**REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: **4200789839** | Date: 31 October 2024 |

**REQUEST FOR QUOTATION (RFQ) for the lease of building for the operation of Emergency Accommodation Facility for Unaccompanied Minors** **in the region of Attica**

The International Organization for Migration was established in 1951 and is the world leading intragovernmental organization in the field of migration, with 173 member states, a further 8 states holding observer status and offices in over 100 countries. IOM is dedicated to promoting humane and orderly migration for the benefit of both migrants and the receiving communities, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

With the present request for quotations, The International Organization for Migration – Office of Greece, is interested in lease of building (including hotel facilities) to operate as Accommodation facility for Unaccompanied Minors in Attica, that are foreseen to operate for a period of 6 months, with a possibility of extension. The building must have a minimum of 350m2 of main use areas (excluding staircases, elevators, landings and hallways). The facility will have a maximum capacity of up to 50 individuals, to cope with exceptional accommodation needs.

The facility will be used under the scope of “Emergency accommodation facilities” project funded by Swiss contribution to reducing economic and social disparities in the EU and the Hellenic Ministry of Migration and Asylum.

The facilities will house Unaccompanied minors, aged under 18 years old, who arrive in Greece, without being escorted by the person with their parental responsibility (according to the Greek legislation), or for the specific time period the parental responsibility is not assigned to another individual as per the law and subsequently is not in practice, or minors that are left unaccompanied after their entry in Greece (Article 34 item (xi) of L. 4375/2016/Gov. Gazette A' 51). The main goal of the operation of the Accommodation Facilities for Unaccompanied Minors is the accommodation and provision of protection and assistance services.

This Request for Quotation comprises the following documents:

**Section 1: This request letter**

**Section 2: RFQ Instructions and Data**

**Annex 1: Facility Presentation and Contact Details**

**Annex 2: Schedule of Requirements**

**Annex 3: Technical Offer & Declaration of Conformity**

**Annex 4: Financial Offer**

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

IOM Procurement Unit

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | **20/11/2024, 13:00, Athens-Greece**If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows: ☒ EmailBid submission address: **iomathenstenders@iom.int*** File Format: **Pdf**
* All files should be inserted within a compressed File which should be password protected.
* The password will not be part of the bid. Separate requests will be sent to the sender’s email address to make known to IOM during the evaluation process.
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission: **20mb**
* Mandatory subject of email: **RFQ 4200789839**
* Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.
* It is recommended that the entire Quotation be consolidated into as few attachments as possible.
* The proposer should receive an email acknowledging email receipt
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| **Cost of preparation of quotation** | IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct** | All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [Supplier Code of Conduct (ungm.org)](https://www.ungm.org/Public/CodeOfConduct).  |
| **Conflict of Interest** | UN encourages every prospective Supplier toavoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement.  |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in **Euro (€)**  |
| **Duties and taxes** | The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall:☒ be inclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation**  | All bids, information, documents and correspondence exchanged between IOM and the bidders in relation to this bid process shall be in in English. Documentation issued by public sector/tax offices, etc may be submitted in Greek. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:☒ Annex 3: Technical offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 2.☒ Annex 4: Financial offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 2.☒ Solemn Declaration from the submitting party that, either they are the owner and legal representative for the building, or they are authorized by the owner to submit the expression of interest proposal on their behalf. ☒ Electrical Engineer’s Certificate for the satisfactory performance of the building’s electrical installation☒ Fire-Safety certificate of the building (optional, if available).☒ Buildings floor plans for all floors, depicting all individual spaces, the square meters, and the size of each opening (optional, if available).**In case the building is already leased, the below documents should be also submitted:**☒ Solemn Declaration where the owners of the buildings will state that they are aware and agree the building to be subleased.☒ The initial leasing agreement between the owner of the building and the interested party |
| **Quotation validity period** | Quotations shall remain valid for 60 (sixty) days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.  |
| **Partial Quotes** | ☒ Not permitted |
| **Payment Terms** | ☒ The monthly leasing fee will be paid within the first seven calendar days of each month. In case of warranty deposit, it will be paid along with the leasing fee of the first month of the agreed leasing period.  |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Procurement UnitE-mail address: iomgrprocurement@iom.int |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated in written email. |
| **Evaluation method** | For the evaluation of the proposals, a three-member committee will be appointed. If a building meets the requirements set by the present RFQ, a building inspection will be conducted so as will be further evaluated. The inspection will be scheduled with the interested party. In case the inspected building will be considered as suitable and the financial offer is deemed cost efficient, the successful bids will be considered for award. |
| **Evaluation criteria** | ☒Full compliance with all requirements as specified in Annex 2 ☒Full acceptance of the General Conditions of Contract  |
| **Right not to accept any quotation** | IOM is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Type of Contract to be awarded** | Lease Agreement |
| **Expected date for contract award.** | 31 November 2024 |
| **Duration of Contract** |  6 months with the possibility of extension, depending on the availability of funding. |
| **Policies and procedures** | This RFQ is conducted in accordance with Policies and Procedures of IOM  |

