

Cyprus Public Transport Services and Operations Limited
("CPT")

Tender for the Provision of Security Services

Date: 14/05/2025

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PART A: INSTRUCTIONS TO ECONOMIC OPERATORS

1. ELIGIBILITY AND REQUIREMENTS FOR PARTICIPATION

1.1 Eligibility for Participation

Eligible for participation in the present Tender procedure are legal persons (governed by public or private law) and/or legal persons lawfully established in Cyprus and comply with all provisions of N.125(i)/2007 law.

1.2 Tenderer Status Specifications

1. Interested Economic Operators must meet the following requirements regarding their status:

a. They must not have been convicted by final judgement for:

- i. 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);
- ii. corruption (as defined in Article 3 of the Convention of 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 Republic of Cyprus or the national law of the Economic Operator;
- iii. fraud (within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities of 27/11/1995);
- iv. terrorist offences or offences linked to terrorism as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism or inciting, aiding or abetting an offence as defined in Article 4 of the aforementioned Decision;
- v. money laundering or terrorist financing, as defined in Article 2 of the national laws for the Prevention and Suppression of Money Laundering and Terrorist financing laws of 2007 – 2016;
- vi. child labour and other forms of trafficking in human beings in accordance with Article 2 of the Law 60(I) of 2014 on the Prevention, Fighting against Trafficking in and Exploitation of Human Beings and Protection of Victims).

It is noted that the obligation of CPT to exclude economic operators from the Tender procedure is also applicable if the person convicted by final judgement for any of the above, is a member of an administrative, management or supervisory body of the Economic Operator or has powers of representation, decision or control therein.

b. They must not be:

- i. bankrupt or the subject of insolvency or winding-up proceedings;
- ii. their assets must not be administered by a liquidator or by the court;

- iii. in an arrangement with creditors or their business activities must not be suspended;
 - iv. in any analogous situation as the above i to iii, arising from a similar procedure under national laws and regulations.
- c. They must not be guilty of grave professional misconduct which renders their integrity questionable, as this can be demonstrated by the Contracting Authority by appropriate means.
 - d. They must not have entered into agreements with other economic operators aimed at distorting competition, where CPT has reasonably plausible indications to conclude so.
 - e. They must be active and registered with the Registrar of Companies in the Republic of Cyprus and have at its board of directors, Cypriot nationals residing in the Republic of Cyprus.
2. It is understood that if the interested economic operator is a consortium of persons, the above requirements must be met by all consortium members.
3. Where corrective actions have been taken by the Tenderer in relation to any events / situations which may be considered as one of the above-mentioned grounds for exclusion, such action shall be declared by the Economic Operator within their offer. CPT will examine the statements made by the Economic Operator and, if judged to be unsatisfactory, before any rejection of the Tender and in order to reach its final decision, it will request its views in writing.

1.3 Technical and Professional Ability

To participate in the Tender procedure, interested Economic Operators must meet the following requirements concerning their technical and professional ability:

- 1. Be duly licenced and certified in the Republic of Cyprus.
- 2. The number of persons permanently employed by the interested Economic Operator, should not be less than **<ten (10)>**.
- 3. The selected Economic Operator must strictly adhere to all internal procedures, protocols, and operational guidelines established by CPT. This includes, but is not limited to, procedures related to access control, incident reporting, emergency response, communication protocols, and coordination with on-site personnel. The Economic Operator's staff must be adequately trained and familiar with these procedures to ensure the smooth and secure operation of all assigned duties. Consistent compliance will be monitored, and any deviation may lead to corrective action or termination of the contract.
- 4. All security personnel assigned by the Economic Operator must be properly licensed in accordance with Law N.125(i)/2007. In addition to legal licensing requirements, all guards must have completed certified training in key areas including conflict resolution, first aid, fire safety, and emergency response. The Economic Operator is also responsible for ensuring that all personnel participate in regular refresher trainings and maintain up-to-date certifications throughout the duration of the contract. Only trained and qualified individuals shall be deployed to the sites.
- 5. The Economic Operator must have the capacity to deploy personnel rapidly, with a required response time of no more than 10 to 15 minutes in the event of an emergency or critical incident.

6. Ability to replace or rotate staff.
7. Sustainability and data protection.
8. Compliance with GDPR and data handling policies.
9. Environmentally responsible practices in operations and equipment use.
10. The Economic Operator must maintain a comprehensive reporting and documentation system to ensure transparency and accountability. This includes the submission of detailed daily activity reports, incident logs, and monthly performance summaries. The use of digital reporting tools and software is required to enable real-time updates, efficient communication, and easy access to records. All reports must be accurate, timely, and made available to CPT upon request.

1.4 Commitment not to Withdraw the Offer

1. In the eventuality that the Economic Operator:
 - a. After the signing of the contract, withdraws its Offer or a part thereof, during its period of validity, or
 - b. has submitted any false declaration or false certificate,the Economic Operator may be subject to a declaration of being in default and deprivation of all of its rights as to the award of the contract plus a 10% (ten per cent) of the overall contract price as liquidated damages payable to CPT within 7 (seven) days from the date of the withdrawal.
2. The commitment not to withdraw the offer must be communicated by sending an e-mail to the addresses listed in Clause 2.1.2 of this Tender.

