



**EMBASSY OF GREECE  
WASHINGTON D.C.**  
2217 Massachusetts Ave. NW  
Washington DC, 2008

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Ref. No: 085/AS 251

Washington DC, January 31st, 2023

**TO: Mr. Kostas Liappis**  
[kostasliappis61@gmail.com](mailto:kostasliappis61@gmail.com)

**Re.: “Invitation for proposals: Garden maintenance, Cleaning gutters and down spouts and cleaning window wells of the premises of the two buildings of the Embassy of Greece in Washington DC and the Ambassador’s Residence”**

The Embassy of Greece in Washington DC, according to Law 4412/2016 as it has been amended, intends to sign a contract for a period of 11 months (February 2023 – December 31, 2023), for garden maintenance, cleaning gutters and down spouts and cleaning window wells of the premises of the two buildings of the Embassy of Greece in Washington DC as well as the Ambassador’s Residence, for the budget of \$ 15,000.00 (approximately 14,285.72 Euros) and invites the interest companies/persons to submit compliant proposals according to the attached specifications and scope of work.

Proposals must include price by item and/or service, the total amount of services to be rendered within the approved budget and indicate the duration of the offer.

The Embassy of Greece will sign a contract with the company/person that submits the lower compliant proposal. Proposals will be accepted on digital format or hard copy and can be submitted to the Embassy of Greece February 4<sup>th</sup>, 2023.

Successful bidders must submit at the time of the contract signature bank account details, company registration, proof of authorization for the representative who will sign and no criminal record certificate for the representative who will sign.

Proposals from companies that are not included in this invitation will not be considered.



The Ambassador  
Alexandra Papadopoulou

## **SPECIFICATIONS – SCOPE OF WORK**

- Garden Maintenance – Landscaping in surrounding yard of Ambassador’s Residence and two Embassy buildings
- Cleaning gutters and down spouts of Ambassador’s Residence and two Embassy buildings
- Cleaning window wells of Ambassador’s Residence and two Embassy buildings

### **ADDRESSES:**

- Ambassador’s Residence: 2324 Massachusetts Ave. NW, Washington DC 20008
- Embassy Building: 2217 Massachusetts Ave. NW, Washington DC 20008
- -Embassy old Building: 2221 Massachusetts Ave. NW, Washington DC 20008

The services will be provided periodically and be paid according to working hours, the type of work and the season.