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ΕΘΝΙΚΟ ΑΝΑΠΤΥΞΙΑΚΟ ΤΑΜΕΙΟ  
HELLENIC GROWTH FUND

**REQUEST FOR PROPOSAL (“RFP”)  
FOR THE CONCLUSION OF AGREEMENT IN RELATION TO  
SUSTAINABILITY REPORTS FOR HELLENIC GROWTH FUND (HGF)  
AND HGF PORTFOLIO COMPANIES**

Date 24/09/2026

## DEFINITIONS / LIST OF ABBREVIATIONS

|                        |                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assignment             | The services to be provided by the Contractor, as per the scope and terms defined in the respective Individual Contract;                                  |
| Call-Off Notice        | The notice delivered to the Contractor, which has been selected to undertake a specific Assignment, as further described in section 7 of the present RFP; |
| Contractor/Advisor     | The Interested party which has been awarded the tender;                                                                                                   |
| Agreement              | Agreement, for the provision of the services to be provided to HGF/ HGF portfolio companies, that is to be entered between HGF and the Contractor;        |
| HGF                    | Hellenic Growth Fund                                                                                                                                      |
| HGF Portfolio Company  | A company included in the portfolio of the Hellenic Corporation of Assets and Participations S.A.(HGF) and covered by the scope of the present RFP;       |
| Individual Contract    | The contract concluded between HGF/ a HGF portfolio company and the Contractor in relation to a specific Assignment under the Agreement;                  |
| Interested Party(-ies) | A company or consortium of companies submitting a Proposal for the conclusion of the Agreement, in the context of this RFP;                               |
| Lot                    | Division of the scope of work and budget of the RFP. A separate Agreement will be signed for each Lot.                                                    |
| Proposal               | Proposal, for the conclusion of an Agreement for the provision of the services;                                                                           |
| RFP                    | Request for Proposal;                                                                                                                                     |
| Tender Process         | The tender process for the conclusion of an Agreement for the provision of the services.                                                                  |

## 1. CONTRACTING AUTHORITY – OBJECTIVES and SUBJECT

### 1.1 Contracting Authority

This Request For Proposals (RFP) is launched and managed by the Hellenic Corporation of Assets and Participations S.A. (“**HGF**”). HGF has its registered office at P. Patron Germanou 3-5 street, Athens, Attica Region, NUTS code EL 303.

Pursuant to article 185 of Law 4389/2016 as in force HGF operates in the public interest in accordance with the rules of private industry. It is set up to serve a specific public purpose. In particular, HGF manages and uses its assets in order to: (a) contribute resources for the implementation of Greece's investment policy and to make investments that contribute to strengthening the development of the Greek economy and (b) contribute to reducing the financial obligations of the Hellenic Republic, in accordance with Law 4336/2015. Further it is provided that in order to fulfill its purpose, HGF acts in an independent, professional and entrepreneurial manner with a long-term vision in achieving its results, in accordance with its Rules of Procedure; it also acts to guarantee full transparency, with a view to enhancing the value and improving the performance of the abovementioned assets as well as generating revenue which is distributed in accordance with Law 4389/2016. Finally, it is provided that HGF may take any action necessary to achieve its purpose within the framework laid down by Law 4389/2016.

Law 4972/2022 article 44 provides that HGF may conclude framework agreements with suppliers for the companies of its portfolio, under the reservation of the provisions of European legislation.

|                                                                             |                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registered seat of HGF and details for communications/access to information | 3-5 Palaion Patron Germanou Str., 105 61, Athens, Greece<br>NUTS Code EL 303<br>Tel: 0030 210 0106900<br>Web: <a href="http://www.growthfund.gr">www.growthfund.gr</a><br>Additional information may be requested to the following email address: <a href="mailto:info@growthfund.gr">info@growthfund.gr</a>             |
| Questions in respect of the Request for Proposals process                   | The Interested Parties can submit their questions in writing to HGF, until 7 days prior to the RFP close date. The questions should be submitted to the following email address: <a href="mailto:info@growthfund.gr">info@growthfund.gr</a> and answers to the questions will be provided to the parties electronically. |

Apart from HGF, the companies in the portfolio of HGF for which this RFP is of relevance are:

1. Hellenic Rail Estate <https://hellenicrailestate.gr/>
2. Hellenic Public Properties Co (HPPC) <https://hppc.gr/>
3. Central Markets & Fisheries Organization (OKAA) <https://www.okaa.gr/>
4. Central Market of Thessaloniki (KATH) <https://www.kath.gr/el>
5. Hellenic Saltworks <https://saltworks.gr/>
6. Corinth Canal <https://corinthcanal.com/>
7. TIF HELEXPO <https://helexpo.gr/>

## 1.2 Key Objectives of the Agreement' mechanism

HGF aims to establish portfolio-wide agreement ("**Agreement**") with one Contractor per each Lot for obtaining supporting advisory services relating to the preparation of Sustainability Reports in relation to HGF/ its aforementioned portfolio companies, in reference to GRI, and selectively SASB standards and TCFD framework.

Following the establishment of the Agreement, the services for the preparation of the Sustainability Report will be awarded to each company in the form of specific assignments, and specifically through individual contracts (the "**Individual Contract**"), one for HGF/ each portfolio company, as per the provisions of Law 4972/2022.

The overall benefits for the establishment of group-wide agreement for the HGF group of companies include:

- i. the acceleration of the procedures, beginning from the preparation until the implementation of the projects;
- ii. the enhancement of the competitiveness in the contract awarding process, and the standardization, where appropriate, and simplification of the tender procedures in terms of processing time;

## 1.3 Subject of the RFP

The subject of the RFP is the delivery of services (the "**Services**") upon the terms and conditions set out herein and in accordance with all instructions and directions provided by HGF. The scope of the Services is stated in Section 2 of this RFP.

To that effect, and by virtue of the present RFP, HGF is launching a call for tenders inviting interested parties ("**Interested Parties**") to submit Proposals, for the conclusion of the Agreement for the provision of the Services.

The Tender Process will be conducted in accordance with HGF's Procurement Regulation and Law 4972/2022. HGF has chosen to award the Agreement resulting from this RFP through an open procedure whereby any interested economic operator may submit a Proposal.

The present procedure falls under the following CPV codes:

-79410000-1: Business and management consultancy services

-79411000-8: General management consultancy services

Proposals that will be submitted to HGF without being in line with the provided in the present will not be considered as valid and will not be evaluated by HGF.

Separate Proposals shall be submitted per each Lot.

Every Interested Party, including consortium/ joint ventures, submits one Proposal for all requested services of each Lot mentioned below.

HGF reserves its right to award contracts to same tenderer for all or a combination of Lots 1, 2 and 3.

Interested Parties are not obliged to submit offers in relation to all Lots.

By participating in the present procedure, it is assumed for the Interested Parties that they agree fully and without any reservations with the terms of the present RFP, that they guarantee fully and without any reservations the accuracy of their financial offer, that the submitted Proposal is binding upon the submitting party for a period of six (6) months and that HGF shall call same in writing for the conclusion of the Agreement and the Contractor shall be obliged to proceed.

HGF may at any time request relevant supporting documentation to the submitted Proposal, either at this stage or prior to concluding any agreement or later.

## 2. SCOPE OF WORK

The scope of work includes:

- Preparation of Sustainability Report for years 2026 and 2027 in accordance to GRI and selectively SASB standards & TCFD recommendations (please see relevant allocation in the Lots below) in Greek language.
- Review of the sustainability reports prepared by HGF portfolio companies for year 2026 and 2027.
- Compilation of Sustainability Reports from HGF portfolio companies for 2026 and 2027 into portfolio-wide HGF Reports for 2026 and 2027, in Greek language.
- Translation of all finalized deliverables in English.
- Data gathering templates and relevant materials shall be in Greek, else otherwise noted.