**ANNEX 1: FACILITY PRESENTATION AND CONTACT DETAILS**

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| **Name of the company/owner** | Click or tap here to enter text. |
| **Contact Information** | Full name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Contact Person | Click or tap here to enter text. |
| **Name of the proposed Facility (if applicable)** | Click or tap here to enter text. |
| **Exact Address(es) of proposed Facility** | Click or tap here to enter text. |
| **Presentation of building**Indicate the follow:• The area and address of the building, with a reference on the location (inside or outside of an urban area) and on the access to services.• Description of the building’s spaces • The duration of the building’s availability• Any provisions regarding the accessibility for persons with disabilities• Any provisions regarding the fire safety of the building, such as active fire alarm systems, fire extinguishers, other fire extinguishing systems, etc. | Click or tap here to enter text. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 2: SCHEDULE OF REQUIREMENTS**

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| **TECHNICAL SPECIFICATIONS FOR BUILDINGS**The buildings and facilities that will be used as Emergency Accommodation Facilities for Unaccompanied Minors must, in accordance to law 4214/2024, fulfill the following specifications: **OPERATIONAL SPECIFICATIONS**The buildings meet the following building standardsand functional specifications:a) The building and their facilities shall be erected withbuilding permit or are legally existing, in accordance with the provisions of Law 4067/2012 "New Building Regulation" (A' 79), or have been subject to suspension provisions and the relevant procedure has been completed.b) The internal and external infrastructure of buildings is adapted, or can be adapted, to the needs of persons with disabilities and reduced mobility, in accordance with article 26 of Law 4067/2012 (A' 79), as well as the decision of the Deputy Minister of Environment and Energy under elements YPEN /DESEDP /65826 /699 /2020 (B' 2998), on the technical instructions for adapting existing buildings and infrastructure for their accessibility to people with disabilities.c) The premises of the buildings meet or may meet the conditions of fire protection, as defined in the presidential decree 41/2018 "Regulation of Fire Protection of Buildings" (A' 80), or the presidential decree 71/1988 "Regulation of Fire Protection of Buildings" (A' 32), as in force each time, and in any case comply with specifications that ensure the safety of children and staff.d) The areas of the buildings meet the standards of natural lighting, ventilation and sound insulation according to the current legislation.e) Buildings have a central heating or air conditioning system, or it is possible to install alternative ways of safe heating and air conditioning in all areas.f) Buildings and facilities comply with safety protocols, provide control of the entrance and exit to the premises, have appropriate artificial lighting of indoor and outdoor areas and special emergency lighting in case of power failure.g) The stairways of buildings have or can be fitted with secure handrails and coating with non-slip materials or have non-slip elements .h) A supply of water suitable for human consumption shall be provided. The plumbing fixtures indoors are built-in or covered and in any case safe.i) Buildings have adequate power supply points (sockets) in all areas. The electrical cables in each room are built-in or covered. The electrical switchboard must be equipped or may be equipped with an anti-electric shock switch.j) Buildings and its facilities shall be connected to the collecting system and waste water shall be removed by health safety procedures so that it does not constitute a direct or indirect source of pollution.