



**EMBASSY OF GREECE IN OTTAWA**

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July 07, 2024

File No. 085.1/AP

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

**"Invitation to tender for a) Air-condition repair of the Embassy, b) install new HVAC UNIT at the Residence with a new insulation, c) remove and replace all damaged concrete planter border at the premises of the Embassy of Greece in Ottawa."**

The Embassy of Greece in Ottawa shall proceed to the signing of a contract for repairs at the exterior of its premises and calls the said interested companies to submit an offer which should comply with the relevant terms of reference and include the following:

**Embassy of Greece – 80 Mac Laren Street – Ottawa**

**Scope of Work**

**A**

- **Supply and install new start capacitor at the Air-conditioning of the Embassy (80 MacLaren Str.)**

**B**

- **Install new HVA UNIT with a new insulation at the Ambassador's residence (534 Queen Elizabeth Dr.)**  
Disconnect and remove existing roof top unit  
Supply and install New Carrier  
Disconnect gas piping, duct work high and low voltage  
Hoist unit off the roof set on the ground and hoist new unit on roof  
Reconnect gas piping, ductwork high and low voltage  
Complete removal of existing insulation and disposal  
Supply and install new fiberglass rigid insulation on all exterior ductwork and cover with metal aluminum flex clad membrane for weather and rodent proofing

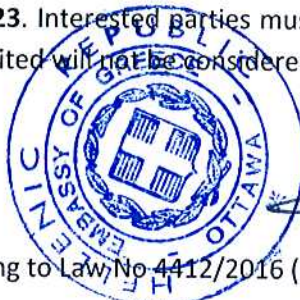
**C**

- **Remove all damaged concrete border along the front of the building and the driveway of the Embassy**
- **Replace all concrete planter borders with 6x6 pressure treated wood and align**

**The final offer shall also include:**

- Any possible cost like materials, labour, garbage bins, ladders etc.
- The price per unit, including taxes.
- The corresponding 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 in printed or electronic form to the Embassy Secretariat until July 12th, 2023. Interested parties must provide an IBAN bank account info. Bids from companies other than those invited will not be considered.



The Ambassador

*(Signature)*  
Ekaterini Dimakis

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