**<Today's Date>**

**Company Information:**

**Company Name **

**Contact Name **

**Headquarters Address **

**Production Plant/s Address **

**Contact Details **

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# Section One – Introduction & Purpose of this Document

HEDNO S.A. (Hellenic Electricity Distribution Network Operator S.A.) is responsible for the operation, maintenance and development of the power distribution network in Greece and for the assurance of a transparent and impartial access of consumers and all network users in general.

Wooden poles constitute ~ 90% of HEDNO’s overhead network and therefore are considered crucial material. Due to a significant increase in demand of wooden poles over the following years, HEDNO aims to expand its supplier base by attracting international suppliers.

This document forms the RFI and is the initial step in the procurement process of at least ~ 300.000 – 400.000 impregnated wooden poles for the following four (4) to five (5) years.

The purpose of this document is to:

* Outline to the market the future needs of HEDNO and its intention to expand its supplier base
* Raise awareness of interested suppliers
* Get to know the market and the main players
* Ask key questions to suppliers via the questionnaire attached and use the answers as input in the design of the remaining procurement process

# Section Two – Correspondence Details

The completed document should be submitted via email as an attachment, with email subject “Impregnated Wooden Poles RFI” to the following email addresses:

M.Kondylis@deddie.gr & I.Koutsogiannakis@deddie.gr

Any questions regarding the questionnaire should be submitted via email to the above addresses.

# Section Three – Instructions to Participants

## RFI Process & Timetable

Throughout the RFI process, HEDNO S.A. and its appointed advisors will communicate with participants to provide and/ or seek clarifications regarding the questionnaire.

The following timetable is provided to help participants to plan their time during the RFI period.

|  |  |
| --- | --- |
| **Activity** | **Date/ s** |
| RFI questionnaire released | 15/9/2020 |
| Deadline to submit response to the RFI | 15/10/2020 |

Please note that additional clarifications may be requested by HEDNO and also that suppliers may be invited to perform presentations about their companies.

*\* Please be aware that these dates are only indicative and may be subject to change, at the absolute discretion of HEDNO.*

## Content and Format for Response

Participants are required to answer all questions of the questionnaire by completing the template attached.

Participants may provide additional information by answering the questions in the “Additional Questions” section of the questionnaire.

# Questionnaire

## Supplier Profile

1. Which of the following legal entities apply to your organization?

[ ]  SA

[ ]  Ltd

[ ]  PC

[ ]  GP (General Partnership)

|  |
| --- |
| **Notes / Comments**……………………….. |

1. Please describe your company’s corporate ownership structure (e.g. independent company, subsidiary of a group of companies, part of a joint venture)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Are you certified with ISO 9001?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**……………………….. |

1. Are your products certified with CE marking according to EN14299: 2010?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which of the following types apply to your organization?

[ ]  Manufacturer of goods (materials)

[ ]  Manufacturer and reseller of goods (materials)

[ ]  Trader/ Reseller of goods (materials)

[ ]  Other (please specify)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. What is your annual turnover for the last three years?

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Provided that you supply other wooden materials besides wooden poles, what is your annual turnover related to wooden poles for the last three years?

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which are your main clients of creosote impregnated wooden poles?

[ ]  DSOs ( \_\_, \_\_, \_\_)

[ ]  Telecommunication companies ( \_\_, \_\_, \_\_)

[ ]  Other (please specify) ( \_\_, \_\_, \_\_)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Please provide a list of major projects that you have completed over the last five (5) years regarding creosote impregnated wooden poles (for each project please specify the quantity supplied, the contract’s duration and client’s name if not confidential)
2. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
3. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
4. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
5. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
6. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which are your main clients of waterborne impregnated wooden poles?

[ ]  DSOs ( \_\_, \_\_, \_\_)

[ ]  Telecommunication companies ( \_\_, \_\_, \_\_)

[ ]  Other (please specify) ( \_\_, \_\_, \_\_)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Please provide a list of major projects that you have completed over the last five (5) years regarding waterborne impregnated wooden poles (for each project please specify the quantity supplied, the contract’s duration and client’s name if not confidential)
2. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
3. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
4. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
5. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_
6. Quantity Supplied: \_\_, Contract Duration: \_\_, Client Name: \_\_

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which are your main suppliers?

[ ]  Raw timber ( \_\_, \_\_, \_\_)

[ ]  Untreated wooden poles ( \_\_, \_\_, \_\_)

[ ]  Impregnation material ( \_\_, \_\_, \_\_)

[ ]  Other (please specify) ( \_\_, \_\_, \_\_)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Are you supported by external partners in certain stages of the process of delivering the final products to you clients (e.g. impregnation process)?