The services are divided in the following Lots:

| LOT   | REQUESTED SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lot 1 | <ul style="list-style-type: none"> <li>• Preparation of Sustainability Reports for year 2026 &amp; for year 2027 in accordance to GRI and TCFD recommendations for <b>HGF</b>.</li> <li>• Double Materiality Analysis to be performed either in the context of preparing the report for year 2026 or for year 2027, to be agreed following consultation with the management.</li> <li>• Review of the Sustainability Reports prepared by all HGF portfolio companies and Compilation of data presented in the Sustainability Reports prepared by HGF portfolio companies for 2026 and 2027 into portfolio-wide HGF Reports.</li> <li>• Translation in English. All deliverables shall be prepared and finalized in Greek and shall next be translated in English by the Contractor.</li> <li>• Presentations to top Management and/or BoD, if requested</li> <li>• PMO for Lot 1 &amp; support in the case that Management decides to proceed with External Assurance of the Sustainability report(s)</li> </ul> |
| Lot 2 | <ul style="list-style-type: none"> <li>• Preparation of Sustainability Reports for years 2026 and 2027 in accordance to GRI and selectively SASB, for two (2) Large Non-Listed HGF portfolio companies, namely <b>HPPC</b> and <b>OKAA</b>.</li> <li>• Double Materiality Analysis to be performed either in the context of preparing the report for year 2026 or for year 2027, to be agreed following consultation with the management.</li> <li>• Translation in English. All deliverables shall be prepared and finalized in Greek and shall next be translated in English by the Contractor.</li> <li>• Presentations to top Management and/or BoD per case, if requested</li> <li>• PMO for Lot 2 &amp; support in the case that Companies decide to proceed with External Assurance of the Sustainability report(s)</li> </ul>                                                                                                                                                                            |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lot 3 | <ul style="list-style-type: none"> <li>• Preparation of Sustainability Reports for years 2026 and 2027 in reference to GRI for five (5) Small Non-Listed HGF portfolio companies, namely <b>Hellenic Rail Estate, KATH, TIF HELEXPO, Hellenic Saltworks and Corinth Canal</b>.</li> <li>• Double Materiality Analysis to be performed either in the context of preparing the report for year 2026 or for year 2027, to be agreed following consultation with the management.</li> <li>• Translation in English. All deliverables shall be prepared and finalized in Greek and shall next be translated in English by the Contractor.</li> <li>• Presentations to top Management and/or BoD per case, if requested</li> <li>• PMO for Lot 3 &amp; support in the case that Companies decide to proceed with External Assurance of the Sustainability report(s)</li> </ul> |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The assignment for deliverables with reference year 2026 or 2027 shall take place upon approval by HGF/ relevant portfolio company. The latter have the discretion not to proceed with the assignment for the deliverables with reference year 2027 for any reason and without any obligation for compensation towards the Contractor.

The Agreement will be concluded in the form of separate but identical Framework Agreements with one Contractor per each Lot.

Interested Parties submitting a Proposal either on their own or as members of a consortium/joint venture in the framework of Lot 1 are not precluded from submitting a Proposal also in the framework of Lot 2 or 3, and vice versa, without prejudice to section 7 hereinbelow.

HGF shall assume no responsibility of financial or other nature on the part of the companies of its portfolio for any reason or cause. The provisions of the present RFP supersede all other provisions included in other texts.

In case a portfolio company ceases for any reason to be subject to the provisions of article 44 of Law 4972/2022 applying to the present tender process, or to the present RFP, or in case its participation to the present tender process is canceled for any legal or other reason, HGF and/ or its portfolio companies in all cases shall not bear any responsibility of financial or other nature towards the Contractor or any other party.

HGF does not guarantee that a minimum number of companies shall receive services, by virtue of the present tender.

The Agreement and/ or the Individual Contracts with the Contractor can be terminated either in whole or partly without compensation obligation for HGF or any of its portfolio companies concerning any legal or other reason in relation to article 44 of Law 4972/2022.

## 2.1 Place of performance

The Services will be provided by the Contractor in Greece as specified in the Individual Contracts.

## 2.2 Languages of delivery

Actions and deliverables shall be performed in Greek and/or in English.

## 3. DURATION & BUDGET

### 3.1 Duration

The duration of the Agreement shall be eighteen (18) months (the “**Term**”). HGF reserves its right at its sole discretion to extend the duration of the Agreement. In that case the agreed fee remains the same.

Deliverables related to reference year 2026 shall be completed by December 31<sup>st</sup>, 2027. Deliverables related to reference year 2027 shall be completed by December 31<sup>st</sup>, 2028.

The duration of the Individual Contracts, which are based on the respective Agreement, does not need to coincide with the duration of the Agreement, but might be, as appropriate, shorter or longer.

### 3.2 Budget

The maximum available budget for the provision of the Services for all Lots, for the Term of the Agreement, including any extension in terms of time, is described in the chart below in EUROS:

|       |                                                                                                                                                                            |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lot 1 | <b>€ 70,000</b><br>Out of which:<br>50% corresponding to deliverables with reference year 2026<br>& 50% corresponding to deliverables with reference year 2027             |
| Lot 2 | <b>€ 25,000 per company</b><br>Out of which:<br>50% corresponding to deliverables with reference year 2026<br>& 50% corresponding to deliverables with reference year 2027 |
| Lot 3 | <b>€ 15,000 per company</b><br>Out of which:<br>50% corresponding to deliverables with reference year 2026<br>& 50% corresponding to deliverables with reference year 2027 |

all amounts excluding VAT (the “**Budget**”).

The Budget includes all fees and expenses to be paid to the Contractor by HGF in relation to Lot 1 and in relation to Lots 2 and 3 by each HGF portfolio company, as per the execution of the Individual Contracts. The above volumes are estimates only and there is no commitment as to the exact quantities of Services to be ordered. The actual volumes will depend on the quantities which HGF/ HGF portfolio companies will order through the corresponding Individual Contracts. In case of extension in terms of time the fee shall remain the same.

## 4. EXCLUSION AND SELECTION CRITERIA

Interested Parties must have the overall capabilities (technical & professional, economic & financial, and legal) to perform the Agreement. If any of the criteria listed below are not fulfilled, the relevant Interested Party will not be selected for further evaluation.

Groups of economic operators (consortia / joint ventures) shall not be required to have a specific legal form in order to submit a tender.

### 4.1 Exclusion Criteria

The objective of the exclusion criteria is to assess whether:

- i. an Interested Party (or a member of its administrative, management or supervisory body or a person that has powers of representation, decision or control therein) falls under the exclusion situations included in Article 57 (1) of the Directive 2014/24, i.e. whether that Interested Party has been the subject of a conviction by final judgment for one of the following reasons:
  - a. participation in a criminal organization, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

- b. corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law, i.e. as defined in any of the articles 159A, 236, 237 paras. 2-4, 237A para. 2, 396 para. 2 of the Greek Criminal Code;
  - c. fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;
  - d. terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;
  - e. money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
  - f. child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- ii. an Interested Party is in breach of its obligations relating to the payment of taxes or social security contributions. This exclusion ground shall no longer apply when the Interested Party has fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines. Further, the Interested Parties must abide with the obligations arising from environmental, social security and labour law, as provided by Directive 2014/24 (article 18 para. 2).
- iii. an Interested Party is bankrupt or the subject of insolvency or winding up proceedings, its assets are being administered by liquidator or by the court, is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure under national laws and regulations.
- iv. an Interested Party is guilty of grave professional misconduct which renders its integrity questionable. Interested Parties found to be in an exclusion situation will be rejected.

In the case of consortia/joint ventures, the Exclusion Criteria are examined with regards to each individual member of a consortium/joint venture.

In case of reliance in the capacity of third parties for the fulfilment of the selection criteria, the exclusion criteria are examined and with regards to the above entities (third parties), according to the provisions of this RFP. Interested Parties shall include in the respective Dossier of their Proposal an ESPD of the above entities and all the respective means of proof foreseen in this RFP.

## 4.2 Selection Criteria

The objective of the selection criteria is to assess whether the Interested Party has the professional, and technical capacity to perform the Agreement. The selection criteria for this Request for Proposals, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections. Proposals submitted by Interested Parties not meeting the minimum levels of capacity will be rejected.

### 4.2.1 Suitability to perform the professional activity

All Interested Parties must prove that they are registered to pursue their professional activity under applicable law, depending on the country of their establishment.

