

**PERMANENT REPRESENTATION OF GREECE
TO THE E.U**

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Brussels, 8 October 2024

Pr.No: 5771

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Subject: "Invitation to submit an offer for the transfer of the household goods of the Deputy Permanent Representative of Greece to the EU to a new residence"

The Permanent Representation of Greece to the EU, bearing in mind the provisions of Laws 4412/16 & 4782/21, as amended and in force, as well as the document with Ref.No 66820/10.12.2021 of the ST-B Directorate of the Ministry of Foreign Affairs, invites for the submission of an offer and the direct assignment, with the signing of a relevant contract, for the transfer of household goods (moving) to a new residence of the Deputy Permanent Representative of Greece to the EU, Ambassador Mr. Efthymios Kostopoulos, budgeted expenditure up to twelve thousand Euros (€12,000.00), including VAT, according to the attached table of technical specifications, the faithful observance of which is a necessary condition for the selection of the final offer.

The offer to be evaluated should include:

- a) The individual and total costs, including charges and VAT, of the work provided and supply of necessary material.
- b) The duration of validity of the offer, with a minimum validity of one month.

The award criterion is the most economically advantageous offer.

Those interested should fill in and sign the attached table and then submit their offer either electronically (in PDF format, to the address adminfin@rp-grece.be), or by post or in a sealed envelope to the secretariat of Administration-Organization Office of the Permanent Representation (19-21 Rue Jacques De Lalaing 1040 Bruxelles), no later than **Thursday, October 10 at 4:00 p.m.**

Bids submitted late will not be considered.

Before the assignment, the contractor must provide:

1. tax and insurance awareness
2. certificate of valid representation
3. Chamber of Commerce number
4. bank account details

The Permanent Representation reserves the right to request from the participants additional information necessary for the evaluation of the offers and the contractors are obliged to provide them. In addition, the Contracting Authority reserves the right to abort the procedure and to repeat it with or without modification of the terms. Participants have no financial claim in such case. Bids from economic operators who were not invited to submit a bid will not be considered. The award decision will be communicated electronically to the contracting entity.



The Permanent Representative
Ioannis Vrailas
Ambassador

TABLE OF DESCRIPTION OF WORKS & MATERIALS REQUIRED

Transfer of household goods of the Deputy Permanent Representative of Greece to the E.U. Ambassador Mr. Efthymios Kostopoulos, approximately 62 cubic meters, from the address Boulevard General Jacques 2-1050 Brussels to Franklin Street 52-1000 in Brussels, as follows:

A. DESCRIPTION

Disassembly and reassembly of furniture
Complete packaging and unpacking of all items
Loading - unloading
Special transport of the piano
Permit for parking at both addresses
Use of lifting machine/elevator
All risks insurance with a percentage of the declared value of the household goods

B. MATERIALS

All necessary packing materials.

C. RESTORATION

After the move is complete, all used packing and shipping materials will be removed

E. ADDITIONAL TERMS.

- The contractor, upon submitting his offer, should be able to carry out the transfer on the day(s) requested. Failure to comply with the work execution schedule may raise a demand for compensation from PRGEU.

-The contractor is solely responsible for the insurance of the workers who will undertake the execution of the works, the issuance of any permits and the taking of all necessary safety measures during the execution of the works in accordance with Belgian legislation.

BUDGET COST - VAT INCLUDED

12.000,00 €

	JOB DESCRIPTION/MATERIALS	COST		
		Without VAT	VAT	VAT INCLUDED
1	-Disassembly and reassembling furniture -Full packing and unpacking -Loading – unloading of boxes and furniture -Special transport of the piano -Using a lifting machine/elevator			
2	All risks insurance with a percentage of the declared value of the household goods			
3	The Contractor must have: - the necessary packaging materials - the appropriate means of transport -permits for parking and movement of the vehicles he will use - insurance of means of transport - Staff insurance			
4	Removal of all packaging materials			
GENERAL COMPANY OFFER SETS IN EUROS				
<p>*The total amount of the offer includes the cost of the work and supply of the necessary materials.</p> <p>Project implementation time: specific date to be requested</p>				

Brussels, (date):

Company signature/seal:

Name/surname - signatory status: