that are inaccessible or are not visible or difficult to maintain or do not comply with the basic safety rules)
- The support points, the connection between the parties and the stability of the artistic installation should be included in detail in the proposal, since it will be of great use and traffic and heavyweight βαρέως τύπου πάκτωση will not be necessary.
- Dimensions, materials and the proposed area (s) should be clearly described in the proposal.
- The artistic work should be installed in a way that can easily be uninstalled in the future, taking into account that no damage or unnecessary costs will be incurred in the premises from which it is uninstalled.



## 2.6 MATERIALS AND SAFETY OF THE INSTALLATION

The materials that can be used are varied and the following features should be taken into account: location, weather conditions, durability of the materials at outdoors and the safety of users of the artistic installation. The materials should be available in the Greek market and easily maintained.

Indicatively, different types of physical and digital materials are: wood, metal, iron, rubber, plastic, grid, marble, gypsum board, cords, screens, signs, billboards, LEDs, panels, computers, lights, sound, software, Wi-Fi, projectors, sensors, touchscreens, and more.

Safety should be the first and foremost concern and every possible aspect of the design, the construction and the installation of the artistic work should be thoroughly considered. Sharp spots, as well as pointy corners or slippery surfaces at points that meant to interact with the public, should be avoided. Fragile materials, parts, surfaces, or parts of the work that can be easily bent or accidentally broken, or can be vandalized, should also be avoided. In conclusion, fragile materials are those that can easily be worn, scratched or scratched. When designing the installation, should be taken into account that the public can climb or sit on the surfaces of the work of art. It is important to discourage climbing when not included in the interaction with the work, especially in artistic installations that are of sufficient height.

Moreover, appropriate manufacturing techniques, sealants and appropriate installation methods should be considered in order to reduce vandalism or theft, especially where public access is easier.

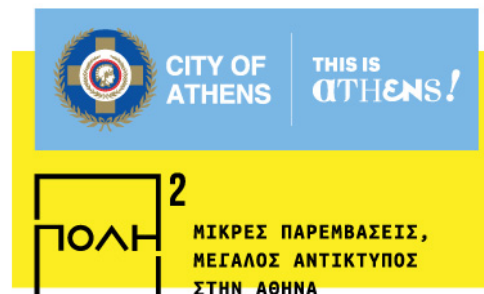
If the artistic installation is outdoors, all cables must be watertight and safe to use to avoid electrocution accidents.

In conclusion, the artistic installation should be easily accessed for cleaning, maintenance and repair. There should also be enough space to safely uninstall the installation if it needs to be removed.

## 2.7 CONSTRUCTION AND IMPLEMENTATION TIME SCHEDULE

Each team that submits a proposal should appoint an Implementation Executive, who will be obliged to coordinate the construction and collaborate with the team of ADDMA, which is formed by the Implementation Executive and curators/specialists who have experience and expertise in the field of interventions.





The Implementation Executive and the team that submitted the proposal are responsible of the installation, for following the right procedures, the time schedule and complying with the safety rules during the construction.

During the implementation process and within the framework of the cooperation between the team and the municipality of Athens, support and assistance will be provided at the consultative level, in order to ensure the quality of the construction, to meet the requirements of any kind, in accordance with the specifications, and to achieve the smooth and timely completion.

- The timetable of the implementation should not exceed 3 months from the starting date unless there are reasons of force majeure, which will be certified in writing and not due to the fault of the team, who's responsible for the intervention.
- The installation should follow the safety rules.

During the construction there should be no nuisances, no disasters in the surrounding area and no obstruction to the cleanliness of the intervention site.

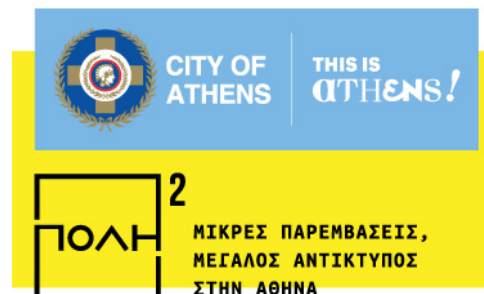
## 2.8 MAINTENANCE OF THE ARTISTIC INTERVENTION

The maintenance of the artistic intervention is a responsibility of the host institution. In that sense, the municipality of Athens will be accountable and solemnly responsible for the parts of the artistic intervention. Its maintenance should be considered by the applicants and should be within the framework of the mutual agreement between ADDMA and the nominated team. The successful team should deliver a maintenance schedule in collaboration with the assignment body that will include instructions for the proper care of the artistic installation. Both parties, the ADDMA and the nominated team, should be in communication if further instructions are required for the good maintenance of the artistic installation.

