



Ministerio de Relaciones Exteriores y Culto

**PARTICULAR BIDDING TERMS AND CONDITIONS**

**SELECTION PROCEDURE**

<b>TYPE: Direct Single Source Procedure N° 06</b>	<b>Fiscal Year: 2017</b>
<b>CLASS: N/A</b>	
<b>MODALITY: N/A</b>	
<b>FILE N° 28.175/2016</b>	

Terms and Conditions free of charge

**Purpose of the Procurement:**

**Lease of premises to be used as the Offices of the Argentine Embassy to the HELLENIC REPUBLIC.**

**SUBMISSION OF PROPOSAL**

Place/Address	Date and Time
Embassy of the Argentine Republic to the Hellenic Republic 59 Vas. Sofias Ave, 3rd floor, Athens.	From 09:00 to 16:00 Before March 6th, 2017 at 15:00

**IMPORTANT: SHOULD THE OFFER BE SUBMITTED AFTER THE DEADLINE, IT WILL NOT BE ACCEPTED, REGARDLESS OF THE REASONS FOR THE DELAY.**

**OPENING OF THE PROPOSAL**

Place/Address	Date and Time
Embassy of the Argentine Republic to the Hellenic Republic 59 Vas. Sofias Ave, 3rd floor, Athens.	Monday 6th March 2017 at 16:00

For information regarding the progress status of this procurement, regardless of the notices given by us, we recommend that you visit the website of the Embassy of the Argentine Republic to the HELLENIC REPUBLIC <http://egrec.cancilleria.gov.ar>.



*Ministerio de Relaciones Exteriores y Culto*

**TABLE OF CONTENTS**

**I – TERMS AND CONDITIONS**

- 1 Purpose of the Procurement.
- 2 Consultations and Clarifications.
- 3 How to Submit the Proposal.
- 4 Content of the Proposal.
- 5 Quoting Method.
- 6 Opening of the Proposal.
- 7 Evaluation of the Proposal.
- 8 Award.
- 9 Payment Method.

**II – TECHNICAL SPECIFICATIONS**

**ANNEX A: AFFIDAVIT**

**ANNEX B: QUOTATION FORM**



Ministerio de Relaciones Exteriores y Culto

**DIRECT SINGLE SOURCE PROCEDURE N° 06/2017**

**I – TERMS AND CONDITIONS**

**1 – PURPOSE OF THE PROCUREMENT**

The purpose of this procurement is the lease of premises to be used as the Offices of the **Embassy of the Argentine Republic to the HELLENIC REPUBLIC**, hereinafter the "Embassy", in compliance with this Terms and Conditions, the Technical Specifications and the applicable law.

**2 – CONSULTATIONS AND CLARIFICATIONS**

Consultations and requests for clarifications on the Terms and Conditions shall be received in English or Spanish before at least SEVENTY TWO (72) working hours of the date set for the Opening of the Proposal. The consultations and requests for clarifications can be made in written at the address of the Embassy, or by means of email at: [egrec@mrecic.gov.ar](mailto:egrec@mrecic.gov.ar). It is mandatory to state Name, Address, Fax and email in which all notifications will be considered valid. Consultations and/or clarifications by phone or after deadline will not be accepted.

**3 – HOW TO SUBMIT THE PROPOSAL**

The offer can be submitted from 09:00 to 16:00 hs before March 6th at 15:00 hs. by any of the following means:

a) In paper, within a perfectly sealed envelope at the Embassy of the Argentine Republic to the Hellenic Republic, located at 59 Vasilissis Sofias Ave., 3rd floor, Athens. The offer shall be signed in each and every page by the offeror or their legal representative. The cover shall bear the following information:

EMBASSY OF THE ARGENTINE REPUBLIC TO THE HELLENIC REPUBLIC

**Direct Single Source Procedure N° 06/2017**

**PURPOSE: "LEASE OF PREMISES TO BE USED AS THE OFFICES OF THE ARGENTINE EMBASSY TO THE HELLENIC REPUBLIC" "SINGLE ENVELOPE".**

**DATE, TIME AND PLACE OF OPENING OF THE PROPOSAL:** Embassy of the Argentine Republic to the Hellenic Republic, 59 Vas. Sofias Ave., 3rd floor, Athens. On March 6th, 2017, at 16:00.

**PLACE AND DEADLINE FOR SUBMISSION OF THE PROPOSAL:** Embassy of the Argentine Republic to the Hellenic Republic, 59 Vas. Sofias Ave., 3rd floor, Athens. On March 6th, 2017, at 15:00.

FULL NAME OF OFFEROR:.....

ADDRESS:.....

TELEPHONE NR.:.....

EMAIL ADDRESS:.....

