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**TECHNICAL SPECIFICATION**

for award of a public procurement by solicitation of tenders by Contract Notice with subject: **“Provision of realtor services for the needs of the Consulate General of the Republic of Bulgaria in New York”**

**Description of the real property:**

The address of the real property, which is subject to sale, is: 355 Freemans Lane, Borough of Franklin Lakes, NJ, USA.

The real property represents a villa with total living space of 3,696 sq.ft, including 12 rooms (of which 6 bedrooms), 4 bathrooms and a separate restroom, built-in two-vehicle garage, as well as a large yard area with tennis court and swimming pool. The villa has a large basement, a veranda, a chimney place, its own well and a naphtha-based heating installation.

**Requirements in regard to the realtor services:**

The public procurement for provision of realtor services shall be deemed fulfilled in case of successful sale of the real property – after execution of a final sale-and-purchase contract, after the final transfer of the title over the real property to the buyer, approved by Decision of the Council of Ministers of the Republic of Bulgaria, after the Contracting Authoritywould have received the entire amount of the agreed sale price of the real property and after the final acceptance of the performance under the Contract in accordance with its clauses.

In addition to its technical proposal the Tenderer must describe in detail:

1. The approach and methods in advertising and offering the real property, including analysis of the condition of the property, photographing of the real property for the purposes of its promotion and initial presentation to potential buyers; organizing and conducting of viewings of the property by potential buyers; circulation of brochures and other advertising materials via conventional mail; posting of the notice of sale of the property in at least three websites for sale of real properties, organizing of the process of negotiations with potential buyers and of the work with the competent bodies, including drawing up of the required documents and templates for carrying out the sale, as well as the methods of their presentation and signing, etc.; the specifics of the entire process of performance of the procurement must be described in a logical sequence;
2. Market analysis of the area by location of the real property to be sold.

The Contractor must maintain liaison with the local authorities on issues, related to the sale of the property and bringing it into conformity with the requirements of the local legislation, which need to be fulfilled prior to the transfer of the title of ownership.

The commission amount, proposed by the tenderer and representing its entire remuneration for the realtor services provided, in the event of successful completion of the sale of the real property, may not exceed 6% (six per cent) of the sale price of the property, specified in the contract of sale-and-purchase, excluding any taxes and charges and excluding any tax on the sale of the real property.

Estimated contract value – USD 60,312 excluding any taxes and charges payable and excluding any tax on the sale of the real property. The estimated contract value shall not be treated as a maximum value.