**SPACE SPECIFICATIONS**The building that will be used as emergency accommodation facility , must have at least the following spaces as described below, regardless of its accommodation capacity:**A. General space requirements:**The building must have a minimum of 350m2 of main use areas (excluding staircases, elevators, landings, and hallways) and will be consisted by common areas (such as reception area, dining room, lounge area) able to host 50 individuals.**B. Accommodation area (Bedrooms)**The capability of facility to provide bedrooms with a maximum capacity of six (6) individuals, while sized to a minimum of 3 sq.m per person or have the capacity of configuring the spaces based on the above specifications..**C. Sanitary Facilities (Bathrooms/WC)**Sanitary facilities for the unaccompanied minors. Minimum requirements of one WC/Shower/Sink per room for six (6) individuals or have the capacity of configuring the spaces based on the above specifications.**D. Additional supportive areas**• Area for the conduction of recreational, educational or creative leisure activities, study and events• Office spaces • Area appropriate for the installation of washing machines. • Storage Room.• Kitchen.• Outdoor areas, appropriate for sport activities and games (if available). The main aspects / characteristics that will determine whether a building is appropriate for the specific activity will be:• The capability of each facility to correspond to the qualitative and quantitative needs of an Accommodation Facility for Unaccompanied Minors.• The facility’s degree of readiness (availability)• The location of the building and the proximity to supporting services in the immediate area, as well as the distinctive characteristics of the area. • All premises of the building must be provided for use by IOM exclusively, and no other parallel use of the building is permitted. (e.g. in the case hotels, no part of the building will be able to be used as a hotel by the owners) • The year that the building was constructed (the construction date determines the building specifications of the structure as well as the earthquake resistance regulations followed).  | **ΤΕΧΝΙΚΕΣ ΠΡΟΔΙΑΓΡΑΦΕΣ ΑΚΙΝΗΤΩΝ**Το κτίριο που θα χρησιμοποιηθεί ως Επείγουσα Δομή Φιλοξενίας Ασυνόδευτων Ανήλικων θα πρέπει να πληροί, σύμφωνα με τον νόμο 4214/2024, τις παρακάτω προδιαγραφές: **ΛΕΙΤΟΡΓΙΚΕΣ ΠΡΟΔΙΑΓΡΑΦΕΣ**Τα κτίρια πληρούν τις ακόλουθες κτιριακέςκαι λειτουργικές προδιαγραφές:α) Το κτίριο και οι εγκαταστάσεις τους, ανεγείρονται μεοικοδομική άδεια ή είναι νομίμως υφιστάμενα, σύμφωνα με τις διατάξεις του ν. 4067/2012 «Νέος Οικοδομικός Κανονισμός» (Α’ 79), ή έχει υπαχθεί σε διατάξεις αναστολής επιβολής κυρώσεων και έχει περαιωθεί η σχετική διαδικασία.