[ ]  Yes (please specify the respective stages of the process and your partners if not confidential)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

## Supply Capacity

1. Which timber species do you use for wooden poles (please select all that apply and specify the origin of each species)?

[ ]  Pinus Sylvestris

[ ]  Pinus Nigra

[ ]  Pinus Taeda

[ ]  Pinus Palustris

[ ]  Pinus Enchinata

[ ]  Pinus Elliottii

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which preservatives do you use for wooden pole treatment (please select all that apply)?

[ ]  Creosote

[ ]  Waterborne (please specify their brand names, e.g. Tanalith, Wolmanit, Celcure, Impralit, etc.)

[ ]  Other (please specify)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. For how many years have you been supplying wooden poles treated with waterborne preservatives?

[ ]  0-10 years

[ ]  10-20 years

[ ]  > 20 years

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Assuming that a technical specification requires a different waterborne preservative from the ones that you use, can you comply with that in the impregnation process?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Provided that you use creosote as an impregnation material, what is your future strategy regarding this matter?

[ ]  Will keep using creosote, as long there is demand by existing/ prospective clients

[ ]  Will stop using creosote (please specify the reason/ s)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. What is your overall supply capacity and the maximum capacity you can supply HEDNO on an annual basis per pole type?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pole Height (m)** | **Minimum diameter 1,80 m from butt (cm)** | **Minimum diameter of pole tip****(cm)** | **Overall annual capacity** | **Maximum annual capacity you can supply HEDNO** |
| 10 | 20 | 12 | \_\_ | \_\_ |
| 10 | 23,5 | 15 | \_\_ | \_\_ |
| 10 | 27 | 18 | \_\_ | \_\_ |
| 11 | 21 | 12 | \_\_ | \_\_ |
| 11 | 24,5 | 15 | \_\_ | \_\_ |
| 11 | 28 | 18 | \_\_ | \_\_ |
| 12 | 21 | 12 | \_\_ | \_\_ |
| 12 | 25,5 | 15 | \_\_ | \_\_ |
| 12 | 29 | 18 | \_\_ | \_\_ |
| 13 | 23 | 12 | \_\_ | \_\_ |
| 13 | 26,5 | 15 | \_\_ | \_\_ |
| 13 | 30 | 18 | \_\_ | \_\_ |
| 14 | 24 | 12 | \_\_ | \_\_ |
| 14 | 27,5 | 15 | \_\_ | \_\_ |
| 14 | 31 | 18 | \_\_ | \_\_ |
| 15 | 25 | 12 | \_\_ | \_\_ |
| 15 | 28,5 | 15 | \_\_ | \_\_ |
| 15 | 32 | 18 | \_\_ | \_\_ |

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Provided that you use both creosote and waterborne preservatives, what could be the mix of the number of poles stated in the previous question (please select all that apply)?

[ ]  The number of poles could be comprised of creosote impregnated poles only

[ ]  The number of poles could be comprised of waterborne impregnated poles only

[ ]  The number of poles could be comprised of both creosote and waterborne impregnated poles, according to client’s needs

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Besides wooden poles, do you supply other wooden materials for overhead lines (e.g. logs)?

[ ]  Yes (please specify)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

## Technical Specifications

1. Are there any particular pole types from the table below which you may find hard to produce (please specify the reason/ s if that is the case)?

|  |  |  |  |
| --- | --- | --- | --- |
| **Pole Height (m)** | **Minimum diameter 1,80 m from butt (cm)** | **Minimum diameter of pole tip (cm)** | **Do you find it hard to produce?** |
| 10 | 20 |  12 | [ ]  |
| 10 | 23,5 | 15 | [ ]  |
| 10 | 27 | 18 | [ ]  |
| 11 | 21 | 12 | [ ]  |
| 11 | 24,5 | 15 | [ ]  |
| 11 | 28 | 18 | [ ]  |
| 12 | 21 | 12 | [ ]  |
| 12 | 25,5 | 15 | [ ]  |
| 12 | 29 | 18 | [ ]  |
| 13 | 23 | 12 | [ ]  |
| 13 | 26,5 | 15 | [ ]  |
| 13 | 30 | 18 | [ ]  |
| 14 | 24 | 12 | [ ]  |
| 14 | 27,5 | 15 | [ ]  |
| 14 | 31 | 18 | [ ]  |
| 15 | 25 | 12 | [ ]  |
| 15 | 28,5 | 15 | [ ]  |
| 15 | 32 | 18 | [ ]  |