#### 4.2.2 Technical and professional capacity

Interested Parties must be able to demonstrate expertise in providing the type of requested services in the Lots, as described above.

As a minimum requirement, Interested Parties must submit a list of companies/organizations handled by same with a similar scope of work and present best practices and actions (case studies) they have applied in at least two companies.

Furthermore, Interested Parties must propose a core-team for the implementation of the Agreement covering the profiles of Key Experts described below. These Key Experts are expected to, as appropriate, form a significant part of the prospective Contractor's proposed team to deliver the Assignments, and to demonstrate expertise and experience as specified in the table below. It is noted that if any of the Key Experts becomes unavailable during the Agreement term, the Contractor shall provide adequate justification for such unavailability and shall propose replacement of Key Expert(s) with equal or better qualifications and experience than the originally proposed Key Expert that became unavailable. The Proposal shall include a description of the profiles of the Key Experts, expertise, and experience as well as how exactly each such core team member contributes to project fulfillment.

#### Key Experts

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Core Team Leader</b>      | A seasoned professional, leading the Assignment, responsible for the project progress and for the prompt delivery of the Sustainability Reports.                                                                                                                                                                                                                                                                                                                         |
| <b>Core Team Manager</b>     | Must demonstrate experience in non-financial reporting, exposure in sustainability related projects as well as deep understanding of the various ESG matters relating to corporations in Greece, including stakeholders mapping, materiality analysis, risk management and applicable local and EU legal framework.<br><br>S/he must have 15+ years of working experience in similar assignments and ensure the proper application of the requested reporting standards. |
| <b>Core Team Members</b>     | Core Team Members must demonstrate complementarity of skills and academic backgrounds, covering aspects of the Environmental, Social and Governance pillars. The Core Team Members are expected to actively contribute in supporting the companies in the preparation of their Sustainability Reports.<br><br>Core Team Members must have at least 3 years of working experience in similar assignments.                                                                 |
| <b>Specialized Expertise</b> | Core Team per Lot must include a member with proven experience in Climate Change matters e.g. related to various projects' design, implementation and/or related reporting. For Lot 1 such expertise must include proven experience in reporting of the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD).                                                                                                                               |
| <b>Quality Assurance</b>     | Core Team must include a dedicated team member responsible for the monitoring of methodology application and for safeguarding that final deliverables meet established quality standards.                                                                                                                                                                                                                                                                                |

In the case of consortium, the above minimum requirements shall be fulfilled by the Interested Party as a whole, i.e., the combined capacities of all involved entities will be evaluated.

It is clarified that qualifications, skills and competences described as advantageous shall not be considered “on/off” criteria but shall be assessed in the context of the evaluation of the Technical Proposal in accordance with articles herein below.

#### 4.2.3 Reliance on the capacities of other entities to fulfil the selection criteria

In order to fulfil the selection criteria, an Interested Party may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. With regards to technical and professional capacity criteria, an Interested Party may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required.

HGF shall require from the Interested Party to replace an entity which does not meet a relevant selection criterion, or in respect of which there are grounds for exclusion.

#### 4.2.4 Subcontracting

Subcontracting is the situation where an Interested Party enters legal commitments with other economic operators which will perform part of the Agreement or the Individual Contract on its behalf. The Contractor retains full liability towards HGF for the performance of the Agreement as a whole, as well as the respective Individual Contracts.

All contractual tasks may be subcontracted unless HGF expressly reserves the execution of certain critical tasks to the sole Contractor itself.

Changes concerning subcontractors identified in the Proposal (withdrawal/replacement of a subcontractor, additional subcontracting) after the submission deadline and before signature of the Agreement or after the signature of the Agreement but before the signature of an Individual Contract require the prior written approval of HGF.

### 4.3 Means of proof

Means of proof for the exclusion and selection criteria provided for herein shall be submitted separately per each Lot or a relevant indication shall be included.

#### 4.3.1 Exclusion Criteria

As evidence of non-exclusion, each Interested Party needs to submit with its Proposal a European Single Procurement Document (ESPD) prepared in accordance with the template included in Annex I. The declaration must be signed by an authorised representative of the entity providing the relevant declaration. The submission of the ESPD must take place in accordance with the deadline for the submission of proposals of this RfP.

Interested Parties that are consortia/joint ventures shall be required to include in Dossier A' separate ESPDs, one for each member.

In case of reliance in the capacity of third parties for the fulfilment of the selection criteria, the exclusion criteria are examined and with regards to the above entities (third parties), according to the provisions of this RFP. Interested Parties shall include in the respective Dossier of their Proposal an ESPD of the above entities and all the respective means of proof foreseen in this RFP.

#### 4.3.2 Documentation concerning the Selection Criteria

When submitting its Proposal, each Interested Party shall solemnly declare that it fulfils the selection criteria, through the submission of the European Single Procurement Document as per Annex I herein, accompanied by any further documentation described in the following sections.

#### *4.3.2.1 Suitability to perform the professional activity*

Each Interested Party – and in case of consortia/joint ventures, each member thereof – shall state in the ESPD document(s) to be submitted information concerning registry to pursue their professional activity as required per applicable law.

#### *4.3.2.2 Technical and professional capacity*

The ESPD document(s) to be submitted by the Interested Parties shall be accompanied by a table demonstrating a list of companies/organizations handled by the Advisor under a similar scope of work and present best practices and actions (case studies) applied in at least two companies. HGF has the right to request project completion certificates or client recommendation letters or contracts for the above list; or to contact directly project clients to verify the accuracy of the submitted information. Furthermore, they shall be accompanied by all the information regarding the Key Experts' team, as requested in Section 4.2.2.

#### *4.3.2.3 Reliance on the capacities of other entities – Subcontracting*

Interested Parties must prove that they will have at their disposal the resources necessary for the performance of the Agreement by producing a commitment letter, signed by the authorized representative of such an entity, and the supporting evidence that those other entities have the respective capacities in accordance with the terms of this RFP.

Interested Parties are required to indicate the part of the Agreement that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions.

In particular, a document shall be submitted (agreement, decision of the competent body or, in the case of a natural person, a self-declaration), under which both the economic operator and tenderer certify the technical and / or professional capacity of the entity, so that it is at the disposal of the tenderer for the performance of the contract. The relevant document should be detailed and state at least the specific resources that will be available for the performance of the contract and how they will be used to perform the contract. The third party will explicitly undertake to make the specific resources available to the tenderer during the term of the contract and the tenderer will make use of them in the event that the contract is awarded to them. In case the third party possesses technical or professional suitability related to the qualifications and professional experience, it will commit to perform the tasks or services for which the specific skills are required, stating the part of the contract that it will perform.

## **5. CONTENT AND SUBMISSION OF PROPOSALS**

### *5.1 Deadline for the submission of Proposals*

The Proposals must be submitted by no later than **16 October 2026, 17:00**, Athens time. Proposals submitted after the aforementioned deadline shall be deemed inadmissible and, thus, immediately rejected. In case of a late receipt, the Proposal shall not be evaluated.

Requests for the provision of clarifications in relation to the terms and conditions of the RFP may be submitted to the HGF no later than **09 October 2026, 17:00**, Athens time. Interested Parties must meet all the requirements described under this RFP. Interested Parties who fail to submit their Proposals fully compliant to the aforementioned requirements shall be disqualified from the Tender Process.

Interested Parties should submit their Proposals with the indication **“SUSTAINABILITY REPORTS FOR HGF & HGF PORTFOLIO COMPANIES”**, exclusively via electronic mail (email) to the electronic mail address: [info@growthfund.gr](mailto:info@growthfund.gr), and the Proposal should be protected with a password. The Proposal of each Interested Party should comprise of all the below requested dossiers, along with any other document

proving the experience and specialization of the Interested Parties in the relevant services. Separate Proposals shall be submitted per each Lot.

More specifically, in the e-mail for the submission of the Proposal of each Interested Party, at least two, distinct and locked (protected with password) files must be attached. Mandatorily, the financial offer at the penalty of exclusion shall be attached in the email of each Proposal separately and will be protected with a different password.

