EMBASSY OF THE HELLENIC REPUBLIC
ADDIS ABABA
PERMANENT REPRESENTATIVE
TO THE AFRICAN UNION

EXPRESSION OF INTEREST FOR THE ALTERATION AND CONVERSION OF A RESIDENTIAL BUILDING INTO EMBASSY PREMISES

Date: 22nd October 2026
Ref. No.: 085.0864/AS:401

1. Introduction

The Embassy of Greece in the Federal Democratic Republic of Ethiopia hereby expresses its interest in undertaking the necessary alteration, renovation, adaptation, and conversion of its newly rented residential building into suitable premises for the Embassy of Greece in Addis Ababa.

The proposed works are intended to transform the existing residential property into a secure, functional, professional, and appropriately equipped diplomatic facility that meets the operational requirements of the Embassy, while taking into consideration applicable Ethiopian construction, safety, security, and municipal requirements.

2. Scope of the Proposed Works

The proposed alteration and conversion works are expected to include, but not necessarily be limited to, the following:

- Assessment of the existing building and preparation of the necessary architectural and engineering designs;
- Reconfiguration and optimization of the existing internal spaces to accommodate Embassy offices and related facilities;
- Construction, removal, or modification of internal partitions, doors, ceilings, floors, and other architectural elements as required;
- Adaptation and upgrading of electrical, lighting, water supply, drainage, sanitary, and other building services;
- Installation or upgrading of heating, ventilation, and air-conditioning systems, where required;

- Development of appropriate reception, office, meeting, administrative, and service areas;
- Provision of appropriate facilities for staff and visitors;
- Installation and/or upgrading of security-related infrastructure, subject to the Embassy's requirements;
- External work, including access, parking, landscaping, boundary and entrance arrangements, where necessary;
- Fire prevention, fire detection, emergency and safety systems;
- Accessibility improvements and other measures required for the proper functioning of the premises;
- Painting, finishing, fixtures, fittings, and other works necessary to deliver a fully functional Embassy facility; and
- Any other associated works identified through the technical assessment and detailed design process.

3. Objective

The principal objective of the project is to convert the existing residential building into premises capable of supporting the Embassy's diplomatic, administrative, representational, and consular-related functions in an efficient and secure environment.

The works should preserve and, where appropriate, enhance the existing structure while ensuring that the converted premises meet the required standards of quality, functionality, safety, durability, and security.

4. Expression of Interest

Accordingly, the Embassy of Greece invites qualified and experienced architectural, engineering, construction, and/or building renovation companies with relevant experience to express their interest in participating in the proposed project.

Interested firms are expected to demonstrate:

- Relevant experience in renovation, alteration, refurbishment, and conversion of existing buildings;
- Proven capacity to undertake projects of comparable scale and complexity;
- Availability of qualified architects, engineers, project managers, and technical personnel;
- Experience in electrical, mechanical, plumbing, HVAC, fire safety, and related building services;
- Capacity to undertake works in accordance with applicable standards and regulations;

- Strong project management and quality-control capabilities;
- Appropriate health, safety, and environmental management procedures; and
- Where applicable, experience working with institutional, diplomatic, governmental, or other high-security premises.

5. Information to be Submitted

Interested parties are kindly requested to submit an Expression of Interest accompanied by relevant company information, including:

1. Company profile and registration details;
2. Relevant licenses and professional certifications;
3. Details of previous projects of a similar nature;
4. References and contact details of previous clients, where appropriate;
5. Proposed technical team and qualifications;
6. Description of the firm's technical and project-management capacity;
7. Preliminary approach and methodology for the proposed works; and
8. Any other information considered relevant to demonstrate the firm's suitability for the project.

Following the review of the Expressions of Interest, shortlisted firms may be invited to undertake a site visit and/or submit a detailed technical and financial proposal based on the Embassy's requirements and the final scope of works.

6. Budget

The total budget for the alteration and conversion service to be rendered shall not exceed 4,600,000 ETB (Four Million Six Hundred Thousand Ethiopian Birr), inclusive of all applicable taxes.

7. Confidentiality and Further Information

The Embassy reserves the right to request additional information from interested parties and to determine, at its discretion, the firms to be invited to participate in any subsequent procurement or tender process.

All information and documentation relating to the Embassy's premises, security requirements, and proposed works shall be treated as confidential and shall not be disclosed to third parties without prior authorization from the Embassy.

8. Submission and Deadline

Interested parties are invited to submit their expression of interest and supporting documents in a sealed and stamped envelope by physically being present at the premises of the Embassy of Greece in Addis Ababa no later than 27th October 2026.

Contact Information

For further information or clarification, interested suppliers may contact the Embassy on gremb.addis@mfa.gr and +251969019844.

The Embassy of Greece reserves the right to accept or reject any submission and is under no obligation to award a contract as a result of this expression of interest.