



Ministry of Foreign Affairs and Worship

ANNEX

**SPECIAL BIDDING TERMS AND CONDITIONS**

**SELECTION PROCESS**

<b>TYPE: Private Bidding Process No .1</b>	<b>Fiscal year: 2015</b>
<b>CLASS: N/A</b>	
<b>MODALITY: N/A</b>	
<b>FILE No. 17011/2015</b>	

**Purpose of the Procurement:**

**Lease of premises to be used as the Offices of the Argentine Embassy to SAINT LUCIA, in the city of Castries.**

Bidding terms and conditions free of charge

**BID SUBMISSION**

Place/Address	Date and time
Embassy of the Argentine Republic Royal by Rex Resorts, Reduit Beach, P.O. Box 977, Castries, Saint Lucia, W.I. Temporary office: (1-758)452-9999, ext. 3302 (from 8:30am to 1:00pm) E-mail: eluci@mrecic.gov.ar <a href="http://eluci.mrecic.gov.ar/en">http://eluci.mrecic.gov.ar/en</a>	Until August 27, 2015, at 9 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 Royal by Rex Resorts, Reduit Beach, P.O. Box 977, Castries, Saint Lucia, W.I. Temporary office: (1-758)452-9999, ext. 3302 (from 8:30am to 1:00pm) E-mail: eluci@mrecic.gov.ar <a href="http://eluci.mrecic.gov.ar/en">http://eluci.mrecic.gov.ar/en</a>	August 27, 2015, at 11 am.



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**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 SAINT LUCIA [www.eluci.cancilleria.gov.ar](http://www.eluci.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. 1/2015**

### **I – SPECIAL BIDDING TERMS AND CONDITIONS**

#### **1 – PURPOSE OF THE PROCUREMENT**

The purpose of this invitation to bid is the lease of premises 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 – CLARIFICATION AND ANSWERS TO ENQUIRIES**

Interested parties may make enquiries about the Special Bidding Terms and Conditions, which may be submitted in writing at the address specified by the Office for Submission of bids or sent by email to [eluci@cancilleria.gob.ar](mailto:eluci@cancilleria.gob.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 email 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 specific term be answered.

#### **3 – HOW TO SUBMIT BIDS**

Bids must be submitted from Monday to Friday, from 9:00 am to 1:00 pm, until August, 27 at 9:00 am, as follows:

a) In writing, inside a closed envelope at Embassy of the Argentine Republic, Royal Rex Resorts, Reduit Beach, P.O. Box 977, Castries, Saint Lucia, W.I, with the signature of the bidder or their legal representative on every page. The envelope must be identified as follows:



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

**Private Bidding Process No. 1/ 2015.**

**PURPOSE:** “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:** August 27, 2015 at 11:00 am in Embassy of the Argentine Republic, Royal by Rex Resorts, Reduit Beach, P.O. Box 977, Castries, Saint Lucia.

**PLACE AND DEADLINE FOR SUBMISSION OF BIDS:** Embassy of the Argentine Republic, Royal by Rex Resorts, Reduit Beach, P.O. Box 977, Castries, Saint Lucia. August 27, 2015 at 9:00 am.

FULL NAME OF BIDDER:

ADDRESS:

TELEPHONE No.:

E-MAIL ADDRESS:

FAX No.:

ALTERNATIVE BID: YES/ NO

b) If the bid is sent by post (local 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 or additions introduced thereafter will be accepted.

Submission of a bid implies full knowledge and acceptance by the bidder of the provisions governing this procurement and of 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 person signing the bid.



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The bid must include the following information:

4.1) A description of the BID. The bid must include 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.

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/ EAST CARIBBEAN DOLLAR.
- c) Rent amount: monthly rent.
- d) Payment method: rent will be paid quarterly (at most) and in advance.
- e) Security deposit: proposals including a security deposit equal to a maximum of THREE (3) months’ rent will be accepted.
- f) The utilities/ 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.

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.

Submission of the bid by the bidder implies full knowledge and acceptance of the provisions governing this procurement and of 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.



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Quotes must be made in UNITED STATES DOLLARS or EAST CARIBBEAN DOLLARS.

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 Office before the award will result in the dismissal of the bid.

**The bidder must include items such as the following in the price: taxes (e.g., VAT), security deposit, realtor fees, and other expenses that may have an impact on the final amount of the contract that must be paid by the Embassy.**

Quotes must be stated on 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 on the abovementioned sheets will be the final price to be paid by the Embassy for all items.

Any 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. 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 purposes.

During the bid review period, bidders may be requested to rectify any errors or omissions in their bids, within a term of FIVE (5) business days after bidders are notified thereof.

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.

Objections will be dealt with by the competent authority through the same administrative resolution providing for the award.

**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, regard being had to 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.

Following 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.





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## **II – TECHNICAL SPECIFICATIONS**

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

1.1)-Minimum enclosed surface area: approximately 170 m<sup>2</sup> (ONE HUNDRED AND SEVENTY SQUARE METERS)/ 1830 square feet (ONE THOUSAND EIGHT HUNDRED AND THIRTY FEET).

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

- 2.1)- The premises must be located close to other Diplomatic Offices and banks.
- 2.2) The premises must be easily accessible using the city's public transport.
- 2.3) The area must have appropriate security services.

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

- 3.1)- The premises may be new or refurbished and must be guaranteed to enjoy proper provision of existing utility services (water, gas, electricity).
- 3.2)- The premises must be in perfect condition, so as to allow occupancy within NINETY (90) days of the execution of the agreement.

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

4.1)- The offered property must have an area near the access area to serve as waiting room/room for attending to the public, toilets and an office, as well as a minimum of SEVEN (7) rooms which may be used as 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 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 services, electric generator, access control, security cameras, alarms, etc.)

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

7 1)- The offered premises must have basic equipment for THREE (3) officials and FOUR (4) employees, including desks, chairs, and meeting-room table and chairs.



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**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)- 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 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.



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**ANNEX A**

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:

Castries, ..... day of ..... 2015

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Signature and name of bidder or their legal representative



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**ANNEX B**

**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: ....., e-mail:..... Taxpayer Identification number....., 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:

**A) LEASE OF PROPERTY:**

DETAIL	UNIT	TERM	MONTHLY VALUE IN USD (OR) ECD	TOTAL VALUE IN USD (OR) ECD
RENT	MONTHS	60 months		

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

**C) TAXES (VAT):** .....

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

**TOTAL FOR THE BID (A, B and C):** ..... for the lease of the property located at ....., for a term of 60 months.

**The price includes all taxes.**

Castries, ....., 201....

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



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**ANNEX C**

**QUOTATION SHEET**

**(ALTERNATIVE BID)**

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: ....., e-mail:..... Taxpayer Identification number....., 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:

**B) LEASE OF PROPERTY:**

DETAIL	UNIT	TERM	MONTHLY VALUE IN USD (OR) ECD	TOTAL VALUE IN USD (OR) ECD
RENT	MONTHS	60 months		

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

**C) TAXES (VAT):** .....

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

**TOTAL FOR THE BID (A, B and C):** ..... for the lease of the property located at ....., for a term of 60 months.

**The price includes all taxes.**

Castries, ....., 201....

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Signature and name of bidder or their legal representative