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Are the following requirements regarding the minimum value of the sapwood thickness of poles hard to comply with (please specify the reason/ s if that is the case)? In case you are not able to satisfy these requirements, please specify the minimum value of sapwood thickness that you can achieve by filling the last column.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pole Height (m)** | **Minimum diameter 1,80 m from butt (cm)** | **Minimum diameter of pole tip****(cm)** | **Minimum required value of sapwood****thickness (cm)** | **Hard to comply with?** | **Minimum value of sapwood thickness that can be achieved** |
| 10 | 20 | 12 | 3 | [ ]  | \_\_ |
| 10 | 23,5 | 15 | 4 | [ ]  | \_\_ |
| 10 | 27 | 18 | 5 | [ ]  | \_\_ |
| 11 | 21 | 12 | 3 | [ ]  | \_\_ |
| 11 | 24,5 | 15 | 4 | [ ]  | \_\_ |
| 11 | 28 | 18 | 5 | [ ]  | \_\_ |
| 12 | 21 | 12 | 3 | [ ]  | \_\_ |
| 12 | 25,5 | 15 | 4 | [ ]  | \_\_ |
| 12 | 29 | 18 | 5 | [ ]  | \_\_ |
| 13 | 23 | 12 | 3 | [ ]  | \_\_ |
| 13 | 26,5 | 15 | 4 | [ ]  | \_\_ |
| 13 | 30 | 18 | 5 | [ ]  | \_\_ |
| 14 | 24 | 12 | 3 | [ ]  | \_\_ |
| 14 | 27,5 | 15 | 4 | [ ]  | \_\_ |
| 14 | 31 | 18 | 5 | [ ]  | \_\_ |
| 15 | 25 | 12 | 3 | [ ]  | \_\_ |
| 15 | 28,5 | 15 | 4 | [ ]  | \_\_ |
| 15 | 32 | 18 | 5 | [ ]  | \_\_ |

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Do you find it hard to ensure a bending strength of at least 52 MPa for poles at 12% moisture?

[ ]  Yes (please specify the reason/ s)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which of the following allowable defects of wooden poles would you find hard to comply with (please specify reasons, to be further elaborated)?

[ ]  Hollow buts

[ ]  Cracks

[ ]  Plugged holes/ Mechanical damage

[ ]  Splits or checks or shakes in the top of the poles

[ ]  Sap strain

[ ]  Insect damage

[ ]  Nodes

[ ]  Resin pockets

[ ]  Spiral strain

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which impregnation methods do you use per preservative?

[ ]  Creosote ( \_\_, \_\_)

[ ]  Waterborne preservatives ( \_\_, \_\_)

[ ]  Other (please specify) ( \_\_, \_\_)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Provided that you use both creosote and waterborne preservatives, are there any discrepancies between them regarding the following matters (please select all that apply)?

[ ]  Impregnation process (please specify)

[ ]  Transportation of impregnated wooden poles (please specify)

[ ]  Other (please specify)

[ ]  There are no discrepancies

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Provided that such discrepancies exist, do they affect the price of the impregnated wooden pole?

[ ]  Yes (please specify the % difference between the two prices)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Assuming that a technical specification requires a preservative retention capable of ensuring a certain expected lifetime of the poles (e.g. 25 years), how would you justify that?

[ ]  Reference to a standard (please specify which standard)

[ ]  Other (please specify)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Could you justify whether impregnated wooden poles are classified as dangerous goods according to the ADR (i.e. European agreement concerning the international carriage of dangerous goods by road) (please select all that apply and provide relevant regulation/ classification or other means of evidence in each case)?

[ ]  Creosote impregnated wooden poles

[ ]  Waterborne impregnated wooden poles

[ ]  Both creosote and waterborne impregnated wooden poles are **not** classified as dangerous goods according to the ADR

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Would you be able to install RFID tags in your poles if requested?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Do you believe that the requirements mentioned above or any additional requirements in “PPC GR – 49” technical specification and its supplementary documents (please refer to the separate attachment “PPC GR – 49.pdf”) may prohibit you from participating in HEDNO’s tender?

[ ]  Yes (please specify)

[ ]  No

|  |
| --- |
| **Notes / Comments**…………………………. |

## Tender Procedures

1. Which are the main reasons you have not participated in HEDNO’s recent tenders (please select all that apply)?

[ ]  Unaware of them

[ ]  Occupied with other projects

[ ]  Language of the tender documents

[ ]  Particular requirements regarding the tender procedures (please specify)

[ ]  Other (please specify)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Do you believe that a request for a bid bond may prohibit you from participating in a tender?