After lapse of the deadline for the submission of Proposals, the Interested Parties shall be invited through e- mails to submit the security passwords opening the attached files of their e-mail Proposal.

## 5.2 Content of the Proposals

The Proposals shall be submitted in English or in Greek and shall be valid for a period of six (6) months. Validity of offers shall be extended beyond the six-month period following a relevant request of the HGF. The proposals to be submitted by the Interested Parties are required to include the following dossiers:

### i. Dossier A' (Exclusion and Selection Criteria)

The ESPD document(s) to be submitted by the Interested Parties, demonstrating lack of exclusion grounds, as well as the Interested Parties' fulfilment of the selection criteria as per the provisions above. Interested Parties shall also include the documentation described under section 4.3. hereinabove. Interested Parties that are consortia/joint ventures shall be required to include in Dossier A' declarations of each of their members appointing one of the consortium members as the Lead Member authorized to submit the Proposal on the consortium's and its members' behalf, execute the Agreement and act as a single point of contact between the HGF and the relevant Interested Party / Contractor and a process agent throughout the procurement process and during the term of the Agreement.

In case of reliance in the capacity of third parties for the fulfillment of the selection criteria, the exclusion criteria are examined and with regards to the above entities (third parties), according to the provisions of this RFP. Interested Parties shall include in the respective Dossier of their Proposal an ESPD of the above entities and all the respective means of proof foreseen in this RFP.

### ii. Dossier B' (Technical Proposal)

Dossier B' shall comprise of the Technical Proposal.

The Technical Proposal must provide all the information needed to assess the compliance with and allow assessment of the award criteria, above minimum requirements set in Dossier A'.

#### DOSSIER B'. I Project Team

Proposed team composition and structure, including relevant experience of the head and the senior members of the team. The proposal shall include the CVs of all members of the team proposed by the interested parties, as well as a clear description of their experience to related projects and the added value each member will bring to the team, depending on their field and their experience.

#### DOSSIER B'.II – Methodology

Proposed approach to the project per Lot, identifying significant issues and their working method.

Proposed approach in presenting ESG data and performance of the absorbed entities for Lot 1.

The ability to utilise project team members on an on-site basis will be a plus.

Substantiation of Sustainability and ESG standards and rules followed by the Interested Party in their business operation.

Any quality assurances (such as EN ISO 9001:2015) will be considered as a plus.

HGF shall recognize equivalent certificates issued by bodies accredited by equivalent accreditation bodies based in other Member States as a plus. It also accepts other evidence of equivalent quality assurance measures, provided that the Interested Party concerned has not been able to obtain such certificates

within the relevant time limits for reasons for which it is not responsible, provided that the economic operator proves that the proposed quality assurance measures meet the required quality assurance standards.

### iii. Dossier C' (Financial Proposal)

The Interested Parties must submit the Financial Proposal within the Budget stated above. The Financial Proposal shall be:

- i. Expressed in Euro (€). Interested Parties from countries outside the euro zone must quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the Interested Party to bear the risks or the benefits deriving from any variation. Additionally, all amounts shall be free of all duties, taxes, and other charges, i.e., also free of VAT.
- ii. Unconditional and without any reservations and it cannot lead to the Budget stated in this RFP being exceeded. It shall include any kind of expenses / costs that will be required during project execution (indicatively local travel for project purposes in the country, any accommodation, tax & social insurance, communication costs, professional insurance, administrative support, software & hardware, reports production, etc.).

Attention is drawn to the following points:

- i. Price revision is not applicable.
- ii. All kind of expenses are included in the fee.
- iii. Interested Parties must include in their Financial Proposal a breakdown per Lot of their proposed fees for deliverables related to reference year 2026 and their proposed fees for deliverables related to reference year 2027.
- iv. Interested Parties must include in their Financial Proposal a breakdown per company for proposed fees in Lots 2 & 3.
- v. For purposes of evaluation the total of proposed fees for both years shall be taken into consideration.

### iv. Dossier D' (Conflict of interest)

Interested Parties should declare solemnly that they are not in conflict of interest regarding the services they are requested to provide to HGF/ HGF portfolio companies. Additionally, that they do not have a professional relationship, or that they do not provide services to third parties, such as those that may constitute a conflict of interest and that in case the assignment is awarded, will be indicated that it will not lead to a conflict of interest for any of the parties involved. The project team members should also declare the above.

In case that other legal entities in joint venture or under subcontracting agreement are used, then for every legal entity as well as all team members of same should be included in the Proposal a statement of non-conflict of interest by such legal entity and team members.

This conflict of interest statement will be valid for the whole duration of the services provided to HGF/HGF portfolio companies.

HGF may at any time request the Interested Parties to provide clarifications and evidence on issues related to conflict of interest.

The Interested Parties must observe and abide by their professional code of conduct and relevant confidentiality rules.

The Interested Parties, including the project team members shall ensure the confidentiality of any available information either at the stage of the Tender Process or later.

### 5.3 Clarifications / Access to Proposal dossiers

HGF reserves the right to request from Interested Parties any omitted documents and/or information in relation to the Proposal dossiers submitted, as well as any additional documents and/or clarifications and/or

information in connection with any issue related to their Proposals, as deemed necessary and based on Directive 2014/24.

HGF hereby ensures that only authorised persons will have access to data transmitted in the context of this RFP and only after the prescribed date provided for in the present RFP.

## **6. EVALUATION AND AWARD**

Interested Parties, who have submitted completed Proposals and have proved that they are not subject to the exclusion criteria and have demonstrated the appropriate capacity to perform the Agreement as per the exclusion and eligibility criteria hereinabove will be further assessed, on the basis of the technical and financial award criteria, as defined below.

### **DOSSIER B'.I - Project Team (40%)**

Proposed team composition and structure, including relevant experience of the head and the senior members of the team. The proposal shall include the CVs of all members of the team proposed by the interested parties, as well as a clear description of their experience to related projects and the added value each member will bring to the team, depending on their field and their experience.

### **DOSSIER B'.II – Methodology (30%)**

Proposed approach to the project per Lot, identifying significant issues and their working method. Proposed approach in presenting ESG data and performance of the absorbed entities for Lot 1. The ability to utilise project team members on an on-site basis will be a plus. (25%)

Substantiation of Sustainability and ESG standards and rules followed by the Interested Party in their business operation. (5%)

The objective of the award criteria is to evaluate the Proposals with a view to choosing the most economically advantageous Proposal, based on the best price-quality ratio.

The Financial Proposal offering the best price-quality ratio will be determined in accordance with the formula below:

$$Li = 70*(Bi/Bmax) + 30*(Kmin/Ki)$$

Where:

**Bmax:** The maximum score received by the highest-ranking Technical Proposal

**Bi:** The score of the Technical Proposal i

**Kmin:** Financial score of the lowest Financial Proposal

**Ki:** Financial score of the Financial Proposal i

The evaluation of the Proposals as provided for hereinbelow shall be conducted separately per each Lot.

## **7. PROCEDURE FOR AWARDING A SPECIFIC INDIVIDUAL CONTRACT**

The completion of the tender procedure shall lead to the conclusion of an Agreement with one Contractor per Lot, who has submitted the most economically advantageous specific tender on the basis of the award criteria set out in relevant section herein. The Agreement is implemented through specific Individual Contracts to be awarded with each of the HGF portfolio companies and HGF itself. The Individual Contracts are assigned in accordance with the terms of the Agreement. The basic terms of the Agreement are included in **Annex II**.

For the assignment of such Contracts, HGF/ each HGF portfolio company is entitled to consult in writing with the Contractor as well as to request from him to complete his offer, in accordance with the terms of the Agreement, based on the needs of each Individual Contract.

Each Individual Contract is likely to vary in duration and size; the scope of work of each Individual Contract will be similar or constitute a subset of the broader scope of work provided for in relevant section above. The

detailed objectives, task descriptions, deliverables, expertise requirements and other practical details of each specific Contract called off under the respective Agreement will be finalised upon the issuance of the Call-Off Notice and the conclusion of the Individual Contract between HGF/ HGF portfolio company and the Contractor. However, Individual Contracts based on the Agreement shall not entail substantial modifications to the terms laid down in that Agreement.

