



SPECIAL BIDDING TERMS AND CONDITIONS

SELECTION PROCESS

Type: Private Bidding Process No 11/2016	Fiscal year: 2016
CLASS: No class	
MODALITY: No modality	
File No. 20.240/2015	
Bidding terms and conditions free of charge	

Purpose of the Procurement:

Lease of premises to be used as the Official Residence of the Embassy of the Argentine Republic to the UNITED ARAB EMIRATES.

BID SUBMISSION

Place/Address	Date and time
Embassy of the Argentine Republic at United Arab Emirates located in Al Rowdha area, street 11, villa 196, PO Box 3325, Abu Dhabi, United Arab Emirates.	From Sunday to Thursday, from 8.30 am to 4.00 pm Until August 17th 2016 at 11 am.

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

BID OPENING

Place/Address	Date and time
Embassy of the Argentine Republic at United Arab Emirates located in Al Rowdha area, street 11, villa 196, PO Box 3325, Abu Dhabi, United Arab Emirates.	August 17th 2016 at 01 pm.

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 UNITED ARAB EMIRATES: <http://www.earb.cancilleria.gov.ar>

The Special Bidding Terms and Conditions for bid submission purposes can be found on the website.



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PRIVATE BIDDING PROCESS NO. 11 /2016

I – SPECIAL BIDDING TERMS AND CONDITIONS

1 – PURPOSE OF THE PROCUREMENT

The purpose of this procurement is the lease of premises to be used as the Official Residence of the Embassy of the ARGENTINE REPUBLIC to the UNITED ARAB EMIRATES, in accordance with the provisions contained in this document and the applicable regulations (Regulations Governing Public Administration Procurements, approved by Executive Order No. 1023 of 13 August 2001; Rules of the Regulations Governing Public Administration Procurements, approved by Executive Order No. 893 of 7 June 2012 as amended, and General Rules for Administrative and Financial Management of Argentine Representations Abroad, approved by Resolution CLLER No. 811 of 23 December 2014).

2 - CLARIFICATION AND ANSWERS TO ENQUIRIES

Interested parties may make enquiries about the Special Bidding Terms and Conditions, which may be sent by e-mail at the following address: earb@mrecic.gov.ar. Enquiries must be made in English and submitted within SEVENTY TWO (72) hours prior to the opening of bids. The following information must be provided: full name, address, fax number and e-mail address. All notices given at such address, to such fax number or email address up to the date of bid opening will be valid. Phone enquiries will not be accepted, nor will enquiries submitted after the specified term be answered.

3 - HOW TO SUBMIT BIDS

Bids must be submitted from Sunday to Thursday, from 8.30 am to 4.00 pm, until August 17th 2016 at 11 am, as follows:

- a) In writing, inside a sealed envelope at Embassy of Argentina, located at Al Rowdha area, street 11, villa 196, PO Box 3325, Abu Dhabi, United Arab Emirates., with the signature of the bidder or their legal representative on every page. The envelope must be identified as follows:

<p>EMBASSY OF THE ARGENTINE REPUBLIC TO THE UNITED ARAB EMIRATES</p> <p>Private Bidding Process No. 11/2016.</p> <p>PURPOSE: “LEASE OF PROPERTY TO BE USED AS THE OFFICIAL RESIDENCE OF THE ARGENTINE EMBASSY TO THE UNITED ARAB EMIRATES” “ONLY ENVELOPE”.</p> <p>DATE, TIME AND PLACE OF OPENING: August 17th 2016 at 01 pm at The Embassy of Argentina, Al Rowdha area, street 11, villa 196, PO Box 3325, Abu Dhabi, United Arab Emirates.</p> <p>PLACE AND DEADLINE FOR SUBMISSION OF BIDS: Embassy of Argentina, Al Rowdha area, street 11, villa 196, PO Box 3325, Abu Dhabi, United Arab Emirates until August 17th 2016 at 11 am.</p> <p>FULL NAME OF BIDDER: ADDRESS: TELEPHONE No.: E-MAIL ADDRESS: FAX No.:</p> <p>ALTERNATIVE BID: <u>YES/NO</u></p>
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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, to the phone or fax number, or to the e-mail 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 its 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) A detailed description of the property as per the Technical Specifications (Section II hereof).

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 (Find attached).

4.3) A commitment to maintain the bid for a term of FIFTEEN(15) calendar 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) Lease term: ONE (1) year.
- b) Renewable for an identical term.
- c) The payment currency will be the EMIRATI DIRHAM.
- d) Rent amount: monthly rent.
- e) Payment method: ANNUAL in advance.
- f) Security deposit: Bids providing for a security deposit must to specified the amount.
- g) Realtor fee: Bids providing for a realtor fee must to specified the amount.
- h) The services included in the rent amount will be specified.

