



**Embassy of Greece
Bern**

Bern, 3rd May 2023
F.N.: 303/F. 085-AR

To:

- Christoph OTT AG
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Subject: Call for offers for conducting a condition report on the renovation of the Ambassador's residence in Bern.

The Embassy of Greece in Bern, according to the provisions of Greek Law No. 4412/2016, intends to proceed with a direct assignment to conclude a contract regarding a **condition report on the renovation of the Ambassador's residence in Bern**, with an estimated cost of **5.500 CHF (approximately 5.600 €, excl. VAT)** and invited the interested parties to submit their offers, faithfully abiding by the below list of technical requirements.

The quotation will need to include the following specifications:

1. General (macroscopic) inspection of the property.
2. Thorough external inspection of the property which will concern the surrounding area, the external masonry and the roof.
3. Thorough internal inspection (per room) of the property.
4. Inception of water supply, drainage, heating, ventilation and electrical installations, as well as insulation. The inception of the above facilities will be carried out under the responsibility of the contractor, by respective specialized technicians/engineers (the cost included in the offered price).
5. Material inspection of all drinking water pipes, as well as inspection of their condition by sampling and restoration. These checks will be carried out under the responsibility of the contractor and their cost is included in the offered price.
6. Compilation and delivery of a dossier on the condition-renovation needs and setting priorities for the required-proposed works. The dossier will include at least:
 - detailed description of the result of the above inspections and the condition of the building and infrastructure,
 - photographic documentation,
 - the reports of the specialized technicians/engineers,
 - sample control results,
 - description of the renovation needs by defining the priorities for the required-proposed works.
 - Reference to any additional inceptions deemed appropriate to implement, based on the condition of the building.
7. Overall cost estimation and cost estimation by proposed priority stage.

The quotation must include the **total price of the provided services, including VAT, which shall not exceed the aforementioned estimated cost, as well as the duration for which the quotation remains valid.**

The selection criteria will be the most cost-effective quotation based on the total price.

The offers are to be submitted in hard copy or via e-mail at the Embassy secretariat until 11th May 2023.

The selected bidder will be required to submit the following prior to concluding the contract:

A certificate for tax and VAT, a criminal record for the director/signatory, a certificate of representation from the company director, and a copy of the IBAN number of the company for payment purposes.

The Ambassador

Ekaterini Xagorari

