

**EMBASSY OF GREECE IN OTTAWA**

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April 15th, 2025

File No. 085.1/322

To: a) **GOLPRO HOLDINGS INC.**  
[admin@golproholdings.com](mailto:admin@golproholdings.com)

**"Invitation to tender for an evaluation of the roof of the Residence of the Embassy of Greece in Ottawa."**

The Embassy of Greece in Ottawa shall proceed to the signing of a contract for the **roof evaluation at the Residence of the Embassy of Greece in Ottawa**, and calls the aforementioned interested company to submit a relevant offer for evaluation which should include the following:

**Embassy of Greece – 80 MacLaren Street – Ottawa**  
**Roof Evaluation at the Residence of the Embassy of Greece in Ottawa**

**Scope of Work**

• **ROOF EVALUATION**

1. General Exterior Visual Review
2. Interior Drone Review
3. Attic Review
4. Interior Visual Review
5. Relevant Discoveries
6. Roof Plan
7. Maintenance Repair and Replacement Options
8. Opinions of cost

• **DESIGN**

1. Scope of work
2. Bid Form
3. Technical Specifications
4. Drawing and Details

• **TENDER**

1. Contractor Selection
2. Distribute Bid Package and Chair Bidders Meeting
3. Clarify Scope
4. Receive Pricing and Proposed Construction Schedule
5. Summarize Pricing and Schedule
6. Provide Recommendations

- **SERVICES DURING CONSTRUCTION**

1. Construction Review (Review Construction- Submittal Review- Provide Additional Directions to Contractor
2. Contract Administration (Certify Contractor Payment – Prepare execute Change Orders – Prepare Certificate of Completion

- **The price per unit, including taxes and VAT**
- **The duration of the offer**

The award criterion shall be the lowest offer which should comply with the aforementioned terms of reference.

Tenders may be submitted in printed or electronic form to the Embassy Secretariat until **22 of April 2025**.

Interested parties must provide an IBAN bank account info.  
Bids from companies other than those invited will not be considered.

The Chargé d'affaires  
  
Markos Tripolitis

\*According to Law No 4412/2016 (as amended and in force)