β) Η εσωτερική και η εξωτερική υποδομή των κτηρίων προσαρμόζεται ή δύναται να προσαρμοστεί στις ανάγκες των ατόμων με αναπηρία και μειωμένη κινητικότητα, κατά τα οριζόμενα στο άρθρο 26 του ν. 4067/2012 (Α’ 79), αλλά και την υπό στοιχεία ΥΠΕΝ/ΔΕΣΕΔΠ/65826/699/2020 (Β’ 2998) απόφαση του Υφυπουργού Περιβάλλοντος και Ενέργειας, περί των τεχνικών οδηγιών προσαρμογής υφιστάμενων κτιρίων και υποδομών για την προσβασιμότητα αυτών σε άτομα με αναπηρία.γ) Οι χώροι των κτηρίων πληρούν ή δύναται να πληρούν τους όρους πυροπροστασίας, όπως αυτοί ορίζονται στο π.δ. 41/2018 «Κανονισμός Πυροπροστασίας Κτιρίων» (Α’ 80), ή το π.δ. 71/1988 «Κανονισμός Πυροπροστασίας Κτιρίων» (Α’ 32), όπως κάθε φορά ισχύουν, και σε κάθε περίπτωση τηρούν προδιαγραφές που διασφαλίζουν την ασφάλεια των παιδιών και του προσωπικού.δ) Οι χώροι των κτηρίων πληρούν τις προδιαγραφές φυσικού φωτισμού, αερισμού και ηχομόνωσης κατά την κείμενη νομοθεσία.ε) Τα κτίρια διαθέτουν σύστημα κεντρικής θέρμανσης ή κλιματισμού, ή υπάρχει δυνατότητα να εγκατασταθούν εναλλακτικοί τρόποι ασφαλούς θέρμανσης και κλιματισμού όλων των χώρων.στ) Τα κτίρια και οι εγκαταστάσεις πληρούν τους όρους ασφάλειας, διαθέτοντας έλεγχο της εισόδου και εξόδου στις εγκαταστάσεις της δομής, κατάλληλο τεχνητό φωτισμό εσωτερικών και εξωτερικών χώρων και ειδικό φωτισμό ασφαλείας για την περίπτωση διακοπής ρεύματος.ζ) Οι κλίμακες των κτιρίων έχουν ή δύναται να αποκτήσουν ασφαλείς χειρολισθήρες και επίστρωση με αντιολισθητικά υλικά ή φέρουν αντιολισθητικά στοιχεία.η) Στα κτίρια και τις εγκαταστάσεις εξασφαλίζεται παροχή νερού, κατάλληλου για ανθρώπινη κατανάλωση. Οι υδραυλικές εγκαταστάσεις στους εσωτερικούς χώρους είναι εντοιχισμένες ή καλυμμένες και σε κάθε περίπτωση ασφαλείς.θ) Τα κτίρια διαθέτουν επαρκή σημεία παροχής ηλεκτρικού ρεύματος (πρίζες) σε όλους τους χώρους. Τα ηλεκτρικά καλώδια σε κάθε χώρο είναι εντοιχισμένα ή καλυμμένα. Ο πίνακας του ηλεκτρικού ρεύματος είναι υποχρεωτικά εφοδιασμένος ή δύναται να εφοδιαστούν με αντιηλεκτροπληξιακό διακόπτη.ι) Τα κτίρια και οι εγκαταστάσεις συνδέονται με το αποχετευτικό δίκτυο και τα υγρά απόβλητα απομακρύνονται με διαδικασίες υγειονομικής ασφάλειας, ώστε να μην αποτελούν άμεσα ή έμμεσα πηγή ρύπανσης.**ΠΡΟΔΙΑΓΡΑΦΕΣ ΤΩΝ ΧΩΡΩN** Το κτίριο που θα χρησιμοποιηθεί ως Επείγουσα Δομή Φιλοξενίας Ασυνόδευτων Ανηλίκων, ανεξάρτητα από τη δυναμικότητά της, πρέπει να διαθέτει κατ’ ελάχιστον τους παρακάτω χώρους: **Α. Γενικές προδιαγραφές χώρων**Το ακίνητο θα πρέπει να έχει εμβαδό το ελάχιστο 350 m2 χώρων κύριας χρήσης (εξαιρουμένων των κλιμακοστασίων, ανελκυστήρων, πλατύσκαλων και κοινόχρηστων διαδρόμων) και θα αποτελείται από κοινοχρήστους χώρο (όπως χώρος υποδοχής, καθιστικό, τραπεζαρία) ικανό να φιλοξενήσει μέχρι 50 άτομα.**Β. Χώροι διαμονής (υπνοδωμάτια)**Η δυνατότητα του ακινήτου να διαθέτει υπνοδωμάτια των έξι (6) ατόμων το μέγιστο, διαστάσεων 3τμ κατ’ ελάχιστον ανα φιλοξενούμενο το ελάχιστο, ή δυνατότητα διαμόρφωσης των χώρων με βάση τις ανωτέρω προδιαγραφές.**Γ. Χώροι υγιεινής (Μπάνια)**Xώρους υγιεινής (WC/ντους/νιπτήρας) για τους ασυνόδευτους ανήλικους. Απαιτείται κατ’ ελάχιστο ένα WC/ντους/νιπτήρας ανά δωμάτιο των εξι (6) ατόμων, ή δυνατότητα διαμόρφωσης των χώρων με βάση τις ανωτέρω προδιαγραφές.**Δ. Επιπρόσθετοι υποστηρικτικοί χώροι*** χώρος ψυχαγωγίας, εκπαιδευτικών δραστηριοτήτων, μελέτης, δημιουργικής απασχόλησης και διεξαγωγής εκδηλώσεων
* χώρος γραφείων
* χώρος κατάλληλος για τοποθέτηση πλυντηρίων
* αποθήκη
* χώρος κουζίνας
* εξωτερικούς χώρους, κατάλληλους για αθλητικές δραστηριότητες και παιχνίδια, εφόσον υπάρχει η δυνατότητα.

