

Lease of property to be used as the Offices of the Argentine Embassy to SAINT LUCIA

ANNEX

**SPECIAL BIDDING TERMS AND CONDITIONS**

**Embassy of the Argentine Republic to SAINT LUCIA**

**SELECTION PROCESS**

<b>TYPE: Public Bidding Process No....</b>	<b>Fiscal year: 201...(*)</b>
<b>CLASS: No class</b>	
<b>MODALITY: No modality</b>	
<b>FILE No. 42126/2013</b>	

Bidding terms and conditions free of charge

Purpose of the Procurement:  
**Lease of premises to be used as the Offices of the Embassy of the Argentine Republic to SAINT LUCIA, in the City of Castries**

**BID SUBMISSION**

Place/Address	Date and time
(*)	(*) Until ..... (date) 201..., at ..... (time).

**BID OPENING**

Place/Address	Date and time
(*)	(*) Date: ..... 201... Time: .....

(\*) Information to be completed by this Office

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

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**PUBLIC BIDDING PROCESS No. /2014**

**I – SPECIAL BIDDING TERMS AND CONDITIONS**

**1 – PURPOSE OF THE PROCUREMENT**

The purpose of this invitation to bid is the lease of property to be used as the Offices of the Embassy of the Argentine Republic to SAINT LUCIA, in the City of Castries, in accordance with the provisions contained in this document and the applicable regulations (Decree No. 893/12 – Regulations Governing Public Administration Procurements).

**2 - NOTICES**

Together with the first submission, bidders must provide their full name, address, fax number and e-mail address for the purpose of any notices to be given.

**3 – HOW TO SUBMIT BIDS**

Bids must be submitted from ...to ..... (days), from .....to ..... (hours), until ..... (date) at ..... (time) (\*), as follows:

a) In writing, inside a closed envelope at .....(\*), with the signature of the bidder or their legal representative on every page. The envelope must be identified as follows:

**EMBASSY OF THE ARGENTINE REPUBLIC TO SAINT LUCIA**

**Public Bidding Process No. ....(\*) “LEASE OF PROPERTY TO BE USED AS THE OFFICES OF THE ARGENTINE EMBASSY TO SAINT LUCIA, IN THE CITY OF CASTRIES”**

**DATE, TIME AND PLACE OF OPENING :(\*)**  
.....

**PLACE AND DEADLINE FOR SUBMISSION OF BIDS (\*).....**

FULL NAME OF BIDDER:

ADDRESS:

TELEPHONE No.:

E-MAIL ADDRESS:

FAX No.:

ZIP CODE:

b) If the bid is sent by mail, it will be deemed to have been submitted at the date and time of receipt indicated by the Front Desk of the Office.

Notices to interested parties, bidders and awardees will be deemed valid if given at the address written on the envelope, through any of the following: e-mail, fax, mail, certified letter or voluntary appearance of the interested party or their attorney-in-fact/legal representative.

Bids may only be submitted until the submission deadline established. No changes introduced thereafter will be accepted.

Submission of a bid implies full knowledge and acceptance by the bidder of the provisions governing this procurement and the interpretation of its precise scope.

#### **4 – CONTENT OF THE BID**

The bid must be drafted in ENGLISH.

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

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

The bid must include the following information:

4.1 Description of the BID. The bid must include a detailed description of the property as per the Technical Specifications.

4.2 Bids signed and submitted by a legal representative must also include a copy of the relevant power of attorney or relevant documents authorizing said representative to sign the bid

4.3 A commitment to maintain the bid for a term of THIRTY (30) days must be offered. This term will be automatically extended for equal terms, unless the bidder expressly states its intention not to renew the maintenance term at least TEN (10) calendar days before the expiration of each term.

4.4 A sample “LEASE AGREEMENT” must be included, which will make provision for, at least, the following:

- a) The lease term will be FIVE (5) years.
- b) The payment currency will be the UNITED STATES DOLLAR or the EAST CARIBBEAN DOLLAR.
- c) The rental payment will be monthly.
- d) Payment method: Rent will be paid quarterly and in advance.
- e) Security deposit: bids providing for a security deposit of up to THREE (3) months’ rent by lessee will be accepted.
- f) The services included in the rent amount will be specified.
- g) Extraordinary charges will be borne by the lessor.
- h) Any amendments to the provisions of the agreement will be agreed upon by the parties in writing.

4.5 Alternative bids may be submitted provided that they are consistent with the Technical Specifications.

4.6 Bidders must submit the Affidavit attached hereto as ANNEX B.

4.7. Bidders submitting bids as realtors or intermediaries must also submit the relevant owner's authorization to offer the premises to the public.

Mere submission of the bid by the bidder implies full knowledge and acceptance of the provisions governing this procurement and the interpretation of its precise scope.

## **5 – QUOTING METHOD**

Quotes must be stated in the Quotation Form attached hereto as ANNEX A, must be submitted as part of the bid and must be signed by the bidder or their legal representative

Quotes must be made in UNITED STATES DOLLARS or EAST CARIBBEAN DOLLARS and must state the total price in numbers and letters for any items (e.g., security deposit, notary's fees, etc.).

