

**REPRÉSENTATION PERMANENTE DE LA GRÈCE
AUPRÈS DE L'UNION EUROPÉENNE**
Personnel and Administration Section
e-mail : adminfin@rp-grece.be

Brussels, 19 February 2026
Protocol No: 1077

To: a) info@floorconcept.be
b) kevin.wouters@floorhouse.be
c) iyad@woonideal.be

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 invites for the submission of a proposal-offer and the direct award by signing of a relevant contract, for the replacement and installation of new floors (carpet and vinyl) in areas with a total area of approximately 975 sq.m, with an estimated cost of up to 76,000.00 Euros including VAT, according to the attached Table of Technical Specifications, the strict adherence to which constitutes 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 offer. The offers must fully comply with the specified tasks and the total cost, including all expenses, **must not exceed the amount of 76,000.00 Euros including VAT.**

Interested parties must complete and sign the attached Table of Description of Works and Supply of Materials and then submit their offer either electronically (in PDF format) to the email address: adminfin@rp-grece.be, or by post or in a closed envelope to the secretariat of the Administration-Organization unit of the Permanent Representation (19-21 Rue Jacques De Lalaing 1040 Brussels), **no later than Wednesday 25 February 2026 at 4:00 p.m.**, indicating the relevant indication in the subject. Offers 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. In addition, the contracting authority 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, vinyl) in areas of approximately 975 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 transfer of furniture
2. Protection of walls
3. Removal of existing carpets. Leveling of floors and sanding, installation of appropriate underlay depending on the type of new floor (carpet or vinyl).

B. DESCRIPTION OF WORKS

a. On the first floor

-Corridors, approximately 160 sq m, removal of existing material and installation of carpet.

b. On the third floor

- Corridors, approximately 210 sq m, removal of existing material and installation of carpet.

c. On the fifth floor

- Corridors in the B wing of the building, approximately 80 sq m, removal of existing material and installation of carpet.

d. On the sixth floor

- Corridors, approximately 160 sq m, removal of existing material and installation of carpet.

e. On the seventh floor

- Corridors, approximately 125 sq m, removal of existing material and installation of carpet.

- in offices 701,702,703,704,712,713 and 714, approximately 140 sq m, removal of existing material and installation of vinyl.

f. On the eighth floor

- Corridors, about 100 sq.m., removal of existing material and installation of carpet.

g. Ground floor

- Two entrance carpets (about 10 sq.m.) and vinyl floors in three elevators (about 10 sq.m.).

After the installation of the new floor (carpet tiles or vinyl sheets), 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.

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 (dark blue carpet tiles, high quality, and vinyl flooring with a parquet-like pattern), depending on the type of floor, you will also need 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, beautification of premises.

E. TIMETABLE

The work will begin as soon as the financial request of the Permanent Representation is approved by the competent financial Directorate of the Ministry of Foreign Affairs and will be completed **no later than November 15, 2026**.

F. SPECIAL TERMS OF WORK PERFORMANCE

1. Object-Price

The contractual price covers all the work required for the full and proper completion of the project, including materials, protection of premises, cleaning and restoration of any damage.

The contractor is obliged to carry out the work in a manner that ensures the uninterrupted work of the employees in the offices, implementing all necessary protection and cleanliness measures, in order to avoid the creation of excessive dust, noise or other nuisance for the staff.

The Contractor declares that he has received full knowledge of the conditions and waives any additional claim due to his incorrect assessment.

2. Schedule – Penalty clause for delay

The schedule is an essential term of the contract. The contractor is obliged to start and complete the work within the deadlines set out in the Contract (E'). In the event of culpable delay, a penalty clause of €100 per calendar day is automatically imposed from the day following the date of completion of the Contract (E'), without the need to prove damage. The Permanent Representation has the right to withhold the amount from any payment. A delay of more than 15 calendar days gives the right to terminate the contract without compensation.

3. Damages – Contractor's Liability

The Contractor bears full and exclusive liability for any damage caused to the building, or third parties by his act or omission.

The restoration is carried out immediately and at his own expense. Otherwise, the Permanent Representation is entitled to compensate for the damage and charge the cost or withhold the amount from the payment.

4. Additional work – Prohibition of arbitrary charges

No additional work or expense shall be recognized or paid without a prior written order from the Permanent Representation and a written agreement on the price.

The Contractor expressly and unconditionally waives any relevant claim.

5. Payments – Withholdings

Payment shall be made in a lump sum or in installments according to the progress of the work. The method of payment shall be agreed between the contracting parties. No installment may exceed 30% of the total price. A minimum of 10% shall be paid upon final acceptance. The Permanent Representation may withhold amounts for delays, defects, damages or penalty clauses.

6. Acceptance

The acceptance is carried out by a Committee to be appointed by the Permanent Representation, after and with the consent of the Technical Service of the Ministry of Foreign Affairs.

Any defects are remedied within a period set by the Permanent Representation, otherwise

they are remedied by the Permanent Representation at the Contractor's expense.

7. Performance guarantee

The Contractor provides a performance guarantee for a period of at least twelve (12) months from the date of final acceptance.

During the guarantee period, the Contractor is obliged to immediately and without additional payment remedy any damage, defect or failure due to faulty execution, poor quality of materials or incorrect installation.

In the event of non-remediation, the Permanent Representation is entitled to carry out the remediation and charge the cost to the Contractor.

The guarantee does not limit other legal claims of the Permanent Representation.

8. Legislation – Safety

The Contractor is obliged to comply with Belgian legislation on health, safety and insurance rules for workers and local regulations.

Any fine or penalty due to his fault shall be borne exclusively by him.

9. Termination

The Permanent Representation may terminate the contract without compensation in the event of delay, defective performance or violation of essential terms of the Contract or non-compliance with its instructions.

10. Language. The contract is drawn up in Greek and English.

In the event of a difference of interpretation, the Greek text shall prevail.

BUDGET COST - VAT INCLUDED

76.000,00 euros

FINANCIAL OFFER SUBMISSION FORM

	MATERIALS/TASK DESCRIPTION	COST IN EURO		
		AMOUNT EXCL. VAT	VAT 21%	AMOUNT INCLUDING VAT
1.	TASKS (as described in Table: A, B, D)			
2.	MATERIALS (as described in Table: C)			
TOTAL COMPANY OFFER IN EURO				
The Contractor company is obliged to adhere to the Schedule (E') and unconditionally accepts the Special Conditions for the execution of the works (F')				

Date:	Brussels,
Name and capacity of signatory:	
Company Tax Number:	
SIGNATURE	
Company SEAL	