[ ]  Yes (please specify the corresponding bid bond amount in €)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Provided that you supply other entities that fall under 2014 / 25 / EE, in which of the following practices have you participated?

| **Procedure / Tool / Assignment Practice** | **Have you participated in it?** | **Frequency of participation** |
| --- | --- | --- |
| Open procedure | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Restricted procedure | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Negotiated procedure with prior call for competition | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Dynamic purchasing systems | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Electronic auctions | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Prequalification system | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Preliminary market consultations | [ ]  [ ]  YES/NO | [ ]  1 time / [ ]  Often / [ ]  Always / [ ]  Never |
| Other  |   |   |

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Are there any particular requirements of the above practices in which you have participated that where difficult to meet?

[ ]  Yes (please specify the practices and the respective requirements)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Will you be willing to participate in a preliminary consultation - following the RFI process - regarding the tender documents?

[ ]  Yes

[ ]  No (please specify the corresponding reasons)

|  |
| --- |
| **Notes / Comments**………………………….. |

## Contracts & Pricing

1. Are there any particular requirements in HEDNO’s technical specifications that may lead in significant increase of your product’s price?

[ ]  Yes (please specify)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. What is your optimal delivery schedule?

[ ]  Monthly

[ ]  Every two months

[ ]  Every three months

[ ]  Other (please specify)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Which of the following factors – to be further discussed - may lead you to provide price discounts (please select all that apply)?

[ ]  Volume (please specify above which volume you may provide price discounts)

[ ]  Payment terms (please specify under which payment terms you may provide price discounts)

[ ]  Deliveries in certain periods within the year, e.g. due to logging requirements (please specify the corresponding periods)

[ ]  A multiyear framework agreement (please specify your preferred duration)

[ ]  A predefined sequence of call-off contracts that covers the whole duration of the framework agreement

[ ]  Other (please specify)

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Would you be able to deliver the poles directly to HEDNO’s warehouses (please refer to the appendix for warehouse locations)?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Could you agree with a flexible delivery mechanism, consisting in a potential upfront delivery of a certain contractual quantity, upon the receipt of a “call off” order? What would be your lead time in that case?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Could you agree with the reservation of a standard “ready–to–ship” quantity of impregnated poles in your warehouses, on top of the contractual one, that would be released upon request at some point during the contract?

[ ]  Yes (please specify the corresponding amount)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Do you sign contracts that include the purchase of wooden poles along with similar wooden materials for overhead lines?

[ ]  Yes (please specify the materials)

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Could you provide a 5-year guarantee for the poles delivered?

[ ]  Yes

[ ]  No (please specify the corresponding reasons)

|  |
| --- |
| **Notes / Comments**………………………….. |

## Supporting Documentation

1. Provided that you chose to participate in one of HEDNO’s tenders, will you be willing to appoint a procedural representative in that case?

[ ]  Yes

[ ]  No

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Do you find it hard to collect any of the following supporting documents that are required in order to sign the contract (please select all that apply)? For each one of the following documents please specify the corresponding lead time required for collection.

[ ]  Criminal records of the company’s legal representatives/ decision making body, issued within the last three months before their submission (Lead time: \_\_ days)

[ ]  Tax clearance certificate (Lead time: \_\_ days)

[ ]  Social security contributions payment certificate (Lead time: \_\_ days)

[ ]  Certification/ s by the relevant judicial or administrative authority, issued within the last three months before their submission, showing that the company is not under: bankruptcy, rehabilitation, the procedure of special liquidation, forced management/ administration by administrator/ liquidator or by court decision, composition compromise, suspension of its business activities or any other similar situation (Lead time: \_\_ days)

[ ]  Certification by relevant Labor Inspection authority, issued within the last three months before its submission, showing the penalties that have been imposed against the companyfor the last two years prior to the deadline for the submission of proposals (Lead time: \_\_ days)

|  |
| --- |
| **Notes / Comments**………………………….. |

## Additional Questions

1. Please describe any other barriers you might have identified, and any suggestions to overcome them

|  |
| --- |
| **Notes / Comments**………………………….. |

1. Please add any further information that you think may be helpful

|  |
| --- |
| **Notes / Comments**………………………….. |

## Appendix

1. **Location of HEDNO’s Warehouses**

|  |  |  |
| --- | --- | --- |
| **City** | **Address** | **Postal Code** |
| Aspropirgos | 20, Leof. Nato | 19300 |
| Volos | 6 km along the road linking Volos and Larisa | 38334 |
| Chalkida | Drosia | 34100 |
| Patras | Industrial area of Patras | 25018 |
| Neochorouda | Industrial area of Thessaloniki | 54500 |