Errors in the quoted amount that are informed by the bidder or detected by the Office before the award will result in the dismissal of the bid.

## **6 - OPENING OF BIDS**

At the date and time established, bids will be opened in public, in the presence of the officers appointed to that end and of any persons wishing to attend the meeting. The applicable minutes will be drafted and signed by all participating officers, as well as by any bidders or interested parties present and wishing to do so.

## **7 – REVIEW OF BIDS**

All bids will be reviewed by the Evaluation Committee of the Ministry of Foreign Affairs and Worship.

During the bid review period, bidders may be requested to rectify any errors or omissions in their bids.

In the rectification of such errors or omissions, bidders may not amend the substance of their bid, improve it or attempt to gain advantage over other bidders.

If a bidder fails to act upon the rectification request within the term established, their bid will be deemed abandoned.

## **8 – AWARD**

The contract will be awarded to the bid that complies with all the requirements hereof and is deemed most convenient by the Ministry, bearing in mind quality, bidder suitability, price, benefits offered and other conditions of the bid.

The successful bidder and the rest of the bidders will be notified of the award no later than FORTY-EIGHT (48) hours following the award, by e-mail or fax.

Upon giving notice of the award, the Office will sign the relevant lease agreement.

**9 –PAYMENT METHOD**

Rent will be paid in accordance with the provisions of the lease agreement. The Office will not pay any amounts for the lease of the premises while the works for adaptation of the offices are under way.

## **II – TECHNICAL SPECIFICATIONS**

### **1)- SURFACE AREA:**

1.1)- Enclosed surface area: 200 sq. m. Total (Enclosed, Semi-Covered and Outdoor) area: up to 300.00 sq. m.

### **2)- LOCATION:**

2.1)- The residence must be located in any of the neighbourhoods where the majority of the other diplomatic missions are located.

2.2)- The residence must be easily accessible using public transport available in the city.

2.3)- The property must be located in an area with internet service providers.

2.4)- The area must have appropriate security services.

### **3)- CONDITION:**

3.1)- The premises may be new or refurbished but must be guaranteed to be in suitable condition and to enjoy proper provision of services (water, gas, electricity, etc.).

3.2)- The premises must be in excellent condition, allowing immediate occupancy within SIXTY (60) days of the execution of the agreement.

### **4)- INTERNAL LAYOUT:**

4.1)- The offered premises must have an area near the entrance that can be used as a waiting area and for attending to the public, toilets, and a kitchen/dining area, as well as a minimum of SEVEN (7) rooms that can be transformed into offices.

### **5)- PARKING AREAS:**

5.1)- The property must have TWO (2) parking spaces, either inside or outside the premises, within a radius not exceeding ONE HUNDRED (100) metres.

### **6)- ON-PREMISES AMENITIES:**

6.1)- The description of the premises must include all fixtures and amenities included (air conditioning, individual or central heating/cooling system, fire protection system, data network, telephone lines, TV, electric generator, access control, security cameras, alarms, etc.)

### **7)- FURNITURE AND EQUIPMENT**

7.1)- The offered premises must have the following furniture: desks, conference tables and chairs for at least FIVE (5) officials, as well as conference rooms.

### **8)- PLANS**

8.1)- For each property offered, the relevant floor plan must be submitted, including the internal layout of the premises.

8.2)- City map indicating the location of the offered property.

8.3)- Photos of the outside and inside of the property must 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.

9.2)- Submission of the bid implies that the owner of the property agrees to the conduct of works to install the communication systems (power lines, data and telephone lines, CCTV and alarm) needed for the proper functioning of the Office.



**ANNEX A**  
**QUOTATION SHEET**

The undersigned..... Identity Document (Type and No.)..... on behalf of and representing (Company/Realtor) ..... with legal domicile at ..... (number) .....(street) ..... (floor) .... (apartment), telephone number: ..... fax: ....., having sufficient authority to act on their behalf, is aware of the special and technical terms governing this bidding process and quotes the following prices:

	MONTHLY VALUE IN USD/EC	TOTAL VALUE IN USD/EC
LEASE OF PROPERTY		
SECURITY DEPOSIT		
OTHER FEES		
<b>TOTAL</b>		

**TOTAL FOR THE BID:** .....

In exchange for the lease of the property located at ....., from ..... 201... to ..... 201...

**CROSS OUT WHICHEVER DOES NOT APPLY:**  
**ALTERNATIVES: YES/NO**

*CITY*, ..... day of ....., 201...

\_\_\_\_\_  
Signature and name of bidder or their legal representative

**ANNEX B**

- 1. THE OFFERED PREMISES ARE SUBJECT TO A MORTGAGE  YES  NO (\*).
- 2. THE OFFERED PREMISES ARE SUBJECT TO AN ATTACHMENT  YES  NO (\*).
- 3. THE OFFERED PREMISES ARE SUBJECT TO ANY OTHER LIEN  YES  NO (\*).

(\*). Cross out whichever does not apply:

CITY, ..... day of ..... 201...

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Signature and name of bidder or their legal representative

H:/inmueble/Pliego de Bases y Condiciones Santa Lucía – Eng.