

Lease of property to be used as the Official Residence of the Argentine Embassy to the
FEDERAL REPUBLIC OF NIGERIA

SPECIAL BIDDING TERMS AND CONDITIONS

Embassy of the Argentine Republic to the FEDERAL REPUBLIC OF NIGERIA

SELECTION PROCESS

TYPE: Emergency Direct Procurement Procedure No 1	Fiscal year: 2015
CLASS: N/A	
MODALITY: N/A	
FILE No. 216/2015	

Purpose of the Procurement:

Lease of premises for use as the Official Residence of the Embassy of the Argentine Republic to the FEDERAL REPUBLIC OF NIGERIA.

Bidding terms and conditions free of charge

BID SUBMISSION

Place/Address	Date and time
Embassy of the Argentine Republic to NIGERIA, located at 30 Nelson Mandela, off Desmond Tutu, Asokoro, Abuja	Until January 22 nd , 2015 at 15:00 hs.

BID OPENING

Place/Address	Date and time
Embassy of the Argentine Republic to NIGERIA, located at Nelson Mandela, off Desmond Tutu, Asokoro, Abuja	January 23 rd 2015, at 10:00 hs.

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

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 FEDERAL REPUBLIC OF NIGERIA www.enige.mrecic.gov.ar. The Special Bidding Terms and Conditions for reference or bid submission purposes can be found on the website.

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EMERGENCY DIRECT PROCUREMENT PROCEDURE No. 1 /2015

I – SPECIFIC CONDITIONS

1 – PURPOSE OF THE PROCUREMENT

The purpose of this procurement is the lease of property for use as the Official Residence of the Argentine Embassy to the FEDERAL REPUBLIC OF NIGERIA.

2 - HOW TO SUBMIT BIDS

Bids must be submitted inside a closed envelope marked “ONLY ENVELOPE”, on the front of which the following details will be included:

EMBASSY OF THE ARGENTINE REPUBLIC TO THE FEDERAL REPUBLIC OF NIGERIA.

Emergency Direct Procurement Procedure No. 1/2015

PURPOSE: “LEASE OF PROPERTY FOR USE AS THE OFFICIAL RESIDENCE OF THE EMBASSY OF THE ARGENTINE REPUBLIC TO THE FEDERAL REPUBLIC OF NIGERIA”

DATE, TIME AND PLACE OF OPENING: January 23rd 2015, 10:00 hs

PLACE AND DEADLINE FOR SUBMISSION OF BIDS: January 22nd 2015, 15:00 hs

FULL NAME OF BIDDER:.....

ADDRESS:.....

TELEPHONE No.:.....

E-MAIL ADDRESS:.....

FAX No.:.....

ZIP CODE:.....

3 - CONTENT OF THE BID

The bid must be drafted in ENGLISH.

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

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

The bid must include the following information:

3.1) Name and surname, address, telephone number, fax number and e-mail address of the bidder. All notices served using these data shall be valid.

3.2) Quotation sheet (ANNEX A), completed and signed by bidder or its legal representative.

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

3.4) Description of the Bid. The bid must include a detailed description of the property as per the Technical Specifications.

3.5) The bid shall be maintained for a term of THIRTY (30) calendar days. This term will be automatically extended for another equal term, unless the bidder expressly states its intention not to renew it. In such case, it will be required to give notice of such intention at least TEN (10) calendar days before the expiration of each term.

3.6) A draft "LEASE AGREEMENT" must be included.

The bidder must consider that the Office may request, during the whole bid review period, clarifications on any details of its submission, including the submission of further documents, which shall not give rise to any additional costs to or claims against the Office.

Mere submission of the bid by the bidder implies full knowledge and acceptance of the provisions governing this Procurement and the interpretation of their exact scope. Bidders must submit the Affidavit attached as ANNEX B hereto.

4 - QUOTING METHOD

Quotes must be submitted as part of the bid and must be signed by the bidder or its legal representative.

Quotes must be made in NIGERIAN NAIRAS (NGN) or UNITED STATES DOLLARS (USD).

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 contracting body before the award will result in the dismissal of the bid.

The bidder must include items such as the following in the price: 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 Mission.

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

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

5- 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

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be drafted and signed by all participating officers, as well as by any bidders or interested parties present and wishing to do so.

6 - REVIEW OF BID

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

During the bid review period, the bidder may be requested to rectify any errors or omissions in its bid. In the rectification of such errors or omissions, the bidder may not amend the substance of their bid.

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

7 – AWARD

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.

8 – INVOICING AND PAYMENT

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

II- TECHNICAL SPECIFICATIONS

REQUIREMENTS

1)- SURFACE AREA:

1.1)- Enclosed surface area: 650 sq. m. and total surface (Enclosed, Semi-Covered and Outdoor) area: up to 2600 sq. m.

2)- LOCATION:

2.1)- The premises must be located in a safe residential area, close to diplomatic missions and must be easily accessible.

2.2)- The premises may not be located next to a vacant lot, a property under construction or uninhabited/unlawfully occupied premises.

3)- CONDITION:

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

3.2)- The premises must be in excellent condition, allowing immediate occupancy within THIRTY (30) days of the execution of the agreement.

4)- INTERNAL LAYOUT:

4.1)- The offered premises must have an area for the protocol activity, besides the intended to be the private area, the service room and the security staff areas.

5)- ON-PREMISES AMENITIES:

5.1)- The description of the premises must include all fixtures and amenities included in the property (air conditioning, individual or central heating/cooling system, fire protection system, data network, electric generator, etc.).

6)- FURNITURE:

6.1)- The offered premises must not be furnished.

7)- PLANS:

7.1)- The relevant floor plan must be submitted, including the internal layout of the premises.

7.2)- Photos of the outside and inside of the property must be attached.

ANNEX A

QUOTATION SHEET

The undersigned..... Identity Document (Type and No.)..... on behalf of and representing with legal domicile at (number)(street)..... (floor) (apartment), telephone number: fax: e-mail address:....., 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:

ANNUAL VALUE IN USD/NGN	TOTAL VALUE IN USD/NGN FOR YEARS

B) REALTOR’S FEES:

C) LEGAL FEE:

TOTAL FOR THE BID (A, B AND C):

.....

The price includes all taxes.

CITY, day of, 2015.

Signature and name of bidder or its legal representative

ANNEX B

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:

CITY, day of, 2015.

Signature and name of bidder or its legal representative.