

PROJECT MANAGEMENT SERVICES



Who we are

Danos is a Chartered Surveying company that over the last 42 years has built up a large and varied customer base for which it provides a wide range of professional services that includes property management, project management, planning and development advice, property agency, valuations and market research.

Headquartered in France, BNP PARIBAS Real Estate is one of the world's leading real estate services companies operating in more than 35 countries. BNP PARIBAS Real Estate exists to build long-term relationships with clients and to demonstrate continual excellence in order to help clients build profits, grow their businesses and achieve their ambitions.

BNP PARIBAS Real Estate and Danos formed a strategic alliance in 2008 and as a result work collaboratively on a number of shopping center projects in Greece, Cyprus, Albania, Bulgaria and Serbia with BNP PARIBAS Real Estate bringing a broad international expertise and Danos providing a deep knowledge and base of experience duly adjusted to suit the local market conditions.



What we offer

- ▲ **Total commitment to a high quality service**
 Danos – BNP Paribas Real Estate works and delivers its services based on written procedures and all departments of the Practice follow predetermined methodologies for the implementation of the services offered. In addition, the staff used by Danos – BNP Paribas Real Estate possesses high academic qualifications and professional standards which safeguard a high level of professionalism.
- ▲ **Determination to understand each client's needs**
 The large number of satisfied clients of Danos – BNP Paribas Real Estate on successful completed projects proves the capability of Danos – BNP Paribas Real Estate in understanding fully the needs of each individual Client and shows its capability in implementing bespoke and correct solutions to suit the individual needs of its Clients.
- ▲ **Clear management control procedures**
 Danos – BNP Paribas Real Estate has developed a range of robust and practical project procedures which meet its individual clients' needs and requirements and are tailored to suit specific projects.
- ▲ **An active independent approach to Project Management**
 Danos – BNP Paribas Real Estate anticipate problems before they occur and formulates strategies which will look after its Clients' best interests. When problems do arise Danos – BNP Paribas Real Estate directs its team's efforts in solving these in the least disruptive way.
- ▲ **Strong teamwork and leadership**
 Danos – BNP Paribas Real Estate builds a team identity and facilitates effective communications and decision making by all members of the Project Team by defining roles, responsibilities and deliverables to specific timescales, budgets and contents.
- ▲ **Substantial benefits from synergies arising of Danos – BNP Paribas Real Estate related services**
 All cores services offered by Danos – BNP Paribas Real Estate, i.e. valuations, agency, feasibility studies etc, are complemented by the provision of Project Management services and the Clients of Danos – BNP Paribas Real Estate benefit from the synergies created by receiving services from a single Practice which understands all individual Clients' needs.

The service

▲ Decision Making

- Including Hold Points in the project programme, showing the form and content of information required and when it must be submitted, together with the periods for review and Client approval;
- Establishing early contact with key groups, including the relevant Client User Departments, the local Planning and Fire Authorities, and maintaining regular liaison with such groups to obtain rapid feedback on proposals;
- Deciding matters of principle before attempting to progress details;
- Submitting preliminary proposals early to obtain initial comment, prior to the later submission of final documentation for formal approval.

▲ Design management

▲ Design and Procurement management

The Design Team that gets involved, must demonstrate the following:

- Design understanding, illustrated by example, which is sympathetic to the Client's requirements;
- Successful execution of projects similar to the proposed;
- Appropriate, available design facilities which include CAD and a proven ability to produce correct tender documents that are clear and unambiguous;

▲ Time management

At the outset of the project we will draw-up a Master Programme identifying all the key activities, with responsibilities for each party. The Master Programme will be used to identify the critical path and set out programme requirements for each of the main phases which are:

- Feasibility Budget costing
- Scheme design
- Detailed design
- Tender action
- Construction - Supervision
- Commissioning and handover



The service

- ▲ **Cost and Cash Flow Management**
 If any problems arise regarding the level of the construction cost, we will evaluate the matter and make positive suggestions as to proposed changes that need to be addressed so that the design comes within the expected budget levels set by the Client.
- ▲ **Procurement of Project**
 We prepare all necessary Tender documents, Bills of Quantities, Technical Specifications, Instructions to tenderers and proceed in tendering the works competitively to Contractors. Upon receipt of the tenders, we analyse and evaluate the Tenders received and prepare a Tender Evaluation report that shall make a clear recommendation to the Client.
- ▲ **Monitoring of Contractors Work on Site**
 All parties involved in site supervision, inspection or monitoring will be required to submit regular reports to Danos which will allow us to monitor the effectiveness of the monitoring programme and the quality of work executed by the Contractor.
- ▲ **Information Control**
 The timely flow of correct and organised information is essential and communication of this information must be in a format that enables recipients to take appropriate action. This is best planned at the outset and forms part of the procedures we develop.
- ▲ **Change Control**
 It is unlikely that your needs will remain unchanged throughout the duration of execution of the project. As a result, it is essential that procedures are put in place which allow analysis of the cost, time and consequential effects of proposed changes before they are approved.
- ▲ **Commissioning and Handover procedures**
 A commissioning programme will be developed to ensure that all services necessary to handover are fully tested and commissioned to meet the requirements of the Master Programme



Indicative Client Portfolio



Project / Cost / Contract Management on the refurbishment of approximately 400 sq m of office space.



Project / Cost / Contract Management on the creation of a disaster recovery facility centre for IT backup and support services, including fitting out of central IT server room.



Project / Cost / Contract Management on the creation of new central offices in the centre of Athens.



Project / Cost / Contract Management on the creation of new offices in the centre of Athens.



Project / Cost / Contract Management on the creation of a network of 20+ coffee shops in Cyprus.



Project / Cost / Contract Management on the creation of new offices in the centre of Athens.

Indicative Client Portfolio



We provided project management services for the fit out of a chain of 7 fast food restaurants in Athens.



Project / Cost / Contract Management on the complete fitting out of 1,600 sq m of office space, including fitting out of central IT server room. Design, procurement and construction achieved in 9 weeks from appointment of DANOS.



Project / Cost / Contract Management on the refurbishment of approximately 2,500 sq m of office and retail space, including fitting out of major central IT server room.



Danos was selected to undertake the Design, fit-out and relocation of SUN Microsystems HQ Offices in Maroussi.



Project / Cost / Contract Management on the refurbishment of 450 sq m of office space.

ONE REAL ESTATE COMPANY
THAT'S INTERNATIONAL
AND LOCAL.

Canada and USA



India



Japan



Canary Islands



Cyprus



- Our locations
- Our alliances

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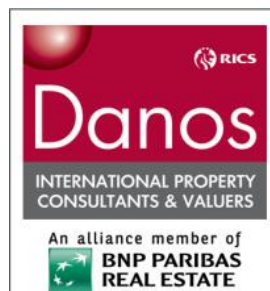
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