In conclusion, the proposal should an indicative schedule of the maintenance and repairing works include in advance, as well as replacing of parts if required.

## 2.9 COPY RIGHT

The copyright of the implementation plan and the artistic work belongs entirely to the design and implementation team of the installation. However, the ADDMA reserves the



right to publish promotional material and photographs or the designs for publicity and non-profit purposes.

## 2.10 PROPERTY

After the completion of the artistic intervention, the installation becomes property of the municipality of Athens, but the creative team retains the right to reproduce the entire artistic facility, either as a whole or as a variant, and to present it in another context or for another purpose.

## 3.0 SPONSORSHIP

The interested parties may submit proposals covering costs of design and construction, as mentioned above, up to EUR 20,000, plus the corresponding/equivalent VAT. The municipality of Athens through the ADDMA will finance construction in 2 phases:

- Phase A: Up to 30% from the beginning of the construction up to one month after the submission of the corresponding receipts.
- Phase B: Up to 70% at the end of the work with the presentation of the corresponding receipts and after the on-site inspection and certification that all the work has been done according to the proposal submitted.

The team has the right to co-finance the proposal either with its own resources or with funds from another partner, donor, lender or sponsor. In this case, the way in which the cooperation of the parties involved will be registered and co-signed and should be precise and defined. In the case of co-financing, the corresponding costs that will be covered by the co-financier should be distinguishable and proof should be provided demonstrating that the remaining funding (such as donor agreement, loan approval, responsible statement, etc.) In case of acquiring a sponsorship to co-finance the proposal, this should be submitted along with the proposal for ADDMA to approve it. The final acceptance of the proposal is subject to the approval of ADDMA of this sponsorship, while if accepted, the sponsor will be asked to sign up as a third contracting party to the relevant contract.

In order for the corresponding amounts to be disbursed, all required supporting documentation must be provided as stated in the entry terms and conditions.

## 4. MUTUAL COMMITMENTS



In the event that a proposal qualifies for implementation, a contract of terms and conditions between the two parties must be signed and should include at least the following conditions:

ADDMA AE:

- Will fully cover the agreed implementation costs.
- Will have the right to modify the budget of each intervention.
- Will monitor the project through an assigned committee.
- Will certify the technical suitability and adequacy according to Serafio's building specifications.
- Take the necessary actions to ensure the technical support of the construction (such as providing electricity to the points of the intervention)
- Provide consultancy services during the implementation of the proposal
- Take the necessary actions for the maintenance and the civil liability of the project for a period of at least 1 year.

The members of the selected group:

- Should be responsible to submit all required legal documentation within the agreed deadlines.
- Should be responsible to comply with the timetable and the approved cost according to the proposal they have submitted and take into account that the funding is not transferred to another period of time.
- Should be responsible to inform the ADDMA project team, during the implementation with visual material, while remaining at the disposal of the project team of ADDMA for any clarification required.
- Guarantee the unanimity of the notified team for the proper handling of the proposal.
- Accept the common signage and the signage of the initiative.
- Acknowledge and accept the building's regulation
- Should follow and accept the technical specifications of the building and the recommendations made by the monitoring committee.
- Provide a detailed maintenance guide with instructions a) for proper care of the artistic installation and b) its proper use.
- Should be available for any unforeseen technical issues.



- Upon completion of the proposal, they should send to EATMA a copy of all printed and electronic material, as well as relevant publications, if any.
- Should explicitly mention the municipality of Athens in all communication forms of the proposal. More information will be given to the selected ones.
- Accept sponsorship signage of space and objects (where applicable).
- In the case of co-financing of the proposal, the signage should be defined jointly with the ADDMA on the implemented proposal.
- Accept the monitoring process.

## 5.0 TERMS AND CONDITIONS

### 5.1 Participation rights

This invitation welcomes groups formed by natural and / or legal persons, as well as associations of natural and / or legal persons, whether existing or created for this purpose.

The groups must be composed of at least 3 members and may be made up of natural persons and / or legal entities.

Each member of the group, without exception, should sign with the ADDMA a private agreement with the terms and conditions of participation in the programme that will describe their mutual obligations and will jointly commit the group members to the implementation, monitoring and maintenance of the intervention.

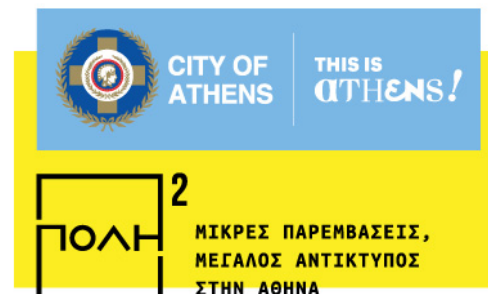
Each group should legally designate an Implementation Executive.

