

**PERMANENT REPRESENTATION OF GREECE
IN THE EUROPEAN UNION**

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Brussels, 1 August 2023

Protocol No.: 4902

To: a. auto.beutels@telenet.be

b. info@d2c.be

c. info.mb.brussels@bymycar.be

Subject: "Invitation to submit a quote for the annual service of the seven official vehicles of the Permanent Representation of Greece to the EU (PRGEU)»

The Permanent Representation of Greece to the EU, in the context of the provisions of Law 4412/2016, as amended and in force, requests the submission of a quote for the direct assignment of the annual service of the seven (7) official vehicles of the Permanent Representation of Greece to the EU (PRGEU), within a budget of eight thousand four hundred and seventy euros (8.470,00 euros), VAT included, according to the attached table of technical specifications, which is a necessary condition for the selection of the final offer and the signing of the relevant contract and by submitting the attached financial offer submission form.

The offer must include:

- a) The final price, including all charges and VAT which should not exceed the total estimated budget.
- b) The duration of the offer, three months minimum.

The quote must meet the specified technical specifications and its total cost, including all expenses, must not exceed the amount of eight thousand four hundred and seventy euros (8.470,00 euros), VAT include. The annual service fee, should not exceed the amount of five thousand and eighty two euros (5.082,00 euros), including the corresponding VAT. This amount constitutes the maximum annual cost of the contract in the event that all seven official vehicles of the Authority require full maintenance in the same year, according to the attached table of technical specifications. Emergency repairs and supplies of spare parts are not included in the above amount.

The quote can be submitted electronically (in PDF format) to the following e-mail address: adminfin@rp-grece.be, or can be sent / submitted in printed form (enclosed envelope) to the financial department of the PRGREU (7th floor, 19-21 Rue Jacques De Lalaing 1040 Bruxelles), no later than September 8th, 2023 at 17.00 pm, with the relevant indication, otherwise it will not be considered valid.

Prior to the final contract, the contractor must provide:

1. tax and insurance information,
2. criminal record of the legal representative,
3. Certificate of valid representation - legal documents of recommendation
4. IBAN - bank account details.

The Permanent Representation reserves the right to request additional information for the documentation / evaluation of the quote. The contractor is obliged to provide them. In addition, the Permanent Representation reserves the right to cancel the procedure and repeat it with or without modification of the terms, with no right of any compensation for the participants. Offers from companies who were not invited will not be considered. The awarder company will be notified by email.

The Permanent Representative

Ioannis Vrailas
Ambassador

PERMANENT REPRESENTATION OF GREECE
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“ANNUAL SERVICE OF THE SEVEN OFFICIAL VEHICLES OF THE
PERMANENT REPRESENTATION OF GREECE TO THE EU (PRGEU)”

Technical SpecificationsTable

VEHICLE DESCRIPTION	PLATES No	YEAR PURCHASED	KLM on 1/7/23
1.MERCEDES, CDV 200	CD AL 260	2004	265.100
2.VOLKSWAGEN KOMBI	CD AS 347	2017	31.450
3.AUDI, A6 TDI SEDAN	CD AI 486	2014	31.237
4. VOLKSWAGEN T5 GP CARAVELLE CL long	CD AI 487	2014	86.887
5.AUDI, A6 TDI SEDAN	CD AI 488	2014	101.200
6.VOLVO S90	CD AF656	2017	23.750
7.TOYOTA PROACE VERSUS long	CD BC 253	2023	0
A. Annual full service («GRAND ENTRETIEN»)			Cost €
	CD AL 260		600,00€
Diagnostic test	CD AS 347		600,00€
Oil filters (change)	CD AI 486		600,00€
Air filters (change)	CD AI 487		600,00€
Campine-air con filters (change)	CD AI 488		600,00€
Fuel filters (change)	CD AF656		600,00€
Synthetic oil (change)	CD BC 253		600,00€
Brake pads			
TOTAL COST A			4.200,00€
B. Annual basic service («PETITE ENTRETIEN»)			Cost €
	CD AL 260		400,00€
Diagnostic test	CD AS 347		400,00€
Oil filters (change)	CD AI 486		400,00€
Air filters (change)	CD AI 487		400,00€
Campine-air con filters (change)	CD AI 488		400,00€
Synthetic oil (change)	CD AF656		400,00€
	CD BC 253		400,00€
TOTAL COST B			2.800,00€
TOTAL COST A+B			7.000,00€
TOTAL VAT A+B			1.470,00€
TOTAL A+B TVA INCLUDED			8.470,00€

* Emergency repairs and supplies of spare parts are not included in the above amount.

** The maximum annual cost of the contract cannot exceed the amount of five thousand eighty-two euros (€5,082.00) which corresponds to the cost of full maintenance of all seven official vehicles in the same year with the relevant VAT.

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“ANNUAL SERVICE OF THE SEVEN OFFICIAL VEHICLES OF THE
PERMANENT REPRESENTATION OF GREECE TO THE EU (PRGEU)”

FINANCIAL OFFER SUBMISSION FORM

VEHICLE DESCRIPTION	PLATES No	YEAR PURCHASED	KLM on 1/7/23
1.MERCEDES, CDV 200	CD AL 260	2004	265.100
2.VOLKSWAGEN KOMBI	CD AS 347	2017	31.450
3.AUDI, A6 TDI SEDAN	CD AI 486	2014	31.237
4. VOLKSWAGEN T5 GP CARAVELLE CL long	CD AI 487	2014	86.887
5.AUDI, A6 TDI SEDAN	CD AI 488	2014	101.200
6.VOLVO S90	CD AF656	2017	23.750
7.TOYOTA PROACE VERSUS long	CD BC 253	2023	0
A. Annual full service («GRAND ENTRETIEN»)			Cost €
	CD AL 260		
Diagnostic test	CD AS 347		
Oil filters (change)	CD AI 486		
Air filters (change)	CD AI 487		
Cabin air filters (change)	CD AI 488		
Fuel filters (change)	CD AF656		
Synthetic oil (change)	CD BC 253		
Brake pads			
B. Annual basic service («PETITE ENTRETIEN»)			
	CD AL 260		
Diagnostic test	CD AS 347		
Oil filters (change)	CD AI 486		
Air filters (change)	CD AI 487		
Cabin air filters (change)	CD AI 488		
Synthetic oil (change)	CD AF656		
	CD BC 253		
TOTAL (WITHOUT VAT) €			
TOTAL VAT €			
FINAL TOTAL (VAT INCLUDED) €			

* Prices include labor cost.

Brussels (date):

Signature/Company stamp:

Name/Surname/Position in the Company: