



**Embassy of Greece
in Beijing**

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Beijing, February 1st 2023

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CALL FOR TENDERS

Subject: Call for tenders for the provision of gardening and interior plants services.

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 gardening, interior plants upkeeping and floral decoration services for the Embassy's offices, not exceeding the amount of **97.200,00 RMB including VAT**. The quote should fulfill the tender specifications described in the Annex attached herewith, and should include the following:

- a) The fee per month/time unit (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) The type of work relation the company's employees will have (outsourcing/ dispatching)
- f) A certificate proving the company has paid required taxes and other fees
- g) A certificate proving that all social security and relevant fees have been paid for the company's employees that will participate in the project.

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 15.02.2023**.

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 **February 15th, 23:00** will not be taken into account.

Encl. 2 pages