This invitation is addressed to residents of the country and is not an international competition.

The Implementation Executive may be:

- A) A legal person (to be represented by his legal representative)
- B) Natural person

In case the Implementation Executive has an entrepreneurial activity related to the subject of this call, ie indicatively belongs to one of the following categories:



- Artists
- Curators
- Digital professions
- Technological engineers who develop innovative products and applications
- Architectures and designing companies
- Small construction companies
- Social enterprises
- Companies organising events and actions
- Companies of tourist interest
- Graphic designers
- Mechanical Engineers
- Companies organising events and functions
- Technical consultants and others

or has any other legal status, such as an association, club, etc., should submit a legal contract with ADDMA and will be entitled to receive the amount of funding as described in Article 3.10.

In the case of informal groups which do not have and do not wish to acquire legal entity, ADDMA will issue with each of the team members with a private agreement of mutual obligations. In this case, the team will not receive money from ADDMA, but the ADDMA will reimburse the cost of the intervention on the basis of the documents and deliverables that the team will provide through the Implementation Executive as has been appointed.

Groups have the right to register with one (1) and only proposal, ie the same group composition cannot declare more than one sentence.

The Implementation Executive should not be associated with any relationship with the City of Athens or the ADDMA.

## 5.2 Terms of Participation

1. By submitting the proposal, the group guarantees that it has all the copyright of the submitting proposal



2. Should not be considered proposals that contain offensive content of honor and dignity against any third party; content of abusive, inflammatory, racist, or offensive to human dignity or discrimination against persons on the grounds of racial or ethnic origin, religious or other beliefs, disability, age or sexual orientation

3. Proposals submitted should not violate any third party's intellectual property rights.

4. The executive body of the artistic work is not responsible for any loss or destruction of the submitted proposal / proposal dossier

### **5.3 Content of a proposal dossier**

The proposal dossier should contain:

Required documents:

1. Signed application form by the Implementation Executive (pdf print from the platform [www.polis2.thisisathens.org](http://www.polis2.thisisathens.org)) with all required fields completed

2. Solemn Declaration of Law 1599/86 as in force, as authenticated by the signature of the Implementation Executive, in accordance with the provisions hereof, to ascertain that all the elements relied on are true and accurate.

3. Copy of the start of business activity of the Implementation Executive in the Tax Office (if any) and copy of the company or association statutes (if any).

4. Sketch of the proposal that must include the following:

i. Drawing A - Dimensional proposal layout (1X A3) - (download from website)

ii. Project B - General design of a project in relation to the surrounding area (1 X A3) depicting point / s of intervention in the Serafio complex, accessibility, pedestrian traffic, etc. (download from website)

iii. Figure C - Sketches, 3d, 2d, photographs or collages describing the project, its materials and its construction (2 x A3)

### **5.4 Key Elements**

Each proposal to be accepted should include the following:



1. Completed form with all required fields
2. The draft of the proposal should be clear, visible and descriptive; and should meet the technical specifications in accordance with the requirements of paragraph 2.
3. The proposed point or points of intervention should fall within the eligible typologies of the Serafio complex.
4. Security completeness according to the specifications in paragraph 2.

## **5.5 Graded Criteria**

### **5.5.1 Team Experience - Proposal Quality**

1. Team profile: Maturity - ability - suitability - group experience as results from CVs, publicity materials, sample of work, etc.
2. Interaction and dialogue of the artistic intervention with the public (general and special).
3. The use of the artistic intervention as a catalyst meeting point for citizens and visitors and their access to modern culture and technology.
4. Aesthetic dimension of the artistic intervention (which, for example, is justified by the idea, the materials, the proposed use of the facility, etc.) and its harmonization with the aesthetic identity of Serafeion.
5. Methodology in the use of new technologies, use of data, and linking art with the technology.
6. Inspiration, innovation and originality of the proposal as a whole. The artistic intervention should reflect the modern character of Athens and strengthen the creative growth based on the knowledge economy and exchange between knowledge and creativity in general.
7. A realistic and feasible plan for the viability of the artistic installation after its implementation, and during its use for at least 1 year after its implementation.