2. FORMAT AND SUBMISSION OF OFFERS

2.1 Time and Place of Submission

1. Economic Operators must submit their offers no later than 11:30 p.m 14th of June 2025.
2. Offers must be submitted electronically to the e-mail tender@publictransport.com.cy
3. Offers which are submitted after the specified date and time shall be considered as late and shall not be taken into consideration.
4. Economic Operators are allowed to modify or withdraw their submitted offers any time PRIOR to the deadline.
5. No clarification, modification or rejection, by the tenderer, of a term of its offer is allowed after the expiry of the deadline for the submission of offers.

2.2 Format of Offers and Submission

1. Offers must be drawn up as determined in this Tender document and must be submitted electronically in English or Greek.
2. The offer shall contain three (3) sections with all information pertaining to the offer, as follows:
 - a. "Eligibility Criteria" section;

- b. "Technical Offer" section; and
- c. "Financial Offer" section.

If the technical section of the offer is too large in volume and, consequently, the electronic submission of the technical section may cause problems, the technical offer only (e.g. manufacturers' product lists, technical brochures, concept drawings) could be submitted in hard copy or in the form of a link.

3. If the offer contains abbreviations to denote technical or other concepts, the Economic Operator must provide definitions of the abbreviations in an accompanying table.

4. All forms / declarations requiring signature to be submitted, must be signed by all registered directors of the Economic Operator.

2.3 Contents of Sections

2.3.1 "Eligibility Criteria" Section:

- a. form A on the commitment not to withdraw the offer;
- b. proof of establishment; and
- c. detailed CVs of the key experts.

2.3.2 "Technical Offer" Section:

- a. the technical offer, further to the below information;
- b. presentation of the offered services, via completion of the Economic Operator's technical response and compliance table, further to the below information:

	Monday - Friday		Saturday /Sunday		
	Timetabl e	Hours	Timetable	Hours	Procedures

Geri	00:00 - 24 00:00		00:00 - 24 00:00		<ul style="list-style-type: none"> - The main entrance has to be closed at all times. - One PC for the security personnel and email. - Screens that security personnel can check all the cameras. - If anyone enters at the locations for any reason the security personnel has to give to each person "a visitor card" and note with all personal information (Name, ID, phone no., employer, reason for visit). - In the event of invitation by CPT the responsible department shall send an email to the Economic Operator with the following details: name, employer, destination within the premises, day of visit, vehicle reg. no., reason for visiting. <p>Note: security personnel has to check any luggage in the vehicle upon entry and departure of the vehicle and shall indicate to the visitor the available parking place.</p> <ul style="list-style-type: none"> - No person apart from CPT employees will enter the premises without any officially authorization.
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					<ul style="list-style-type: none"> - Only authorized vehicles and persons will enter daily. - The engineering department will interview and select the individuals from the Economic Operator's staff for Geri premises. - The security guard has to indicate to the visitor where the person/department he wishes to meet is located. - The security guard shall use an updated list with all employees, including the corresponding department and location.
Tamasos	18:00 - 05:00	11	00:00 - 00:00	24	<p>The security guard has to:</p> <ul style="list-style-type: none"> - move around the perimeter every 15 min; - take note of all the movements of our fleet (cars/vans and buses); - keep the pick up and drop off areas at the depot clean of cars, assuring that cars are only parking in the designated areas.
Alampra	18:00 - 05:00	11	00:00 - 00:00	24	<p>The security guard has to:</p> <ul style="list-style-type: none"> - move around the perimeter every 15 min;

					<ul style="list-style-type: none"> - take note of all movements of our fleet (cars/vans and buses).
Strovolos	17:30 - 05:00	11.5	00:00 - 00:00	24	<p>The security guard has to:</p> <ul style="list-style-type: none"> - move around the perimeter every 15 min; - take note of all movements of our fleet (cars/vans and buses).
Atsas	18:00 - 05:00	11	00:00 - 00:00	24	<p>The security guard has to:</p> <ul style="list-style-type: none"> - move around the perimeter every 15 min; - take note of all the movements of our fleet.
Larnaca	22:30 - 05:30 (Friday 22:30 - 06:00)	7 – 7.5	21:00 - 06:00	9	<p>The security guard has to:</p> <ul style="list-style-type: none"> - move around the perimeter every 15 min with special attention to the second parking area; - take note of all the movements of our fleet (cars/vans and buses); - close the gate of the second parking.
Kofinou	20:00 - 06:00	10	00:00 - 00:00	24	<p>The security guard has to:</p> <ul style="list-style-type: none"> - move around the perimeter every 15 min; - take note of all the movements of our fleet (cars/vans and buses).

