



**EMBASSY OF GREECE IN OTTAWA**

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August 20, 2024

File No. 085.1/AP 605

To: **GOLPRO HOLDINGS INC.**  
[admin@golproholdings.com](mailto:admin@golproholdings.com)

**"Invitation to tender with a view to replacing an air conditioning (HVA) unit at the Residence of the Embassy of Greece in Ottawa (534 Queen Elizabeth Dr.)."**

The Embassy of Greece in Ottawa shall proceed to the signing of a contract with a view to replacing an air conditioning (HVA) unit at the Ambassador's Residence, and calls the interested company to submit a binding offer which should comply with the relevant terms of reference, as follows:

**Embassy of Greece – 80 MacLaren Street – Ottawa**

**Scope of Work**

- **Install a new HVA UNIT, including new insulation, at the Ambassador's Residence (534 Queen Elizabeth Dr.), as follows:**
  - Disconnect and remove existing roof top unit
  - Supply and install New Carrier 48LV-K240603 2TON roof top unit
  - Disconnect gas piping, duct work high and low voltage
  - Hoist unit off the roof and set on the ground
  - Hoist new unit on roof
  - Reconnect gas piping, ductwork, high and low voltage
  - Start up unit and verify all operations functioning
  - Complete removal of existing insulation and disposal
  - Supply and install new 2 inch fiberglass rigid insulation on all exterior ductwork
  - Cover all insulation with metal, aluminum flex clad membrane for complete weather and rodent proofing
  - Caulking as required

**The final offer shall also include:**

- Any possible cost like materials, labour etc.
- The price of unit, including taxes and HST.
- The duration of the offer.

The award criterion shall be the lowest offer in compliance with the aforementioned terms of reference. Tenders may be submitted either in printed or electronic form to the Embassy secretariat not later than **August 28, 2024**. IBAN bank account info must be provided as well. Bids from companies other than those invited will not be considered.

Lastly, extras will not be entertained, unless authorized by the Embassy of Greece.



The Chargé d' Affaires a.i.

Markos Tripolitakis  
Embassy Counsellor

\*According to Law No 4412/2016 (as amended and in force)