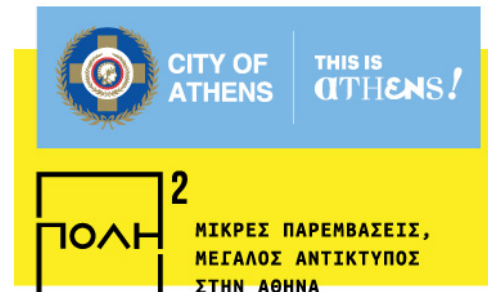
## 6.0 EVALUATION PROPOSALS' SUBMISSION

The evaluation of the proposals is based on the rating of the criteria set out in the paragraph 5.5 as follows:

| A/A      | Rating Criteria   | Maximum Scoring |
|----------|---|-----------------|
| <b>1</b> | <b>Team experience - Proposal quality</b>   | <b>80</b>       |
|          | Team profile: Capability - competence - suitability - experience of the team as evidenced by the CVs, the publicised materials, work portfolio, etc.  | 20              |
|          | Dialogue and interaction of the artistic intervention with the public (general and special)   | 10              |
|          | Function of the artistic intervention as a catalyst meeting point for citizens and visitors. Access to modern culture and technology.   | 10              |
|          | Aesthetic dimension of the artistic intervention (which, indicatively, can be justified by the concept, the materials, the proposed use of the facility, etc.) and its harmonization with Serafio's own aesthetic identity.   | 10              |
|          | Methodology in how to use new technologies, the data and linking overall art to technology.   | 10              |
|          | Inspiration, innovation and originality of the proposal in total.   | 10              |
|          | Realistic and feasible plan for the sustainability of the artistic installation during and after its implementation for at least 1 year.  | 10              |
| <b>2</b> | <b>Overall view of the proposal during the group interview by the Evaluation Committee (cooperation and team spirit, realistic schedule of application and construction plan, interest in integration of the artistic interventions in public spaces, highlighting the relationship between art and technology, relevance to the venue of the installation, etc.)</b> | <b>20</b>       |
|          | <b>TOTAL MAXIMUM RANK</b>   | <b>100</b>      |

The appraisal of the proposals that will be submitted in due time will be done by the Evaluation Committee established by a decision of the competent body of ADDMA, which will be composed of three (3) members of the municipality of Athens and of ADDMA, and two (2) specialists in the fields of art and technology.





The evaluation process involves two stages:

(i) A Phase: Checking the admissibility of applications and the completeness of dossiers with regard to the necessary data under the conditions set out in paragraphs 5.1, 5.2, 5.3, 7 and 8.

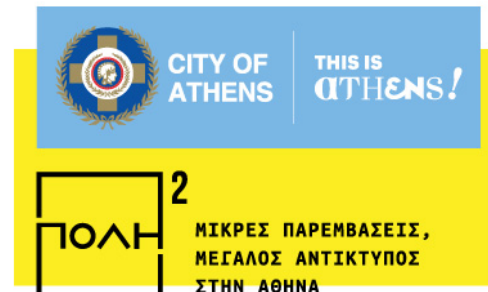
(ii) Phase B: Qualitative assessment of proposals on the basis of the criteria to be assessed, as specified in paragraphs 5.4.

The Commission will evaluate in a united and objective manner according to the terms of the Invitation, in order to justify that the best and most adequate proposals, which will secure the proper execution of the project in accordance with the objectives of the programme are promoted and accepted fairly. In phase B, the Commission will invite the applicants to a personal interview. During the interview, in addition to assessing the spirit of cooperation and the compatibility of the team with the objectives of the programme, the Commission will explore possibilities for collaboration between groups and individuals in order to achieve more synergies and strengthen the impact of the project. Any non-response of the persons concerned will result in their exclusion from the procedure.

Apart from the successful ones, there will be runners-up. In case a selected team either for its own reasons or for reasons of non-acceptance of the programme terms is excluded from the programme, it will be replaced by the first runner-up team.

During Phase A, the Evaluation Committee prepares a Practice with nominations that meet the conditions of admissibility under the conditions set out in paragraphs 5.1, 5.2, 5.3, 7 and 8, which are approved by the CEO of ADDMA and communicated to the participants.

During Phase B, the Evaluation Committee prepares a Practice with the final evaluation and rating of the applications based on the additional criteria mentioned in para. 5.4., which is submitted to the CEO's CEO for approval.



