



**CONSULATE GENERAL OF GREECE IN SYDNEY
ΓΕΝΙΚΟ ΠΡΟΞΕΝΕΙΟ ΤΗΣ ΕΛΛΑΔΟΣ ΣΤΟ ΣΥΔΝΕΪ**

Sydney, January 16th 2025

P.N.: F. 713/4/AS15

To: -DDP Cleaning (ddpcleaning @yahoo.com.au)
-CleanCorp (sally@cleancorp.com)

Official Call for tenders for the provision of general cleaning services for the premises of the Consulate General of Greece in Sydney

The Consulate General of Greece in Sydney Australia, in accordance with the Law 4412/2016 of the Hellenic Republic, dully amended and currently applicable, is making an official call of interest for the conclusion of a contract/agreement for the period starting **27.01.2025 until 26.11.2025** for general cleaning services of its premises located on level 2, 219-223 Castlereagh Street, Sydney, NSW 2000. The Official Call of interest is extended to the abovementioned pre-selected Cleaning Service Providers, after prior discussions, and entails the following:

SERVICE REQUIREMENTS

Frequency of service: Twice a week (Monday & Thursday or Tuesday & Friday, after 14:00 p.m.).

The cleaning services at the Consulate General premises should cover the following:

Reception area:

Vacuuming floor (each service)
Dusting furniture (weekly)
Polishing elevator doors (each service)
Removal of wall and door stains (when requested)

Toilets:

Cleaning toilet suites and sinks (each service)
Cleaning stains from the toilet suites' dividers (each service)
Mopping floor (each service)
Cleaning walls and mirrors (when required)
Emptying and cleaning trash bins and replacing trash bags (each service)
Refill and supply of toilet paper & other consumables (each service)

Staff offices:

Vacuuming floor (each service)
Dusting furniture (when requested)

Removal of wall and door stains (when required)
Emptying and cleaning trash bins and replacing trash bags (each service)

Kitchen:

Vacuuming floor (each service)
Mopping floor (each service)
Cleaning sinks (each service)
Cleaning stains from the cabinets & refrigerator doors (when required)
Loading and unloading the dishwasher (each service)
Cleaning the interior of the fridge/microwave oven/drawers (when necessary)

Consumables to be covered by the Provider:

All cleaning products
Dishwasher liquid and liquid hand soap
Trash bags

FINANCIAL OFFER OF CANDIDATE CONTRACTOR

The financial offer should be presented in net and gross amounts with the appropriate GST percentage calculations clearly stated in numeric and in word written form and in Australian Dollars.

Key criterion for the selection of the Supplier is the most economical offer on the basis of the price offered. **The amount of 990,00 Australian Dollars per month, inclusive of GST, is the maximum amount of bids to be submitted.**

Payment invoices should be issued monthly.

In view of the above, interested parties are kindly requested to send a tender for the cleaning contract with the set requirements, **between 16th January 2025 and 22nd January 2025 by 3:30 p.m. (deadline), to the following e-mail address: visa.sid@mfa.gr.** The tender should include the business' details of the interested parties (i.e. **trading business name, ABN number and relevant TAX information**), **signature and stamp of the legal representative of the business and the contact person.**

This official call of interest will be published in the Central Electronic Register of Public Contracts of Greece and the official website of the Consulate General of Greece in Sydney. Simultaneously, it will also be sent via e-mail to the service providers with whom prior discussions have been made.

The Consul General of Greece in Sydney

Ioannis St. Mallikourtis