FAX:.....

b) If the offer is sent by post, the valid date and time of submission will be the one stamped by the Register of the Embassy.



## *Ministerio de Relaciones Exteriores y Culto*

All notifications made at the address, telephone, email, fax reported by the interested parties, the offeror and the awardee by any of the following means will be deemed valid: email, fax, mail, legal notification or voluntarily appearance of the interested parties, or their legal representative.

The offer will be received until the deadline. From that moment on, no submission, amendment, addition or changes will be accepted under any circumstance.

Submission of the offer by the offeror implies full knowledge and acceptance of the provisions governing this procurement and the interpretation of its precise scope.

### **4 – CONTENT OF THE PROPOSAL**

The proposal must be drafted in English/Spanish.

The proposal must be signed on each and every page by the offeror or their legal representative.

All deletions, amendments, erasures and text added between lines, if any, must be duly initialled by the person signing the proposal.

The proposal must include the following information:

4.1) Offeror's name and surname or name of the company/Enterprise, address, telephone and email where all notices will be deemed valid.

4.2) Quotation Form (ANNEX B); completed and signed by the offeror or legal representative.

4.3) Should the proposal be signed and submitted by a legal representative a copy of the relevant power of attorney or relevant documents authorizing said representative to sign the proposal must also be included.

4.4) Should the proposal be submitted by a realtor or broker a copy of the relevant authorization signed by the owner must also be included.

4.5) Description of the premises in accordance with the Technical Specifications should be included (Part II of these Terms and Conditions).

4.6) The offeror must maintain the offer for a term of THIRTY (30) days from the date of the opening of the proposal. This term will be automatically extended for equal terms, unless the offeror states their intention not to renew the maintenance term at least TEN (10) calendar days before the expiration of each term.

4.7) A simple draft "LEASE AGREEMENT" with at least the following conditions must be included:

- a) Lease term: FIVE (5) years.
- b) Payment currency: EUROS (EUR)
- c) Detail of the monthly rent
- d) Payment method
- e) Detail of the services or other items included on the rent
- f) Security deposit amount
- g) Special provision stating the lessor will assume, at no cost to the tenant, all the works necessary in order for the premises to accommodate:



## *Ministerio de Relaciones Exteriores y Culto*

- 1.- Interior partitions next to the entrance for a waiting room and space for at least TEN (10) individuals on the user service area
- 2.- At least FOUR (4) closed spaces for offices
- 3.- ONE (1) sector for general office that can accommodate at least SIX (6) work stations
- 4.- ONE (1) meeting room for at least TEN (10) individuals
- 5.- ONE (1) storage room
- 6.- ONE (1) Office/Kitchenette
- 7.- W.C. for both sexes

All the above mentioned spaces shall be equipped with the necessary accessories for its proper use.

4.8) The offeror must submit the Affidavit attached hereto as ANNEX A.

The offeror must be aware that the Embassy might request, during the period of evaluation of the proposal, any clarification upon any detail regarding the forwarding of complementary documentation, without any cost or claim to the said diplomatic mission.

Submission of the offer by the offeror implies full knowledge and acceptance of the provisions governing this procurement and the interpretation of its precise scope.

### **5 – QUOTATION METHOD**

The economic quotation will be part of the proposal and shall be signed by the offeror or legal representative.

Quote must be made in EUROS (EUR).

Quote must state the total Price of each item in numbers and the total Price of the proposal both in letters and numbers. In case of discrepancy between the amount stated in numbers and the amount stated in letters, the latter will prevail.

Any other mistake in the quoted amount by the offeror or detected by the contracting entity before the award, will be a cause to declare the offer null and void.

In the total Price the offeror must include items such as the following: security deposit, realtor payment, taxes and other expenses that may have an impact on the final amount of the contract that must be paid by the Embassy of the Argentine Republic to the HELLENIC REPUBLIC.

Economic quotation must be stated on the Quotation Form attached hereto as ANNEX “B”. It must be submitted as part of the proposal and must be signed by the offeror or legal representative.

The total Price quoted on the abovementioned form will be the final Price to be paid by the Embassy in every respect.

### **6 – OPENING OF THE PROPOSAL**

On the date and time established, the proposal will be opened in public, in the presence of the appointed officials and anyone wishing to attend the opening. A minute will be drafted and signed by all participating officials and the offeror or interested party willing to do so.



*Ministerio de Relaciones Exteriores y Culto*

**7 – EVALUATION OF THE PROPOSAL**

The proposal will be reviewed by the Procurement Division and the General Directorate of Infrastructure, Services and Administration of Property of the Argentine Ministry of Foreign Affairs and Worship.

During the review period of the proposal, offeror may be requested to rectify any amendable error or omission in its proposal.