## 7. LEGAL DOCUMENTS FOR SIGNATURE OF A CONTRACT

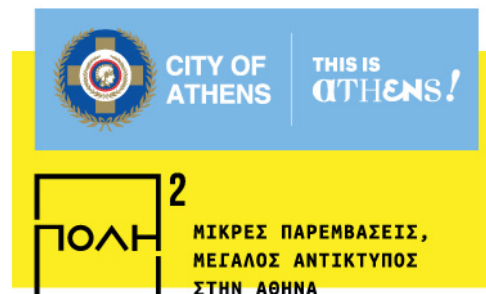
In the event of a choice and a penalty, the successful applicants should be responsible to submit within fifteen (15) calendar days from the notification to them of the relevant decision, the following legalization documents:

For legal entities:

1. Tax update in force
2. Insurance coverage in force
3. Other appropriate documents to show that the following obligations have been met:
  - the absence of irrevocable conviction for involvement in a criminal organization, bribery, fraud, money laundering [in cases limited liability companies (EPE) and personal companies (OE and EU) for the managers, while in the case of public limited companies (SA), for the Managing Director Advisor, and all members of the Board of Directors].
  - a copy of the statutes or instrument of incorporation and any amendments thereto documents, with the corresponding GG (if any)
  - the non-solution, the liquidation and amendment of its statutes,
  - not to prosecute bankruptcy proceedings
4. In the case of co-financing, proof must be produced
  - securing the remaining funding (such as a donor agreement,
  - loan approval, responsible statement, etc.).

For natural persons:

1. Copy of identity card
2. A copy of a criminal record for each member of the group
3. In the case of co-financing, evidence should be provided demonstrating the provision of the remaining funding (such as a donor agreement, loan approval, responsible statement, etc.).



## 8. TIME AND PLACE OF APPOINTMENT OF APPLICANTS

This invitation will be posted on the ADDMA website [www.polis2thisisathens.gr](http://www.polis2thisisathens.gr) and in DIAYGEIA. It will remain posted for at least forty-five (45) calendar days from the date of the first publication on the above web site of ADDMA.

Interested parties may request in writing (by letter, fax or e-mail) additional information or clarifications on the content of this invitation, by asking questions to ADDMA until the 3<sup>rd</sup> of July 2018, at 4:00pm. All the questions that will be submitted with the corresponding answers will be posted on the above web page of ADDMA within three (3) days from the due date. Interested parties should not rely on oral answers or clarifications from the ADDMA.

Interested parties are invited to submit in person or via their authorized representatives, or by post their application in printed form within a sealed envelope and within an exclusive deadline starting from the day of posting here on the website [www.polis2thisisathens.gr](http://www.polis2thisisathens.gr) ie from Friday 1<sup>st</sup> of June 2018 till Monday 16<sup>th</sup> of July 2018 at 16.00 at the Protocol Office of the European Commission, on Xenofontos street 7, 1<sup>st</sup> floor.

8.1. The proposal dossier should be marked:

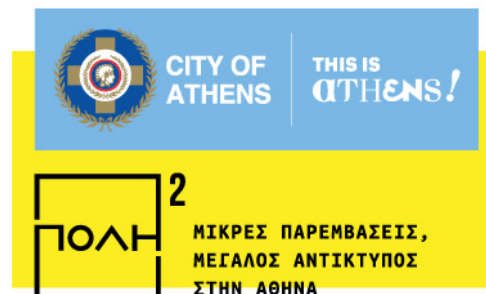
«To ADDMA for with no. E.A.T.A. A.E. AE ...../ΕΥΥΑΠ ...../.....-2018.Invitation for Expression of Interest for the submission of proposals in the framework of the implementation by the ADDMA of the project "INTERVENTIONS IN THE CITY" of the programme City of the City of Athens ".

The date of submission of the proposal dossier is only by the ADDMA's Incoming Protocol.

8.2. Applications must be submitted in paper form (in order to be registered) through:

1. ELTA or
2. Courier or courier companies
3. On-site delivery to the EOTA Protocol Office SA, on Xenofontos street 7, 1st floor.

Formal Applications will only be received if they arrive at the offices of until the day and time of the deadline of their submission. It should be noted that the date of



postmarking is not taken into account, while ADDMA has no responsibility in regards the receipt of the proposal dossier or its contents in due time.

In any case, the proposal dossiers should have been registered with the ADDMA before or on the closing date and at 16:00. Submission of a proposal automatically implies the full and unconditional acceptance by stakeholders of all the terms of this Invitation.

No applications are received that are submitted out of date and do not meet the conditions defined as mandatory in accordance with the present.

The Invitation is not of competitive nature and ADDMA does not undertake any commitment to conclude a contract since it is left to the full discretion of concluding contracts or not, and the number of such contracts, excluding any claim of the parties concerned.

For any interventions deemed feasible, a contract with the ADDMA will be signed in accordance with the terms hereof.

For the ADDMA

Alexis Galinos

CEO