

**ANNEX 1**

**TENDERER'S INFORMATION**

**ADMINISTRATIVE IDENTIFICATION AND DECLARATION FORM**

**INSTRUCTIONS:**

**\*\*\* PLEASE BE AWARE THAT A DULY EXECUTED AND PRINTED SCANNED PDF FILE OF THIS DOCUMENT MUST BE INSERTED IN ENVELOPE A \*\*\***

FULL NAME	
PLACE AND DATE OF BIRTH	
RESIDENCE ADDRESS	
BUSINESS ADDRESS	
BROKERAGE FIRM	
ADDRESS	
EMAIL	
MOBILE	
TAX IDENTIFICATION NUMBER	

Please confirm you have the capability to provide the services described in the ITT by responding to the questions listed below. All capitalized terms in this Annex shall have the same meaning ascribed to them in the ITT.

**I. ELIGIBILITY OF ECONOMIC OPERATORS**

1. Access to and participation in this Tender is open on equal terms to all natural persons.
2. The candidate must be a natural person and real estate **broker** (not salesperson) authorized to provide the Services in the United States, New York State and New York City. The candidate must be entrusted to supply the Services in New York City and must possess all necessary local authorizations for the implementation of the Services in accordance to the local laws and terms of the Listing Contract.
3. All natural persons who are brokers in possession of the **New York Real Estate Broker License or New York Real Estate Associate Broker License** are eligible to participate in this Tender. Either license must be issued from the New York State - Department of State (NYS DOS) according to Section 12-A of the New York Real Estate Law. The relevant license must be valid at the deadline for submission of requests to participate. Before signing the Listing Contract, the validity of the license will be checked again.

**Evidence: Tenderer must include in "Envelope A" a copy of the his/her New York Real Estate License.**

Full Name	Licensed as	NY Real Estate License ID number	Place of issue	Valid until

**II. TECHNICAL AND PROFESSIONAL ABILITY**

1. The candidate must be able to prove that it has the necessary experience to perform the Services, by providing a reference list of closed sales and active listings, meeting the following criteria and supported by the indicated documents.
2. Technical and professional capacity or experience criteria (minimum level):  
**\*\*\* IMPORTANT \*\*\* Working with the buyer or seller, an eligible candidate must have closed in New York City at least two (2) sales, each in excess of \$5,000,000, since January 1st, 2022. The reference sales must demonstrate the candidate's experience as listing agent in the luxury real estate market.**
3. Candidates must have sufficient technical and professional capacity to enable them to perform the Services set forth in this ITT and in the Listing Contract in compliance with the provisions therein, taking into account its value and scale. If, in the light of the information supplied by the candidate, the Mission has doubts about the candidate's capacity, or if it is clearly insufficient for the performance of the Services, the Request to Participate may be rejected, without the candidate being able to claim any financial compensation.

**Evidence: Tenderer must include in "Envelope A" a list of sales closed in New York City since January 1st, 2022, meeting the minimum level of capacity (in excess of \$5,000,000). The list shall include details of the property address, closed price and days on market.**

<b>LIST OF SALES CLOSED IN NEW YORK CITY, SINCE JANUARY 1<sup>ST</sup>, 2022, MEETING THE MINIMUM LEVEL OF CAPACITY (IN EXCESS OF \$5,000,000)</b>		
<b>Property Address</b>	<b>Sale details including price</b>	<b>Days on Market</b>
	\$	
	\$	

**III. ECONOMIC AND FINANCIAL STANDING (MANHATTAN’S TOP RESIDENTIAL BROKERAGES BY SALES VOLUME)**

- 1. \*\*\* IMPORTANT \*\*\* Tenderer must work for a brokerage firm whose total sales volume in Manhattan for 2023 (one year) exceeded \$50,000,000<sup>1</sup>.**
2. This requirement is aimed at selecting brokerage firms with the experience, client portfolio, international network and prestige to manage the sale of a luxury property such as that of 16 East 76th Street.

**Evidence: Tenderer must provide in the envelope A any type of documentation supporting the brokerage firm’s 2023 total sales volume.** If available, please provide the brokerage firm’s total sales volume in 2021 and 2022.

Brokerage firm	Total sales volume in Manhattan 2021	Total sales volume in Manhattan 2022	Total sales volume in Manhattan 2023
	\$	\$	\$

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<sup>1</sup> Includes *Manhattan residential sales* homes with no commercial component recorded in the New York City register in 2023. Only sell-side deals are counted. Brokers that work exclusively for a developer are not counted.

**IV. EVALUATION CRITERIA**

Tenderers are required to provide all the relevant and complete information, which will assist the Mission to select, and award the eligible Tender(s) on the basis of the highest score obtained using the evaluation criteria set out below.

Evaluation Criteria	Means of Evaluation
<b>Financial</b>	Exceeding the Tender’s minimum requirement of \$50,000,000 brokerage total sales volume in Manhattan for 2023 ( <i>the score will be assigned based on the data entered in paragraph III above</i> )

Evaluation Criteria	Means of Evaluation
<b>Professional</b>	Exceeding the Tenderer’s minimum of two (2) closed sales (see above): Broker’s additional closed sales - each in excess of \$5,000,000 - since January 1st, 2022 (working with the buyer or seller)

<b>LIST OF ADDITIONAL CLOSED SALES IN NEW YORK CITY, SINCE JANUARY 1<sup>ST</sup>, 2022, MEETING THE MINIMUM LEVEL OF CAPACITY (IN EXCESS OF \$5,000,000)</b>		
Property Address	Sale details including price	Days on Market
	\$	
	\$	
	\$	
	\$	
	\$	

Evaluation Criteria	Means of Evaluation
<b>Professional</b>	Broker’s closed sales (representing the seller only) above \$4,000,000 since January 1st, 2019

<b>LISTO OF CLOSED SALES IN NEW YORK CITY, SINCE JANUARY 1<sup>ST</sup>, 2019, ABOVE \$4,000,000</b>		
Property Address	Sale details including price	Days on Market
	\$	

	\$	
	\$	
	\$	
	\$	
	\$	

Evaluation Criteria		Means of Evaluation
Professional		Broker's current "active listings" for sale above \$4,000,000.
<b>LIST OF CURENT "ACTIVE LISTINGS" FOR SALE, IN NEW YORK CITY, ABOVE \$4,000,000</b>		
Property Address	Listing Price	Days on Market
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

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\_\_\_\_\_  
**FULL NAME**

\_\_\_\_\_  
**SIGN HERE**