In the rectification of such errors or omissions, the offeror may not alter the substance of the proposal.

If the offeror fails to act upon the rectification request within the term established, the proposal will be deemed abandoned.

**8 - AWARD**

The contract awarded will be informed to the awardee by means of email, fax or appearance of the interested party or the legal representative.

**9 – PAYMENT METHOD**

Rent will be paid in accordance with the provisions of the lease agreement.



## **II – TECHNICAL SPECIFICATIONS**

### **1. AREA:**

Premises with covered area of 404.32 m<sup>2</sup>.

### **2. LOCATION:**

- 2.1. Proximity to Banks, other Diplomatic Missions and the building of the Official Residency.
- 2.2. Easy Access by means of public transport.
- 2.3. Location within a safe area of the city.

### **3. CONDITION:**

- 3.1. The premises might be new or refurbished/restored.
- 3.2. The premises must guarantee to enjoy proper function of existing utility services (water, gas, electricity).
- 3.3. The premises must be in perfect state of conservation as to allow occupation within THIRTY (30) days of the signing of the lease agreement.
- 3.4. The premises must comply with rules of public accessibility and be equipped with emergency exits.
- 3.5. Confirm whether the property has anti-seismic certification.

### **4. INTERNAL DISTRIBUTION:**

The proposed premises must have the internal partitions as to accommodate next to the entrance a waiting room and space for at least TEN (10) individuals on the user service area.

Also it must be equipped with at least FOUR (4) closed spaces for offices, ONE (1) sector for general office that can accommodate at least SIX (6) work stations, meeting room for at least TEN (10) individuals, storage room, Office/Kitchenette and W.C. for both sexes.

### **5. FURNISHING**

The proposed premises must not include furniture.

### **6. AMENITIES:**

It must be equipped with:

- 6.1. Independent Air Conditioner on each space.
- 6.2. Alarm System and Motion Detection.
- 6.3. Fire Protection Alarm System.
- 6.4. Automatic lights, lighting devices in every area, exterior automatic lights.
- 6.5. Security ADT System. CCTV, security service, controlled access.
- 6.6. Hydraulic Elevator for TWELVE (12) people.
- 6.7. Telephone centre and electric generator.
- 6.8. The description of the premises must include the following: state whether the property is equipped with any other amenity or system



*Ministerio de Relaciones Exteriores y Culto*

**7. PREMISES IDENTIFICATION:**

Lesser must accept that the Embassy places in the building the national symbols (Coat and Flag).

**8. PLANS**

- 8.1. Plans and/or sketch with internal distribution must be included for every proposed building.
- 8.2. Interior and Exterior pictures should be attached.

**9. CERTIFICATES FOR USE/PERMITS**

- 9.1. Where local laws require the issuance of any certificate for use, authorization or permit, the owner of the property will be in charge of obtaining any such documents from the relevant authorities and shall bear the related costs.
- 9.2. Submission of the offer by the offeror implies acceptance that the Embassy conducts, at its own cost, all necessary works for completing or including electrical installation, data and telephone wiring, CCTV and alarms for proper functioning of the office.





*Ministerio de Relaciones Exteriores y Culto*

**ANNEX A**

**AFFIDAVIT**

(\*) Cross out whichever does not apply.

1. THE PROPERTY IS UNDER MORTGAGE  YES  NO (\*)
2. THE PROPERTY IS UNDER SEIZURE  YES  NO (\*)
3. THE PROPERTY IS UNDER ANY OTHER LIEN  YES  NO (\*)

*Athens, xxxxx, xxxx 2017*

---

***Signature and name of offeror or legal representative***



Ministerio de Relaciones Exteriores y Culto

**ANNEX B**

**QUOTATION FORM**

The undersigned..... Identity Document (Type and N°) ..... on behalf of and representing the Company/Realtor..... with legal domicile at (number).....(Street).....(floor) .... (Apartment)..... Telephone number....., Fax....., email ....., having sufficient authority to act on their behalf, is aware of the terms and conditions and the technical specifications governing this procedure and quotes the following prices:

**A) LEASE OF PROPERTY:**

DESCRIPTION	MEASURE	QUANTITY	MONTHLY AMOUNT IN EUR	TOTAL AMOUNT IN EUR
RENT	MONTH			

**B) SECURITY DEPOSIT:** .....

**C) REALTOR FEE:** .....

**D) OTHER:** .....

**TOTAL OF THE PROPOSAL (items A, B, C and D) IS:** .....  
..... for the lease of the property  
located at ....., from ....., ..... and ....., .....

**The total Price must include all taxes.**

Athens, ....., ....., 2017

---

**Signature and name of the offeror or legal representative.**