



Consulate General of Greece in Guangzhou

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CALL FOR TENDERS

Subject: Call for tenders for Cleaning Services for the new offices of the Consulate General of Greece in Guangzhou.

The Consulate General of Greece in Guangzhou, in accordance with Law 4412/2016 of the Hellenic Republic, as amended and currently in force, hereby invites interested and qualified companies to submit quotes for the conclusion of an agreement for Cleaning Services for its new premises, not exceeding the amount of 4600 RMB per month including VAT.

The quotes can be submitted in print or electronic form no later than May 29, 2026, 10 pm.

The quote should fulfill the tender specifications described in the Annex attached herewith, including:

I. SPECIFICATIONS

	Description	Scope of Cleaning Services	Service hours
1.	Clean the main entrance of the Consulate on working days	Clean the main door glass, the AB door glass, the partition glasses, the reception desk glass, the doors, handles and frames. Keep the glasses bright, clean and free of stains and fingerprints. Vacuum and mop the floor, clean all furniture. Clean the interview room glass and counter, as well as seats, tables in the waiting area.	14:00 to 17:00 every Monday, Wednesday and Friday, 3 hours per day
2.	Cleaning of the Kitchen	Keep clean and tidy: cupboard(inside and outside),countertop, fridge, floor, table and chairs	

3.	Cleaning of the office areas	<p>Clean the reception area, visitor waiting areas, meeting rooms, consulate staff's offices (chairs, desks, and bookcases), open office areas, pantry and corridors. This includes vacuuming and mopping the floors and ensuring they are free of debris;</p> <p>Cleaning of public areas such as reception rooms and meeting rooms, and cleaning of unused desktops.</p> <p>Ensure walls and doors are dust-free, glass walls and doors are clean, bright, and free of fingerprints, and external glass window are cleaned, dust-free and no fingerprints.</p> <p>Bookcases in all areas should also be dusted and cleaned.</p>	
4.	Waste management	<p>Daily cleaning of all trash bins and restroom trash. Daily disposal of consulate waste to the designated garbage collection area specified by the property management.</p>	

II. PROCEDURE

The provided quote should include the following:

1. The detailed cost of services, including all miscellaneous services as well as the amount that corresponds to the VAT.
2. The total cost for services as well as the total amount of VAT that would incur.
3. The time interval for which the quoted price will remain unchanged (please note that the quoted price should be valid for at least 30 work days).
4. The name of the company, its VAT number, the name of the person responsible and the seal of the company.

III. TERMS AND CONDITIONS

1. Any quotation sent after the above specified deadline will not be taken into consideration.
2. After approval and signing of the contract no price amendments of any kind can be made.