2.3.3 “Financial Offer” Section

1. For the preparation of the financial section the following must be considered:
 - a. Where price is omitted in the financial section for specific items, it shall be deemed that the corresponding price is included in the other prices and the Economic Operator shall not be entitled to seek any additional remuneration for these items/services.
 - b. In case of a discrepancy between the unit rate and the total price, the unit rate shall prevail.
 - c. The rates and the total price of the offer shall be denominated in Euros. Prices shall be quoted exclusive of VAT.
 - d. For the financial section, the Economic Operator must consider the deductions, if any, made under the law, and all other expenses required for meeting its obligations, as well as its expenses and profit.
 - e. The prices offered must be inclusive of the duties and taxes payable, and of the contributions, if any. The prices offered shall be deemed final and shall not be affected by any variations of the aforementioned taxes, duties and/or contributions.
2. Submission of the financial offer in any other way whatsoever will result in its rejection.

3. CONDUCT OF THE TENDER PROCEDURE

3.1 Verification of Eligibility Criteria

1. After the opening of the “Eligibility Criteria” and “Technical Offer” sections, CPT shall first verify the fulfilment of the requirements for participation as well as the correctness and completeness of the submitted supporting documents. The results of this verification should be recorded in a form.
2. If the verification procedure establishes that there are offers which do not meet the requirements, or in the event the disqualification reasons of paragraph 6.2(1)(a) are valid, and having considered any actions that have been declared pursuant to paragraph 6.2(4), CPT shall consider such offers as inadmissible, and their technical and financial offers shall not be evaluated. Such offers shall be rejected by CPT.

3.2 Evaluation of Technical Offers

CPT shall proceed with the evaluation of the technical offers submitted, in order to establish their completeness and determine whether or not they meet the requirements and specifications of the Tender, and shall enter in a special form any offers, which it deems should be rejected, detailing for each one of them the exact grounds for rejection.

3.3 Evaluation of Financial Offers

1. CPT shall verify the contents of the financial offer, to determine the degree to which they meet the requirements of the Tender.
2. If the verification procedure establishes that there are offers which do not satisfy the relevant terms and conditions as required by the Tender, then CPT, shall reject these offers.

3.4 Clarifications on the Offers

1. CPT may, request an Economic Operator to provide clarifications regarding the contents of its offer, throughout the evaluation procedure. In such a case, the provision of clarifications is mandatory for the Economic Operator and is not considered to be a counter-offer.

2. Where information or documentation to be submitted by Economic Operators is or appears to be incomplete or erroneous or where specific documents are missing, CPT may request the Economic Operators concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit provided that such requests are made in full compliance with the principles of equal treatment and transparency. Economic operators in this case are obliged, under potential disqualification, to supply such missing information within **five (5)** working days from the day on which they are requested to do so.

3. Further to the clarifications supplied by Economic Operators in accordance with the above, only those concerning the issues for which they were requested shall be considered.

3.5 Conclusion of the Evaluation

After the conclusion of the financial offer evaluation, CPT shall proceed to establish the final ranking of offers in ascending order of the price offered.

4. CONCLUSION OF THE TENDER PROCEDURE

4.1 Award of Contract

The Contract shall be awarded to the Economic Operator whose offer is found, after the conclusion of the evaluation procedure, to be the most economically advantageous offer based on overall and/or price per item.

4.2 Notification of the Results of the Tender

CPT shall inform the chosen Economic Operator of the award decision.

4.3 Cancellation of the Tender

1. The Tender may be cancelled before the specified deadline for the submission of offers for specific and justified reasons, by decision of CPT, who shall notify the Economic Operators in writing.

2. Cancellation of the Tender after the expiry of the deadline for the submission of the offers, may be decided at the sole discretion of CPT.

4.4 Conclusion and Signing of the Contract

1. The Economic Operator who has been awarded the Contract is obliged to present itself, within a period of seven (7) days of receipt of the relevant invitation by CPT, for signing of the Contract. If the aforementioned deadline expires and the Economic Operator has not presented itself to sign the Contract, then it shall be declared in default of the award made to it and of all rights deriving from it.

2. The Economic Operator who has been awarded the Contract is obliged to present itself for signing the Contract, also producing the following items:

a. the authorisation documents for the person who shall sign the Contract;

b. in the event of a consortium of persons, a final Joint Venture Agreement determining the participation percentage of each member in the consortium, the legal representative of the consortium and the consortium member to act as the leader of the consortium.

[Part B to follow this Page]

PART B: FORMS

Form A: Commitment not to Withdraw the Offer

Commitment not to Withdraw the Offer

With reference to our participation as Economic Operators in the Tender for the provision of security services to CPT CYPRUS PUBLIC TRANSPORT SERVICES AND OPERATIONS LIMITED, dated [.....] and our offer on this [DATE], we hereby declare our commitment not to withdraw our offer and agree and understand that in the event of withdrawal we [NAME OF ECONOMIC OPERATOR] shall be liable to pay to CPT a 10% (ten per cent) of the overall contract price as liquidated damages, no later than 7 (seven) days from the date of withdrawal of the offer.

.....
For and on behalf of
[NAME OF ECONOMIC OPERATOR]
[NAME OF DIRECTOR]
Director