Τα βασικά στοιχεία-χαρακτηριστικά, τα οποία θα ληφθούν υπόψη για την καταλληλόλητα του ακινήτου, είναι: • Η δυνατότητα του κάθε ακινήτου να ανταποκριθεί τόσο ποσοτικά, όσο και ποιοτικά στις ανάγκες μιας δομής φιλοξενίας ανηλίκων.• Ο βαθμός ετοιμότητας (χρόνος διαθεσιμότητας),• Η θέση του ακινήτου και η ύπαρξη υποστηρικτικών λειτουργιών στην άμεση περιοχή, αλλά και τα ιδιαίτερα χαρακτηριστικά της,• Όλοι οι χώροι του κτηρίου θα πρέπει να παραδοθούν προς χρήση στον ΔΟΜ, ενώ καμία παράλληλη δραστηριότητα των ιδιοκτητών δεν θα επιτρέπεται στους χώρους της δομής (π.χ. για ξενοδοχεία δεν θα είναι δυνατή η χρήση μέρους του κτηρίου σαν ξενοδοχειακή μονάδα).• Χρονολογία κατασκευής του (η οποία προσδιορίζει και τις προδιαγραφές κατασκευής του Φέροντος Οργανισμού και την αντισεισμικότητα του). |

**ANNEX 3: TECHNICAL OFFER**

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| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following documentation:*

* *Solemn Declaration from the submitting party that, either they are the owner and legal representative for the building, or they are authorized by the owner to submit the expression of interest proposal on their behalf.*
* *Electrical Engineer’s Certificate for the satisfactory performance of the building’s electrical installation.*
* *Building permits*
* *Fire-Safety certificate of the building.*
* *Buildings floor plans for all floors, depicting all individual spaces, the square meters, and the size of each opening (optional, if available).*
* *In case the building is already leased, the below documents should be also submitted:*
	+ *Solemn Declaration where the owners of the buildings will state that they are aware and agree the building to be subleased.*
	+ *The initial leasing agreement between the owner of the building and the interested party*

**Requirements’ list of the proposed facility**

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|  | **Provider’s Response**  |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate any discrepancy** |
| a) The building and their facilities shall be erected withbuilding permit or are legally existing, in accordance with the provisions of Law 4067/2012 "New Building Regulation" (A' 79), or have been subject to suspension provisions and the relevant procedure has been completed.b) The internal and external infrastructure of buildings is adapted, or can be adapted, to the needs of persons with disabilities and reduced mobility, in accordance with article 26 of Law 4067/2012 (A' 79), as well as the decision of the Deputy Minister of Environment and Energy under elements YPEN /DESEDP /65826 /699 /2020 (B' 2998), on the technical instructions for adapting existing buildings and infrastructure for their accessibility to people with disabilities.c) The premises of the buildings meet or may meet the conditions of fire protection, as defined in the presidential decree 41/2018 "Regulation of Fire Protection of Buildings" (A' 80), or the presidential decree 71/1988 "Regulation of Fire Protection of Buildings" (A' 32), as in force each time, and in any case comply with specifications that ensure the safety of children and staff.d) The areas of the buildings meet the standards of natural lighting, ventilation and sound insulation according to the current legislation.e) Buildings have a central heating or air conditioning system, or it is possible to install alternative ways of safe heating and air conditioning in all areas.f) Buildings and facilities comply with safety protocols, provide control of the entrance and exit to the premises, have appropriate artificial lighting of indoor and outdoor areas and special emergency lighting in case of power failure.g) The stairways of buildings have or can be fitted with secure handrails and coating with non-slip materials or have non-slip elements .h) A supply of water suitable for human consumption shall be provided. The plumbing fixtures indoors are built-in or covered and in any case safe.i) Buildings have adequate power supply points (sockets) in all areas. The electrical cables in each room are built-in or covered. The electrical switchboard must be equipped or may be equipped with an anti-electric shock switch.j) Buildings and its facilities shall be connected to the collecting system and waste water shall be removed by health safety procedures so that it does not constitute a direct or indirect source of pollution. | ☐ | ☐ | Click or tap here to enter text. |
| A. General space requirements:The building must have a minimum of 350m2 of main use areas (excluding staircases, elevators, landings, and hallways) and will be consisted by common areas (such as reception area, dining room, lounge area) able to host 50 individuals.B. Accommodation area (Bedrooms)The capability of facility to provide bedrooms with a maximum capacity of six (6) individuals, while sized to a minimum of 3 sq.m per person or have the capacity of configuring the spaces based on the above specifications.C. Sanitary Facilities (Bathrooms/WC)Sanitary facilities for the unaccompanied minors. Minimum requirements of one WC/Shower/Sink per room for six (6) individuals or have the capacity of configuring the spaces based on the above specifications.D. Additional supportive areas• Area for the conduction of recreational, educational or creative leisure activities, study and events• Office spaces • Area appropriate for the installation of washing machines. • Storage Room.• Kitchen.• Outdoor areas, appropriate for sport activities and games (if available).  | ☐ | ☐ | Click or tap here to enter text. |
| Solemn Declaration from the submitting party that, either they are the owner and legal representative for the building, or they are authorized by the owner to submit the expression of interest proposal on their behalf. | ☐ | ☐ | Click or tap here to enter text. |
| All premises of the building must be provided for use by IOM exclusively, and no other parallel use of the building is permitted. (e.g. in the case hotels, no part of the building will be able to be used as a hotel by the owners) | ☐ | ☐ | Click or tap here to enter text. |
| Electrical Engineer’s Certificate for the satisfactory performance of the building’s electrical installation. | ☐ | ☐ | Click or tap here to enter text. |
| Building permits | ☐ | ☐ | Click or tap here to enter text. |
| Fire Security Certification valid at the date of submission | ☐ | ☐ | Click or tap here to enter text. |
| Buildings floor plans for all floors, depicting all individual spaces, the square meters, and the size of each opening *(optional, if available).* | ☐ | ☐ | Click or tap here to enter text. |
| Insurance of the Premises against loss or damage due to fire, storm or other risks normally insured against in a sum equivalent to the full insurance value of the Premises. (*Requested only in case of collaboration)* | ☐ | ☐ | Click or tap here to enter text. |
| ***In case the building is already leased, the below documents should be also submitted:*** |
| Solemn Declaration where the owners of the buildings will state that they are aware and agree the building to be subleased. | ☐ | ☐ | Click or tap here to enter text. |
| The initial leasing agreement between the owner of the building and the interested party | ☐ | ☐ | Click or tap here to enter text. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**DECLARATION OF CONFORMITY[[1]](#footnote-1)**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 3 Technical offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