The Call-Off Notice will indicatively outline the specific Services, the charges, any milestone dates, the responsibilities of the Parties, the delivery plan for the Services, any acceptance criteria and any assumptions and other details that may specifically apply to the Assignment.

Within a deadline that is no less than five (5) days after receipt of the Call-Off Notice the Advisor shall deliver the Call-Off Notice to HGF/ the respective HGF portfolio company duly signed and executed (in case of a consortium by the Lead Member).

The final terms related to the Assignment will be reflected in the Individual Contract. The Individual Contract will be concluded between HGF/ HGF portfolio company and the Contractor (in case of consortium by the Lead Member on behalf of all consortium members), by reference to the provisions of the respective Agreement. The signing of the Individual Contract entails the confirmation of the availability of the experts proposed by the Contractor.

-Upon signing the Individual Contract, the Contractor shall present to HGF/ HGF portfolio company a letter of guarantee for the proper execution of the Contract pertaining to the Agreement, amounting to 5% of the value of the Contract. The letter of guarantee shall be returned to the Contractor upon the due completion of the services involved in the Individual Contract.

The period for the provision of the Contractor's services commences from the date on which the Individual Contract has been signed by the last party.

The signature of An Agreement does not impose an obligation on HGF and/ or HGF portfolio company to conclude any Individual Contract with a Contractor. HGF or a HGF portfolio company may at its sole discretion and at any time, award one or more contracts for the provision of any and all the services in the RFP or other related services or activities to economic operators outside the Contractors, in line with its Procurement Regulation and applicable law, without being liable in any way towards the Contractor and any of the Advisors and/or third parties. No person acquires any right or claim to compensation (not even for the cost of submitting a Proposal) against HGF or a HGF portfolio company, its employees, officers and agents in general, or other claim to make good losses against HGF/ HGF portfolio company arising from any award of contract to any person that is not a party to the Agreement.

## **8. TERMINATION**

Without prejudice to the grounds for termination provided for in the Agreement, HGF may terminate without an obligation for compensation for HGF or any of its portfolio companies, the Agreement during its term, among others, where:

- a. the Agreement has been subject to a substantial modification, which would have required a new procurement procedure pursuant to Article 72 of Directive 2014/24;
- b. the Contractor has, at the time of the award of the Agreement, been in one of the situations referred to in Article 57 (1) of Directive 2014/24 and should therefore have been excluded from the procurement procedure;
- c. the Agreement should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and Directive 2014/24 that has been declared by the Court of Justice of the European Union in a procedure pursuant to Article 258 TFEU.

- d. There is any legal or other reason in relation to article 44 of Law 4972/2022.

## **9. TERMS AND CONDITIONS**

The Contractor will be selected in accordance with article 44 of Law 4972/2022 and the HGF's Procurement Regulation. The date and place of opening of the Proposals shall be determined following decision of the competent HGF body and as provided by HGF's Procurement Regulation. The assessment shall take into consideration the criteria as set above. HGF may require any clarification, addition or adjustment of the submitted documentation as deemed necessary.

Interested Parties that do not fulfil the minimum requirements for participation, as set above, will not be considered in the award process.

The participation in the present Tender Process entails the full and unconditional acceptance of the rules of this RFP by the Interested Parties. As a result, any conditional offers and/or any terms and conditions contained in the Proposals, which are not in compliance with this RFP, shall not be taken into consideration and shall not bind HGF in any way whatsoever, either in the course of the present Tender Process or thereafter.

By submitting a Proposal, an Interested Party commits to perform the Agreement in full compliance with the terms and conditions of the procurement documents for this Request for Proposals. Particular attention is drawn to the fact that Interested Parties must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24.

HGF, the members of any corporate body thereof, as well as its officers, employees, advisors and agents are not to be held responsible or liable in respect of any error or misstatement/misrepresentation in, or omission in this RFP. No person acquires against HGF, the Hellenic Republic, the HGF portfolio companies, and/or any and all of the members of their corporate bodies, their officers, employees, advisors and agents, any right or claim for compensation, or indemnification, or other, for any reason or cause related to this RFP and/or any Proposal submitted and/or any participation in the Tender Process. No representation, warranty or undertaking, expressed or implied, is, or will be made, in relation to the accuracy, adequacy or completeness of this RFP and the Tender Process in general.

HGF reserves the right, in accordance with the applicable Procurement Regulation and the applicable Greek and EU law, to extend and/or amend the engagement with the Contractor in order to include complementary services which may be required and cannot be identified at this point of time, but which shall prove to be inseparable from the original engagement, or which may be absolutely necessary for the completion of any Assignment, subject to the provisions of Article 72 of Directive 2014/24.

HGF reserves the right, at the fullest extent possible and at its exclusive discretion, to cancel, suspend, amend or postpone this procedure without any prior notice or update, as well as to terminate any negotiations or discussions at any stage of the process, in relation to all or certain Lots, without incurring any liability whatsoever as against any participant and/or any third party.

Each Interested Party shall be responsible for the costs and expenses to be borne in response to this RFP. Neither HGF nor its officials, employees, executives or advisers shall be liable for any costs or expenses, or damages incurred or suffered by an Interested Party or other recipients of this RFP in relation to this tender. Any dispute arising under, or out of, or in connection with the present RFP including the Proposals submitted and the agreement to be signed, shall be subject to the exclusive jurisdiction of the Courts of Athens, Greece and the governing law will be the Greek Law.

The Proposals that will be submitted are considered as suggestion to HGF and not as accepted proposals. Any conditional Proposals and/ or any terms and conditions contained in the Proposals which are not in compliance with this Request for Proposals shall not be taken into consideration and shall not bind HGF in any way whatsoever either in the course of the Tender Process or thereafter.

The award of the assignment is subject to the submission of required documentation/ proofs and conclusion of a written contract. In case the preferred bidder fails to agree with HGF on the terms and conditions of the contract within reasonable time, HGF reserves its right at its exclusive discretion to nominate as preferred bidder and award the assignment to the substitute preferred bidder. In such case the

award of assignment shall also be subject to the conclusion of a written contract.

Annexes to this RFP constitute an integral part of this RFP.

Prior to the conclusion of the agreement, HGF shall request the eligible tenderer to submit all supporting documents, demonstrating the fulfilment of the exclusion and selection criteria, in line with Article 60 of Directive 2014/24.

More specifically the documentation needed is the following:

-Extract(s) of criminal record or other equivalent document(s) / certificate(s) issued within the last thirty (30) days by the competent judicial or administrative authorities in the country of origin / establishment of the Contractor, verifying that the Contractor has not been convicted by a final judgment of conviction for any of the offences below:

Participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

Corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union (OJ C 195, 25.6.1997, p. 1) and Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54), as well as corruption as defined in the national law, i.e. as defined in any of the articles 159A, 236, 237 (2) to (4), 237A (2) and 396 (2) of the Greek Criminal Code.

Fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities (OJ C 316, 27.11.1995, p. 48).

Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 respectively of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism (OJ L 164 of 22.6.2002, p. 3), or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 thereof.

Money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and the Council of 26 October 2005 on the prevention of the use of the financial system for money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

Child labour and other forms of human trafficking, as defined by Article 2 of Directive 2011/36/EC of the European Parliament and the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

The above documentation shall also be provided in respect of the members of the administrative, management or supervisory body of the Contractor or having powers of representation, decision or control therein.

-Certificate(s) valid and in force from the competent authorities of the Contractor's country of origin / establishment that the Contractor is not in breach of its obligations relating to the payment of taxes (i.e., a tax clearance certificate).

-Certificate(s) valid and in force from the competent social insurance organisation(s) of the Contractor's country of origin / establishment that the Contractor is not in breach of its obligations relating to its social insurance contributions (i.e., an insurance clearance certificate).

