

**REPRÉSENTATION PERMANENTE DE LA GRÈCE  
AUPRÈS DE L'UNION EUROPÉENNE**  
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Brussels, 17 June 2025  
Protocol No: 3799

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**Subject: "Invitation to submit a tender for the replacement and installation of new floors in the building of the Permanent Representation of Greece to the EU"**

The Permanent Representation of Greece to the EU, taking into account the provisions of Laws 4412/16, 4781/21 & 4782/21, as amended and in force, as well as the document AΠ 66820/10.12.2021 of the STB Directorate of the Ministry of Foreign Affairs, invites for the submission of a proposal-offer and the direct assignment by signing of a relevant contract, for the replacement and installation of new floors (carpet, vinyl and laminate floors) in a total area of approximately 735 sq.m., located in the building of the Permanent Representation of Greece to the EU, with a budgeted cost of **up to 52,000.00 Euros including VAT**, according to the attached table of technical specifications, the strict adherence to which is a basic and essential condition for the selection of the final offer.

The offer to be evaluated should include:

- a) The cost, with and without VAT, of the work provided and the supply of the necessary material.
- b) Its duration of validity, with a minimum validity of one month.

The award criterion is the most economically advantageous tender. Tenders must fully comply with the specified tasks and the total cost, including all expenses, must not exceed the amount of 52.000,00 Euros including VAT.

Interested parties must complete and sign the attached table of work description and supply of materials and then submit their tender either electronically (in PDF format) to the email address: [adminfin@rp-grece.be](mailto:adminfin@rp-grece.be), or by post, or in a closed envelope to the secretariat of the Administration-Organization unit of the MAEE (19-21 Rue Jacques De Lalaing 1040 Brussels), **no later than Thursday 19/06 at 16:00**, indicating the relevant indication in the subject. Tenders submitted after the deadline will not be taken into account.

Before the award, the contractor must provide:

- 1. Tax and Insurance information
- 2. Company Articles of Association or Proof of registration with a Chamber of Commerce
- 3. Bank account details (IBAN certificate).

The Permanent Representation reserves the right to request from the participants additional information necessary for the documentation and evaluation of the offers, and the contractors are obliged to provide them. Furthermore, it reserves the right to cancel the procedure and repeat it with or without modification of the terms. The participants have no financial claim in such a case. Offers from economic operators that were not invited to submit a bid will not be taken into account. The award decision will be notified electronically to the contracting entity.

The Permanent Representative  
Ioannis Vrailas  
Ambassador

## TABLE OF DESCRIPTION OF WORKS AND MATERIALS

Replacement and installation of new floors (carpet, laminate, vinyl) in areas of approximately 735 sq m, in the building of the Permanent Representation of Greece to the EU, at 19-21 Rue Jacques De Lalaing 1040 Brussels, as follows:

### A. PREPARATION OF AREAS

1. Removal and transportation of furniture
2. Protection of walls and glass panels
3. Removal of existing carpets
4. Preparation of the floor, floor leveling and sanding after leveling, installation of a suitable substrate depending on the type of new floor (carpet or vinyl or laminate).

### B. DESCRIPTION OF WORKS

#### a. On the second floor

- Office and lobby of the Ambassador, approximately 78 sq m, removal of existing material and installation of laminate flooring (202).
- Conference room, approximately 57 sq m, removal of existing material and installation of laminate flooring (222).
- Corridors, approximately 160 sq m, removal of existing material and installation of carpet.

#### b. On the third floor

- Conference room, approximately 50 sq m, removal of existing material and installation of laminate flooring. Covering of TV cables (319).

#### c. On the fourth floor

- Office of the Ambassador, approximately 45 sq m, removal of existing material and installation of laminate flooring (410).
- Corridors, approximately 165 sq m, removal of existing material and installation of carpet.

#### d. On the fifth floor

- Office 504, approximately 39 sq m, removal of existing material and installation of laminate flooring.

#### e. Ground floor

- Corridor, approximately 120 sq m, removal of existing material and installation of vinyl.
- Office 24, approximately 20 sq m, removal of existing material and installation of vinyl.

After the installation of the new floor (carpet tiles or vinyl sheets or laminate), depending on the material, the following will follow: the adjustment of the doors, the installation of profiles or skirting boards/finishing boards, the special cutting, the sealing of joints and edges and the transportation of the materials.

### C. MATERIALS

All necessary and technically suitable materials for the proper execution of the work, at the choice of the contractor. In addition to the basic materials, you will also need - depending on the type of floor - adhesives, sealing materials, leveling materials, primer, profiles, skirting boards, etc.

### D. RESTORATION

1. Transportation and removal of waste by the contractor. Old material will be transported to special bins.
2. Repositioning of furniture and other equipment

### 3. Restoration, tidying up of premises

#### E. ADDITIONAL CONDITIONS.

-The contractor, when submitting his offer, must also submit a precise timetable for the execution of the work, failure to comply with which may give rise to a claim for compensation from MAEE.

-The contractor is solely responsible for the insurance of the workers who will undertake the execution of the work, the issuance of any permits and the taking of all necessary safety measures during the execution of the work in accordance with Belgian legislation.

-The contractor guarantees the proper execution of the work and the maintenance of the project, providing a guarantee for both the materials and their installation, for at least four years.

**BUDGET COST - VAT INCLUDED**

52.000,00 euros

## FINANCIAL OFFER SUBMISSION FORM

	MATERIALS/TASK DESCRIPTION	COST IN EURO		
		AMOUNT EXCL. VAT	VAT 21%	AMOUNT INCLUDING VAT
1.	Second floor -Office and lobby of the Ambassador of the Hellenic Republic of Greece, removal of existing material and installation of laminate flooring (office 202) -Meeting room, removal of existing material and installation of laminate flooring (room 222) -Corridors, removal of existing material and installation of carpet.	Material: Work:		
2.	Third floor -Conference room, removal of existing material and installation of laminate flooring. TV cable coverage (room 319)	Material: Work:		
3.	Fourth floor -Office of the Ambassador of the Hellenic Republic, removal of existing material and installation of laminate flooring (office 410) -Corridors, removal of existing material and installation of carpet.	Material: Work:		
4.	Fifth floor -Office 504, removal of existing material and installation of laminate flooring	Material: Work:		
5.	Ground floor -Corridor, removal of existing material and installation of plastic/vinyl. -Office 24, removal of existing material and installation of plastic/vinyl or carpet.	Material: Work:		
6.	Material Warranty Installation Warranty	Years: Years:		
	TOTAL COST OF MATERIALS (general and special materials)			
	TOTAL COST OF WORKS (preparatory work for removing old material, installation of new material, site restoration and waste disposal, transportation, etc.)			
	TOTAL COMPANY OFFER IN EURO			
<b>*The total amount of the offer includes the cost of labor and the procurement of necessary materials.</b> <b>Project implementation time: Two months maximum</b>				

Brussels (date): .....

Signature/company stamp: .....

Name/Capacity of the signatory .....