



## **Veleposlanstvo Republike Hrvatske - Haag**

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The Hague, 12 September 2018.

### **INVITATION TO AUTHORISED REAL-ESTATE AGENCIES TO PRESENT OFFERS**

The Embassy of the Republic of Croatia intends to sell the property at **Groot Hertoginnelaan 30, 2517 EG The Hague** and invites authorized real-estate agencies to present their offers.

**Description of Procurement:** services of authorized real-estate agency in selling the above-mentioned property.

The selected agency will be required to do on the instruction and for the account of the client:

- **Advise the Embassy regarding the property sale, particularly in regard of the practice in the Kingdom of the Netherlands;**
- **Collect complete information about the property, prepare a general buying agreement and public tender**
  - 1) do all necessary investigations with Municipality and collect building permits, easements, building restrictions and other documents needed for preparation of a general property information;
  - 2) advise and coordinate necessary external investigations and surveys on technical status of the property with aim to get better price or avoid subsequent comments and claims on its state of the property (such as asbestos survey, ground pollution survey; building technical survey and measurement certificate, etc.)<sup>1</sup>;
  - 3) draft general buying agreement which includes general property information and general clauses in respect to public tender procedure (independently or in cooperation with a Public Notary if engaged by the Embassy)<sup>1</sup>.
- **Conduct a public tender procedure**
  - spread information among potential buyers in the appropriate way (advertising at the own web site of the agency as well as in at least two specialized real estate websites and two real estate magazines, putting up visible "For Sale" sign at the property, direct contacts, mailing to possible interested parties and other real estate agents, etc.;
  - provide tender documentation package to potential purchaser on request;
  - organize visits with potential buyers;
  - facilitate potential buyers' requests to conduct due diligence on their own expense;
  - collect offers for the property in response to the tender documents by means of sealed bids;
  - assist the Embassy in opening, overview and analysis of bids (including providing advice to the Embassy on the financial aspects of submitted bids and bidders' proofs of solvency);
- **Negotiate with potential buyers protecting the best interest of the Embassy with the aim to get the best price possible, provided that the property is sold as is (with no**

<sup>1</sup> Costs of external investigations / surveys are not subject to this procurement, but should be indicated.

- possibility of subsequent comments and claims on its state of repair);**
- **Carry out all other duties normally carried out by real-estate agencies in such transactions.**

Schedule:

Selected agency has to complete a Sales Memorandum and begin contacting potential buyers no more than three weeks after the signature of contract (expected signature of contract is middle of November).

Deadline for submission of bids should be four weeks from after the completion of sales memorandum.

Our expectation is that the Embassy shall enter into a contract no later than March 2019 with the selected buyer.

The client's contract with the selected agency shall remain in effect for 12 months or until the financial fulfilment of the entire transaction. The payment shall be effected with 30 days from the issue of the invoice for the service delivered.

The offer should be presented in English language and contain the detailed description of the service proposed.

Please enclose the following with the offer:

1. Certificate of company registration
2. Short company presentation
3. Proof of solvency
4. Price model - as a percentage of the sales price and/or fixed fee. The agreed price will be based on the information provided by the tenderer and will not be subject to change.

Other Qualifications:

1. The Agency must have completed at least three (3) sales of office space or residential properties in The Hague City Centre in 2016 / 2017 / 2018;
2. The Agency must have experience working with foreign clients;
3. The Agency must have at least one (1) licensed broker at The Hague team.

Deadline for the presentation of offer: **12 October 2018 at 12:00 hours.**

Address for delivery of your offer is: Embassy of the Republic of Croatia. Surinamestraat 11, 2585 GG The Hague.

For any additional queries and clarifications, please contact Mrs. Ana Pilipović at the Embassy of the Republic of Croatia in The Hague, on the address above or by phone +31 70 363 3628 or [vrhhaag@mvep.hr](mailto:vrhhaag@mvep.hr).

Offers should be delivered in a closed envelope, clearly stating "OFFER GROOT HERTOGINELAAN 30".

Validity period of submitted offers (Offer option): at least 60 days from 12 October 2018.

The fee shall be fixed for the duration of the contract.