-In order to prove the legal representation, in cases where the economic operator is a legal entity and is registered compulsorily or voluntarily, according to the applicable legislation, and declares its representation and changes to a competent authority (e.g. ΓΕΜΗ), it presents a relevant certificate of valid representation which must be issued up to thirty (30) working days prior to its submission, unless this has a specific period of validity. Specifically for domestic economic operators, the following are produced:

- i. in order to prove legal representation, in cases where the economic operator is a legal entity and is obliged, according to the applicable legislation, to declare its representation and changes in ΓΕΜΗ, it presents a relevant certificate of valid representation, which must be issued by thirty (30) working days before submission.
- ii. For the certificate of good standing and the changes of the legal entity, general certificate of changes of ΓΕΜΗ, if it has been issued up to three (3) months before its submission.

In other cases, the relevant legal documents of establishment and legal representation (such as statutes, certificates of alteration, respective Official Government Gazette, decisions establishing administrative bodies, etc., depending on the legal form of the economic entity), accompanied by a self-declaration of the legal representative that they are still valid at the time of submission.

If for the performance of the present award procedure powers have been granted to a person other than those mentioned in the above documents, an additional decision is presented - minutes of the competent statutory body of the legal entity with which the relevant powers were granted. In the case of natural persons, if powers have been granted to third parties, the authorization of the economic operator shall be produced.

Foreign economic operators shall provide the supporting documents required by the legislation of the country of establishment, and if not provided, a self-declaration of the legal representative, which proves the above in terms of the legal composition, changes, and representation of the economic operator.

The legal composition of the economic operator must result from the above documents, all relevant amendments to the articles of association, the person (s) who legally bind the company on the date of the tender (legal representative, right to sign, etc.), any third party to whom a power of attorney has been granted, as well as the term of office of the member and / or members of the governing body / legal representative.

## **Data Protection**

In the context of the submission and / or evaluation of a specific Proposal, HGF may collect and process personal data (such as personal data of legal representatives / staff of the Interested Party, etc.) as data controller, if required. Any such processing shall be carried out as set forth in the HGF's "Policy for the processing of Personal Data-Information Notice", which can be found at the following link "[Policy for the processing of Personal Data](https://www.growthfund.gr/en/policyfor-the-processing-of-personal-data/)" and forms an integral part of this request (<https://www.growthfund.gr/en/policyfor-the-processing-of-personal-data/>).

By submitting a Proposal for this request, shall be deemed that the Interested Parties have fully and unreservedly accepted the following:

- a. that they have carefully read, prior to the submission of the Proposal, HGF's "Policy for the processing of Personal Data-Information Notice" which forms an integral part of this request and agree with its content.
- b. that they have informed the natural persons whose personal data may be transmitted by the Interested Parties to HGF for such transmission as well as in relation to the content of HGF's Policy and have received their explicit consent (if required by applicable provisions) to the transmission of their personal data to HGF, in accordance with this Policy.

## **10. [ANNEXES](#)**

- Annex I: European Single Procurement Document (ESPD) – The contracting authorities prepare the ESPD using the electronic service (<https://espd.eprocurement.gov.gr/>), which offers economic operators the possibility to electronically draft and manage the ESPD. The file after duly completed is signed and uploaded as part of Dossier A.
- Annex II: Basic terms of the Agreement

*Annex I: European Single Procurement Document (ESPD)*

\*\*\* Please see uploaded PDF file to HGF's website\*\*\*

## *Annex II: BASIC TERMS OF THE AGREEMENT*

### **OBLIGATIONS OF THE CONTRACTOR**

The Contractor shall deliver the Agreement in accordance with the timeline and the specifications, as each time defined in each Individual Contract; and shall at all times ensure the diligent, due and proper delivery of the Services by its personnel. The Contractor shall use up-to-date, relevant professional techniques and standards in order to deliver the Services with the care, skill and diligence required in accordance with the Good Industry Practice, all applicable laws, enactments, orders, regulations, standards and other statutory instruments and all applicable terms and conditions of this Agreement. The Contractor must comply with the applicable data protection, environmental, social and labour law obligations established by European Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X of Directive 2014/24. During the execution of the Agreement and Individual Contracts, the terms of the RFP as well Law 4972/2022, Law 4389/2016, and the Greek Civil Code shall apply.

Upon signing each Individual Contract, the Contractor shall present to HGF/ concerned HGF portfolio company a letter of guarantee for the good performance of the Individual Contract, amounting to 5% of the value of the Individual Contract, covering the whole duration of the Individual Contract, based on template which shall be provided to the Contractor. The letter of guarantee shall be returned to the Contractor upon the due completion of the Individual Contract. In case of amendment of the Individual Contract, the Contractor shall present a letter of guarantee for the good performance of the Individual Contract, amounting to 5% of the total value of the Individual Contract.

The Contractor shall be obliged to take all necessary actions for the avoidance of damages to the equipment, machinery and establishments of HGF/ HGF portfolio companies as well as for the avoidance of accidents to the personnel of HGF/ HGF portfolio companies, during the delivery of the Services. The Contractor shall be responsible for all actions or omissions of its personnel and/ or partners. HGF shall assume no responsibility of financial or other nature on the part of the companies of its portfolio for any reason or cause.

In case a portfolio company ceases for any reason to be subject to the provisions of article 44 of Law 4972/2022 applying to the tender process, or to the RFP, or in case its participation to the tender process is canceled for any legal or other reason, HGF in all cases shall not bear any responsibility of financial or other nature towards the Contractor or any other party.

No person acquires any right or claim to compensation (not even for the cost of submitting a Proposal) against HGF/ a HGF portfolio company, its employees, officers and agents in general, or other claim to make good losses against HGF/a HGF portfolio company arising from any award of contract to any person that is not a party to the Agreement.

### **THE CONTRACTOR'S REPRESENTATIONS & WARRANTIES**

The Contractor undertakes to (i) provide experienced and high-quality Experts for the delivery of the Services; (ii) ensure that all personnel delivering the Services shall be adequately skilled, qualified and trained for the tasks they are to perform.

The Contractor and the personnel shall observe the highest standards of integrity and ethical conduct and shall act with honesty and propriety. The Contractor shall ensure that no circumstances arise during the Term, in which the activities of the Contractor or the personnel under the Contract conflict or might conflict with the Contractor's interests or personnel's personal interests or with any services which the Contractor or the personnel may render to third parties. HGF, without prejudice to any other remedy for breach of contract may, by written notice and with immediate effect, terminate this Agreement, if in its

judgment, such a Conflict of Interest has arisen. Special attention is drawn to relevant provisions of the RFP and section on conflict of interest of the present.

The Contractor shall not subcontract and have the Contract implemented by third parties – beyond the parties already mentioned in the tendering process – without prior written authorisation from HGF. The Contractor shall notify HGF in writing of the subcontractors that are proposed to be involved in the implementation of the Agreement, as well as the specific Services that said subcontractors will deliver in relation to the Assignment.

In any event, the Contractor may not fully subcontract the Services to be delivered in relation to an Assignment. The use of subcontractors shall not relieve the Contractor from any of its liabilities or obligations under the Agreement and the Individual Contracts. The Contractor shall be fully responsible for the subcontractors involved in the implementation of this Agreement and shall ensure that its subcontractors fully comply with the provisions of this Agreement and the Individual Contracts.

The Contractor shall have sole responsibility for complying with any legal obligations incumbent on it, notably those resulting from employment, tax and social legislation.

The Contractor shall neither represent HGF/ HGF portfolio companies nor behave in any way that would convey such an impression.

The Contractor guarantees the disposal of the referred in his Proposal personnel, as well as of any business partners, who have the required experience, knowledge and capacity in order to fully meet the requirements of the Agreement, and certifies that they will demonstrate a spirit of cooperation in their contacts with the executives of HGF/ HGF portfolio companies or the persons designated by it from time to time. Otherwise, HGF may request the replacement of a member of the Contractor's project team, in which case the Contractor must make a replacement with another person, of similar experience and qualifications. Replacement of a member of the Contractor's project team, at his request, during the execution of the Agreement, may be made after approval by HGF and only with another person of corresponding qualifications or experience. The Contractor is obliged to notify HGF in writing fifteen (15) days before the replacement.

In the event that members of the Contractor's project team exit or terminate their cooperation with it, the Contractor is obliged to ensure that during the period, until their departure, they will normally provide their services and on the other hand to immediately replace the departed personnel, with other persons who will have at least equal experience and equal qualifications with the replaced ones.