| **Yes** | **No** |  |
| --- | --- | --- |
| ☐ | ☐ | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.  |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.  |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.  |
| ☐ | ☐ | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
| ☐ | ☐ | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
| ☐ | ☐ | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.  |
| ☐ | ☐ | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.  |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 4: FINANCIAL OFFER**

**Financial Offer**

Provide a lump sum for the lease of building stated in the Terms of Reference of your technical offer.

**Currency of Quotation: Euro**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Price Analysis** | **Price**  |
| 1. | I – Μηνιαίο Μίσθωμα/ Monthly Lease |  |
| 2. | II - Τέλος Χαρτοσήμου (εάν υπάρχει)/ Administration Fees (if applicable) |  |
| 3. | ΙΙΙ- Εγγύηση/ Guarantee Deposit |  |
| 4. | IV – Μεσιτική αμοιβή (εάν υπάρχει)/ Real-Estate Agent’s Fee (if applicable) |  |
| **Total Price** |  |

Σημαντικές Σημειώσεις / Important Notes:

* + *Το μηναίο μίσθωμα θα πρέπει να αναγράφεται άνευ Τέλους Χαρτοσήμου/The monthly lease should be without the Administration fee*
	+ *Για τα ξενοδοχεία, η οικονομική προσφορά θα πρέπει να περιλαμβάνει το μηνιαίο κόστος μίσθωσης του κτηρίου, και όχι το κόστος ανά δωμάτιο ή ανά άτομο/ For hotels that submit their proposal, a monthly rate for the lease of the building should be submitted and not cost per room or per person.*
	+ *Οικονομική προσφορά μηνιαίου μισθώματος ολόκληρου του κτηρίου συμπεριλαμβανομένου τέλους χαρτοσήμου και τυχόν απαίτησης για εγγύηση. Ιδιαίτερη επισήμανση για τα ξενοδοχεία, η οικονομική προσφορά θα πρέπει να περιλαμβάνει το μηνιαίο κόστος μίσθωσης του κτηρίου, και όχι το κόστος ανά δωμάτιο ή ανά άτομο. Στη περίπτωση μεσιτικών γραφείων, θα πρέπει να γίνεται ακριβής αναφορά στην αντίστοιχη μεσιτική αμοιβή για κάθε ένα από τα ακίνητα (συμπεριλαμβανομένου ΦΠΑ). / Financial proposal for the monthly lease of the building, including any administration fees and guarantee deposits. It is highlighted that for hotels that submit their proposal, a monthly rate for the lease of the building should be submitted and not cost per room or per person. A clear mention of the real-estate agent’s fee (including VAT) shout be made where applicable.*

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. |
| *Exact name and address of company*Company Name: Click or tap here to enter text.Address: Click or tap here to enter text.Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text.Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |

1. This form is mandatory to fill in and sign by every interested vendor [↑](#footnote-ref-1)