4.5) Alternative bids may be submitted provided that they are consistent with the Technical Specifications. "Alternative bids" means other properties offered by the same bidder who, complying with the Technical Specifications of the Special Bidding Terms and Conditions, offers various technical solutions which may result in different prices for the same procurement.



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4.6) Bidders must submit the Affidavit attached hereto as ANNEX “A”.

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

By submitting the bid, 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 submitted as part of the bid and must be signed by the bidder or their legal representative.

Quotes must be made in EMIRATI DIRHAMS.

Quotes must state the total price of each item in numbers and the total price of the bid both in letters and numbers. The amount stated in letters will be considered the quoted price in case of discrepancy between such amount and that stated in numbers.

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

The bidder must include items such as the following in the final price quoted: security deposit, realtor fee, taxes, and other expenses that may have an impact on the final amount of the agreement and that must be paid by the Embassy.

Quotes must be stated in the Quotation Sheet attached hereto as ANNEX "B", they must be submitted as part of the bid and must be signed by the bidder or its legal representative. In the event an alternative bid is submitted, the bidder must also submit the Quotation Sheet attached hereto as ANNEX “C”.

The total price quoted in the abovementioned sheets will be the final price to be paid by the Embassy for all items.

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 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, with the participation of the General Directorate of Infrastructure, Services and Administration of Property for their technical assessment.

During the bid review period, bidders may be requested to rectify any errors or omissions in their bids within FIVE (5) business days following notice to bidders.

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.



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

The Evaluation Committee's decision will be sent to all bidders by any means specified by them in their respective bids.

Objections to the Evaluation Committee's decision may be filed, on appropriate grounds, within FIVE (5) business days of the receipt of the notice referred to in the preceding paragraph.

Any objections shall be resolved by the competent authority upon awarding the Contract.

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, in terms of quality, bidder suitability, price, benefits offered and other conditions of the bid.

The successful bidder will be notified of the award by e-mail or fax, or by direct access to the relevant file by the bidder, its proxy or legal representative.

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.



II – TECHNICAL SPECIFICATIONS

1)- SURFACE AREA:

- 1.1)- Maximun enclosed surface area: Total enclosed surface area: up to SIX HUNDRED AND FIFTHY (650) sq. m.

2)- LOCATION:

- 2.1)- The premises must be located in a safe residential area in the city, must be close to other Diplomatic Residences and/or Embassies, and must be easily accessible.
- 2.2)- The premises may not be located next to a vacant lot, a property under construction, or an illegally occupied property.

3)- INTERNAL LAYOUT:

- 3.1)- The offered premises must have an area that can be used for social activities and an area to be used for private activities.
- 3.2)- The service sector may be located either inside or outside the premises..

4)- CONDITION:

- 4.1)- The premises may be new or refurbished but must guarantee that existing services are properly supplied (water, gas, electricity, etc.).
- 4.2)- The premises must be in suitable condition, allowing immediate occupancy within THIRTY (30) days of the execution of the agreement.

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 (for example, individual or central heating/cooling system, fire protection system, data network, TV, electric generator, access control, security cameras, swimming pool, etc.).

7)- FURNITURE:

- 7.1) The offered premises must be without any furniture.

8)- PLANS:

- 8.1)- For each property offered, the relevant floor plan must be submitted, including the internal layout of the premises.
- 8.2)- Photos of the outside and inside of the property must be attached.

9)- ADAPTATIONS:

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



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ANNEX A:

AFFIDAVIT

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.

Abu Dhabi, 2016.

Signature and name of bidder or bidder's legal representative



ANNEX B

QUOTATION SHEET

The undersigned.....Identity Document (Type and No.).....
on behalf of and representing the 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 specific and technical terms governing this procurement
and quotes the following prices:

A) LEASE OF PROPERTY:

DESCRIPTION	UNIT OF MEASUREMENT	NUMBER	MONTHLY VALUE IN AED	TOTAL VALUE IN AED
RENT	MONTH	12		

B) SECURITY DEPOSIT:

C) REALTOR FEE:

D) OTHER (for example, notary's fees):

TOTAL FOR THE BID (NUMBERS AND LETTERS) (items A, B, C and D):

.....

The price includes all taxes

Abu Dhabi, 2016.

Signature and name of bidder or bidder's legal representative



ANNEX C
QUOTATION SHEET
(ALTERNATIVE BID)

The undersigned.....Identity Document (Type and No.).....
on behalf of and representing the 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 specific and technical terms governing this procurement
and quotes the following prices:

A) LEASE OF PROPERTY:

DESCRIPTION	UNIT OF MEASUREMENT	NUMBER	MONTHLY VALUE IN AED	TOTAL VALUE IN AED
RENT	MONTH	12		

B) SECURITY DEPOSIT:

C) REALTOR FEE:

D) OTHER (for example, notary's fees):

TOTAL FOR THE BID (NUMBERS AND LETTERS) (items A, B, C and D):

.....

The price includes all taxes

Abu Dhabi, 2016.

Signature and name of bidder or bidder's legal representative