In the event of the dissolution, bankruptcy, or enforcement of one of the members who form the Contractor, the Agreement shall continue to exist and the obligations arising from the Agreement shall be borne by the remaining members of the Contractor only if they are able to fulfill them. The decision on the possibility of fulfilling or not the terms of the Contract is at the discretion of the competent body of HGF. Otherwise, HGF may terminate the Agreement. Also in case of merger, acquisition, transfer of the business, etc. of one of the members who form the Contractor, the continuation or not of the Agreement is at the discretion of HGF. In case of dissolution or bankruptcy of the Contractor, when he consists of a company, or the placement of his property in receivership, then the Agreement is automatically terminated from the day of the above events. In such a case, the Letters of Guarantee shall also be forfeited in favour of HGF/ HGF portfolio companies.

## **TERM**

This Agreement concluded hereunder by the Parties shall enter into force upon the Commencement Date.

The period for the delivery of the Services by the Contractor commences from the date on which the first Individual Contract has been signed by the last Party.

The Agreement is concluded for a period of (.....) months commencing from the Commencement Date.

The implementation of the Agreement by way of the signing of an Individual Contract cannot take place before the Commencement Date. The duration of the Individual Contracts, which are based on the Agreement, does not need to coincide with the duration of this Agreement, but might, as appropriate, be shorter, or longer.

The Agreement shall continue to apply to Individual Contracts executed prior to the expiration of the Agreement, irrespective of whether the Agreement expires during their term.

Any Individual Contract aiming at the implementation of the Agreement shall be signed before the Agreement lapses. The Agreement continues to apply to such Individual Contract after its expiry.

HGF is entitled to extend the duration of the Agreement at its sole discretion, by providing written notice to the Contractor. In that case the agreed fee in all cases for the services described in the RfP remains the same.

The assignment for deliverables with reference year 2026 or 2027 shall take place upon approval by HGF/ relevant portfolio company. The latter have the discretion not to proceed with the assignment for the deliverables with reference year 2027 for any reason and without any obligation for compensation towards the Contractor.

## **FEES & EXPENSES – PAYMENTS**

The maximum amount covering the provision of all Services within the total duration of the engagement, including any extension in terms of time is [\*] excluding VAT (the **“Budget”**). Under no circumstances, the total sum of the Contracts shall exceed the Budget.

The Budget includes all the fees to be paid to the Contractor in relation to the delivery of the Services. All prices shall be expressed in Euro. Prices shall be fixed and not subject to revision. The fees include all kind of expenses.

The payment of the invoices concerning the Services is done by [HGF in relation to Lot 1/ the HGF portfolio companies as the case may be] and is subject to the due delivery of the Services and Deliverables as each time specified. The delivery requirements shall be described in the Individual Contracts.

HGF/ The HGF portfolio companies shall pay the respective amounts within sixty (60) days of the date of receipt of the relevant invoice and supporting documentation as per applicable law and/ or as may be requested by HGF/ HGF portfolio company. The Contractor shall issue the invoice following the due delivery of the Services and Deliverables.

Payments shall be made to the bank account indicated by the Contractor.

The Contractor is liable for any charges in favour of third parties according to the applicable legislation, except for the applicable VAT. The Contractor shall have sole responsibility for compliance with the tax laws which apply to him.

## **CONFLICT OF INTEREST [The term may be amended following assessment procedure of HGF]**

The Contractor shall take all the necessary measures to prevent and abstain from any situation where the impartial and objective implementation of the Agreement is compromised for any reason and especially for reasons involving economic interest, political or national affinity, family or emotional life or any other personal interest related to the Agreement. The Contractor has the same obligation in connection with its personnel and all subcontractors engaged in the implementation of the Agreement.

Before the signing of the Individual Contract, the Contractor shall declare in writing that it has no Conflict of Interest in relation to the specific Assignment of the RFP, and that it will take all the necessary measures to ensure that the absence of any Conflict of Interest will be in effect throughout the whole term of the engagement.

Any situation constituting or likely to lead to a Conflict of Interest during the implementation of the Agreement shall be notified to HGF, in writing, without delay. The Contractor shall immediately take all the necessary steps to rectify this situation. HGF reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken within a specified deadline.

The Contractor shall comply with the respective environmental, social security and other legal framework

subject to European Union law, national law etc. The Contractor declares that it has read HGF's Code of Conduct, which is attached as Annex ..... and in connection with the provisions of / services to HGF/ HGF portfolio companies under this Agreement will comply with the Code.

The Contractor will not, and nor will any of its officers, employees, shareholders, representatives or agents, subcontractors ("Associated Parties"), directly or indirectly, either in private business dealings or in dealings with the public sector, offer, give or agree to offer or give (either itself or in agreement with others) any payment, gift or other advantage with respect to any matters which are the subject of this agreement which (i) would violate any anti-corruption laws or regulations applicable to the Contractor or HGF/ HGF portfolio companies, (ii) is intended to, or does, influence or reward any person for acting in breach of an expectation of good faith, impartiality or trust, or which it would otherwise be improper for the recipient to accept, (iii) is made to or for a public official with the intention of influencing them and obtaining or retaining an advantage in the conduct of business, or (iv) which a reasonable person would otherwise consider to be unethical, illegal or improper.

To the best of its knowledge and belief, neither the Contractor nor any of its Associated Parties (i) has at any time been found by a court in any jurisdiction to have engaged in any corrupt act (or similar conduct), (ii) has at any time admitted to having engaged in any corrupt act (or similar conduct), or (iii) has at any time been investigated or been suspected in any jurisdiction of having engaged in any corrupt act (or similar conduct). The Contractor represents and warrants that it and its Associated Parties have not engaged in any corrupt act prior to the date of this Agreement.

The Contractor warrants that it is not in any legal or factual relationship or situation which creates a potential conflict of interest situation or in general could possibly create suspicion that it prevents same - to a greater or lesser extent - from providing with the necessary effectiveness and objectivity its services to HGF/HGF portfolio companies. In the event that any legal or factual relationship or potential situation arises for any reason in the future, irrespectively of whether the Contractor is involved or not, the latter shall immediately notify in writing HGF and has the obligation to rectify the aforementioned situation as soon as HGF requests it. HGF is entitled to assess within its sole discretion whether a conflict-of-interest situation exists or not, irrespectively of whether it is described above or not.

The Contractor shall inform immediately HGF about any circumstance that may substantially affect its ability to either effectively perform its services to HGF/ HGF portfolio companies or comply with applicable laws and regulatory requirements.

Without prejudice to clause on termination, in the event HGF reasonably suspects there to have been a breach of this clause, HGF may terminate this Agreement immediately upon written notice to the Contractor.

## **CONFIDENTIALITY – INTELLECTUAL PROPERTY**

The Contractor shall preserve the confidentiality of any information and documents, in any form, which are disclosed in writing or orally in relation to the implementation of the Agreement, with the exception of information that is publicly available.

The Contractor shall not use Confidential Information and Documents for any reason other than fulfilling its obligations under the Agreement, unless otherwise agreed with HGF in writing.

The Contractor, as well as its personnel and all subcontractors engaged in the implementation of the Agreement, shall be bound by the confidentiality obligations stipulated hereunder during the implementation of the Agreement and for a period of five (5) years starting from the final payment made, unless:

- a. HGF agrees to release the Contractor from the confidentiality obligations earlier;
- b. the Confidential Information or Documents become public through other means than a breach of the confidentiality obligations;
- c. the disclosure of the Confidential Information or Documents is required by law.

The Contractor shall obtain from each member of his staff, board and directors an undertaking that they

will respect the confidentiality obligations under the Agreement.

The Contractor acknowledges that all the Results and Deliverables, in whatever medium or format, produced for use, or intended use, in relation to the performance of its obligations under the Agreement, shall be the sole property of HGF or a HGF portfolio company, as the case may be.

The Contractor grants to HGF as well as to HGF portfolio companies the rights to use at their absolute discretion the Results of the implementation of the Agreement (including, but not limited to reports and/or other Deliverables).

