



**EMBASSY OF GREECE
RIYADH**

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Ref F. 085.ΓEN/ AS 314

CALL FOR TENDERS

Subject: Call for tenders for the provision of cleaning and maintenance service for the standalone AC units of the Chancery and Residence of the Hellenic Republic to the KSA, Oman and Yemen.

The Embassy of the Hellenic Republic, in accordance with the Law 4412/2016 of the Hellenic Republic dully amended and currently applicable, is calling for the submission of a quote for the signing of an agreement for the provision of cleaning and maintenance service for the standalone AC units of the Embassy's offices and Residence, not exceeding the amount up **to 68.000,00 SAR** including VAT. The quotation should fulfill the tender specifications described in the Annex attached herewith, and should include the following:

- a) The fee per month (where appropriate) for each type of service, inclusive of any kind of deductions and taxes (e.g., social/accident insurance, tax, VAT), the duration of the project as well as the total cost for the project, which cannot exceed the aforementioned budget.
- b) The total amount of VAT for the aforementioned project
- c) The validity period of the presented offer
- d) The company's valid business license where the type of services offered is written
- e) A certificate proving that the company paid required taxes and other fees
- f) A certificate proving that all social security, health insurance and relevant fees have been paid for the company's employees that will participate in the project, as required by the law of the KSA.

The selection criterion is the most value-for-money offer that will satisfy the technical specifications included in the attached Annex.

The quotes can be submitted in the email address of the Embassy (see above contact info) no later than **April 30th, 2026**.

The tender will ensure that, upon request and at any given time, proof of insurance, tax/fees payments and criminal record of the staff that will be assigned to the Embassy of the Hellenic Republic can be provided to the Embassy.

Quotes from tenders that have not received an invitation by email as well as offers that were sent to the aforementioned email address later than **April 30th, 2026**, 11 pm will not be taken into account.

Encl. 1 page

**ANNEX
TENDER SPECIFICATIONS
FOR THE PROVISION OF CLEANING AND
MAINTENANCE SERVICES FOR AC UNITS**

1. Description of the tender

The Contracting Authority is situated at the Embassy of the Hellenic Republic. The scope of the services to be covered by the contract between the Contracting Authority and the successful tenderer, includes cleaning of all indoor parts of the units and filters on a monthly basis, cleaning indoor and outdoor parts every 3 months, maintaining and installing fixtures when necessary. The tender also includes troubleshooting of issues and immediate response to emergencies of the stand-alone Air-Conditioning units of the Embassy and Residence. Cost of spare parts does not fall into the scope of this tender and will be quoted ad hoc.

2. Place of delivery or performance

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in Annex A.1 Technical specifications.

3. Duration

The framework contract(s) resulting from the present call for tenders shall enter into force the date on which it is signed by the last contracting party.

4. Volume

The maximum contract amount has been estimated at maximum **68.000,00 SAR** including VAT.

5. Selection Criteria

The tenderer would need to be able to prove sufficient economic and financial capacity and sufficient technical and professional capacity to perform the contract. For economic capacity assessment criteria could be, among others, a statement of the annual average manpower and the number of managerial staff of the tenderer in the last three (3) years. For technical and professional capacity, the tenderer should provide, upon request, proof that they have performed at least 2 projects of a nature or scope similar to the services to be carried out under this tender.

6. Other Requirements

The tenderer should be able provide, upon request, proof during the duration of the project that a) The staff assigned at the Embassy of the Hellenic Republic has no criminal record, b) No taxes or medical/social insurance fees related to the aforementioned employees are due.