

**REQUEST FOR PROPOSALS FOR THE DESIGN AND IMPLEMENTATION OF A PROJECT  
MANAGEMENT SYSTEM  
HELLENIC REPUBLIC ASSET DEVELOPMENT FUND S.A.**

**PMS/01  
August 31<sup>st</sup> , 2011**

The “Hellenic Republic Asset Development Fund S.A.” (hereinafter “HRADF”) wants to retain a company that will design and implement a Project Management System (hereinafter “PMS”), as well provide ongoing support in its operation and maintenance.

**Brief Concept of the System**

The objective of the PMS is to plan, manage and monitor the progress of all privatisation projects undertaken by HRADF and its advisors. In addition, the PMS should facilitate prompt decision making by consolidating and making available of the necessary information to the executives, the Experts Council and the members of the Board of Directors of the HRADF. The PMS is critical to the success of the Privatisation Programme and will consist of:

- The IT system and tools;
- The appropriate methodologies and processes to support data collection
- The maintenance of the PMS system.

The IT System should include the following capabilities:

- Project activity planning and management;
- Groupware and workflow capabilities;
- Content management, allowing the consolidation of all project documents (including email communications) in a virtual project file;
- Standard Project and Programme progress reporting;
- Relevant graphics
- Access management and control.

**Scope of Work**

The scope of work of this assignment will include the following:

- Preparation of detailed specifications for the PMS;
- Design of the PMS;
- Implementation of the PMS, including the methodologies and process required to support data collection and operation;

- Preparing specifications for server and/or client hardware and other infrastructure requirements for the implementation of the PMS;
- Testing the PMS;
- Training the PMS users;
- Ongoing support, maintenance and improvements of the PMS for 3 months after installation.

#### **Offer Content and Submission**

Interested parties are kindly requested to submit an offer in writing, which should include the following:

- Basic outline of the PMS
- Methodological approach to design and implement the PMS;
- Experience in the design and implementation of non-technical project and programme management systems;
- Proposed team composition including relevant experience of the senior members of the team;
- Financial offer.

Submissions will be assessed according to the above five requirements. The maximum budget available for the services mentioned is 190.000€ (VAT not included).

The HRADF reserves the right to amend or cancel this process at any time, without cause.

Interested parties are requested to submit their offers, together with any other extra information they may consider necessary or appropriate, in writing, via e-mail. All offers should be submitted no later than 13<sup>th</sup> September 2011, for the attention of Mr. Panos Protopsaltis, Hellenic Republic Asset Development Fund S.A. by email to [hellenic.adf@gmail.com](mailto:hellenic.adf@gmail.com) mentioning the reference no. PMS/01.