## **DATA PROTECTION**

The Parties shall take all necessary technical and organizational measures to ensure that the requirements of the General Data Protection Regulation are met, namely Regulation (EU) 2016/679 of the European

Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) as well as with the Greek Law 4624/2019, as in force.

HGF and/ or a HGF portfolio company acts as data controller with respect to personal data of individuals which may be collected in the context of the implementation of the Agreement and the Individual Contracts, and the processing of said data is to be conducted pursuant to the legislation on the protection of personal data.

Prior to any personal data processing on the part of the Contractor as data processor, the Contractor shall sign a Data Processing Agreement with HGF and/ or a HGF portfolio company, as may be required.

## **ASSIGNMENT**

The Contractor may not assign and/or transfer any of its rights, claims and/or obligations under the Agreement, in whole or in part, and may not be substituted in the performance of the Agreement by any affiliate thereof or any third party, unless HGF has given its prior written consent thereto.

Any right or obligation assigned by the Contractor without authorisation is not enforceable against HGF/ HGF portfolio companies.

## **LIABILITY**

The Contractor shall be solely responsible for complying with any legal obligations incumbent on it.

HGF/ HGF portfolio company is not liable for any damage or loss caused by the Contractor, including any damage or loss to third parties during or as a consequence of the implementation of the Agreement.

Without prejudice to the events of force majeure, the Contractor shall be liable and indemnify HGF/ HGF portfolio company and keep the latter indemnified for all actions, suits, claims, demands, losses, charges, damages, costs and expenses, taxes, penalties, and other liabilities incurred and/or suffered by HGF/ HGF portfolio company arising from, out of or in connection with:

- a. any act or omission – whether negligent or by intent – of the Contractor, its directors, officers, personnel, employees, subcontractors or agents relating to matters contemplated in this Agreement; and
- b. any breach by the Contractor, its directors, officers, employees, subcontractors or agents of any of the Contractor's obligation under this Agreement.

In the event of any action brought by a third party against HGF/ HGF portfolio company in connection with the implementation of the Agreement, the Contractor shall assist HGF.

The Contractor does not acquire towards HGF/ HGF portfolio company and/or its officers, agents and/or employees and/or advisors, any right or claim for compensation, or indemnification, or other, for any reason or cause related to the Agreement.

The economic operators forming the Contractor's consortium are all jointly and severally liable to HGF for the implementation of the Agreement.

## TERMINATION

The Agreement shall be terminated upon expiry of its Term.

HGF reserves the right to terminate the Agreement with cause upon written notice to the Contractor with immediate effect. HGF/ A HGF portfolio company may terminate the Agreement and/or an Individual Contract indicatively in the following circumstances without having an obligation for compensation:

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- a. if the Contractor is unable due to its own fault to obtain any permit or license required for implementation of the Agreement;
- b. if the Contractor fails to perform its obligations under the Agreement or is in breach of another substantial contractual obligation or refuses to sign an Individual Contract;
- c. if the procedure for the awarding or the implementation of the Agreement proves to have been subject to fraud;
- d. if the Contractor does not comply with applicable obligations under environmental, social and labour law established by Union law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24;
- e. if the Contractor is in a situation that could constitute a Conflict of Interest, subject to Article ... hereinabove;
- f. if a change to the Contractor's legal, financial, technical, organizational or ownership situation is likely to substantially affect the implementation of the Agreement or substantially modify the conditions under which the Agreement was initially awarded;
- g. in the event of force majeure, where either resuming implementation is impossible or the necessary ensuing amendments to the Agreement and/or the Individual Contract would mean that HGF/ HGF portfolio company's needs are no longer fulfilled;
- h. if the Agreement is subject to a substantial modification which would have required a new procurement procedure pursuant to Article 72 of Directive 2014/24;
- i. the Contractor has, at the time of the award of the present Agreement, been in one of the situations referred to in Article 57 (1) & (2) of Directive 2014/24 and should have been excluded from the award procedure;
- j. the Agreement should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and Directive 2014/24 that has been declared by the Court of Justice of the European Union in a procedure pursuant to Article 258 TFEU.
- k. There is any legal or other reason in relation to article 44 of Law 4972/2022.

At its absolute discretion, HGF may set a deadline to the Contractor to perform its obligations arising from the Agreement, in case the Contractor has not fulfilled same. If HGF chooses at its absolute discretion not to set the above deadline, then HGF is entitled to terminate the Agreement with immediate effect. The Contractor shall take all appropriate measures to minimize costs, prevent damage caused to HGF/ HGF portfolio companies by the termination of the Agreement and/or an Individual Contract. The Contractor shall perform all of its already assigned obligations in relation to the time period before the date of termination. The Contractor is liable for any damage incurred by HGF/ HGF portfolio company as a result of the termination of the Agreement and/or an Individual Contract including the cost of appointing another contractor to deliver the Services.

HGF/ A HGF portfolio company is entitled to terminate the Agreement and/ or the Individual Contract without cause upon prior written notice to the Contractor of 15 days, without having to pay any compensation to the Contractor. In such case the Contractor shall be entitled to fees corresponding to works already executed.

## **FORCE MAJEURE**

Force majeure shall mean any unforeseeable, exceptional situation or event beyond the control of the Parties that prevents either of them from fulfilling any of their obligations under the Agreement. The situation or event must not be attributable to error or negligence on the part of the parties or on the part of the subcontractors and must prove to be inevitable despite their exercising due diligence, indicatively including a natural catastrophe, fire, explosion, epidemic, war and terrorism. Defaults of service, defects in equipment or material or delays in making them available, labour disputes, strikes and financial difficulties may not be invoked as force majeure.

If either Party faces force majeure, it shall notify the other Party without delay by registered letter with acknowledgement of receipt or equivalent, stating the nature, likely duration, and foreseeable effects. Neither Party shall be held in breach of its contractual obligations under the Agreement if it has been prevented from performing them by force majeure.

The Parties shall take all the necessary measures to limit to a minimum any damage due to force majeure.

## **AMENDMENTS**

Any amendment to the Agreement shall be subject of a written agreement concluded by the Parties. No oral agreement shall be binding on the Parties.

## **GOVERNING LAW**

The present Agreement and any non-contractual matters or obligations arising under, out of or in connection with this Agreement shall be governed by and construed in accordance with the laws of the Hellenic Republic.

## **JURISDICTION**

The courts of Athens, Greece, shall have exclusive jurisdiction in relation to any dispute, controversy or claim arising out of, or relating to this Agreement or the breach, termination or invalidity hereof or any non- contractual obligations arising out of or in connection with this Agreement which cannot be settled amicably.

The Parties irrevocably waive any right they may have to object to any action being brought in those courts, to claim that the action has been brought to an inconvenient forum or to claim that those courts do not have jurisdiction.

## **SEVERABILITY**

If any provision of this Agreement is held to be invalid in whole or in part, such provision shall be deemed not to form part of the Agreement. In any event, the enforceability of the remainder of the Agreement shall not be affected, unless such deletion substantially affects or alters the contractual basis of the Agreement, as per the provisions of the Governing Law.

## **NOTICES**

Any notice or other communication given by one Party to the other pursuant to this Agreement shall be in writing, sent by way of a Formal Notification, i.e. by mail or email. Any notice given by email shall be immediately confirmed by the sending of a copy of the notice or communication by ordinary mail. Communications shall be sent to the address of the relevant Party referred to in this Agreement or the email address set out:

.....

In the event of a change in the above contact details, the Party to which the change concerns is obliged to inform the other Party in writing without delay. Such change shall be effective only after such notification.

## **MISCELLANEOUS**

This Agreement supersedes any previous conditions, understandings, commitments, agreements, or representations whatsoever, whether oral or written, and represents the entire understanding between the Parties, in relation to the scope of this Agreement. No variation to this Agreement shall be of any effect unless it is agreed in writing and signed by or on behalf of each Party.

No omission to exercise or delay in exercising on the part of any Party to this Agreement any right, power or remedy provided by law or under this Agreement shall constitute a waiver of such right, power or remedy or any other right, power or remedy or impair such right, power or remedy.