

**ANNEX 2**

**ADMISSION REQUIREMENTS DOCUMENT**

**INSTRUCTIONS:**

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

All required information must be entered by the **Tenderer** and a **legal representative of Tenderer's brokerage firm** (if applicable).

All capitalized terms herein shall have the meanings ascribed to them in the ITT.

**\*\*\* Tenderers will be considered only in their personal capacities, and any Requests to Participate received from a Tenderer who is not an individual, including from partnerships, sales teams, associations, limited liability companies or corporations will be automatically excluded from this ITT \*\*\***

However, it is understood that either an **individual** or a **legal entity** can hold a broker license in the State of New York. As such, should Tenderer be licensed as an **Associate Broker** or **Sales Agent**, **his/her brokerage firm must also fill out PART II(B) and sign PART V(B).**

**Failure to fill out correctly this Annex 2 could be grounds for exclusion.**

**PART I:  
PART I: AUTHORITY INFORMATION**

<b>Identity of the Authority</b>	
Name:	<i>Permanent Mission of Italy to the United Nations – New York</i>
Title or brief description of the contract:	<i>First Stage of a Restricted Procedure for real estate brokerage services for the sale of the townhouse located at 16 East 76<sup>th</sup> Street, New York, 10021 NY.</i>
CIG	<b><i>B2D50C647C</i></b>

**PART II(A)**  
**INFORMATION ON TENDERER**

<b>Identification data of the Tenderer</b>	
Full Name:	
Date and place of birth:	
Position / Title:	
Type of Real Estate License or Associate Broker's and license number:	
National identification number, if applicable (Tax ID number, registration, etc.):	
Residence address: Business address:	
Phone: Mobile: e-mail:	

**PART II(B)**  
**INFORMATION ON TENDERER'S BROKERAGE FIRM**  
**(IF APPLICABLE)**

<b>Identification data of the Tenderer</b>	
Name and Address of Brokerage Firm:	
Real Estate license number:	
Name of Authorized Representative of Brokerage Firm:	
Position / Title:	
Employer Identification Number of Brokerage Firm:	
Phone: Mobile: e-mail:	

### **PART III**

#### **GROUND S FOR AUTOMATIC EXCLUSION FOR BOTH TENDERER AND TENDERER'S BROKERAGE FIRM**

##### **A: Reasons related to criminal convictions**

The individual Tenderer and the Tenderer's brokerage firm have not been convicted, with an irrevocable criminal sentence, in Italy or in the United States, for one (or more) of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist crimes or offenses related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of human trafficking; (7) any other offense resulting from the inability to contract with the public administration.

The relevant situations for exclusion are those provided for by Italian law, as well as:

- in the Member States of the European Union, the situations indicated in the internal legislation that transposed Article 57 of Directive 2014/24 / EU;
- in countries not belonging to the European Union, such as the United States, the equivalent situations provided for by local criminal legislation.

##### **B: Reasons related to the payment of taxes or social security contributions**

The Tenderer and the Tenderer's brokerage firm have fulfilled all the obligations related to the payment of taxes or social security contributions, in the country where he/she/it is established, in Italy and in the United States.

##### **C: Reasons related to insolvency, conflict of interest or professional misconduct**

Neither the Tenderer nor the Tenderer's brokerage firm have violated, as far as he/she/it is aware, obligations concerning health and safety, environmental, social and labor laws.

- 1) Neither the Tenderer nor the Tenderer's brokerage firm are involved in any bankruptcy, insolvency proceedings, liquidation, arrangement with creditors or other similar situations.
- 2) Neither the Tenderer nor the Tenderer's brokerage firm have/are:
  - a) been guilty of serious professional misconduct;
  - b) entered into agreements with other economic operators intended to distort competition;
  - c) aware of any conflict of interest related to his/her/its participation in this ITT or to provide the Services thereunder;
  - d) provided a technical counsel to the Mission in relation to this ITT, nor has he/she/it otherwise participated in the award procedure;
  - e) been terminated or disqualified from any of a previous public tender, nor has he/she/it incurred any damages or other penalties already been imposed in relation to a previous public contract.
- 3) The Tenderer and the Tenderer's brokerage firm each confirm he/she/it has:
  - a) not made any false declarations in providing the information requested in this ITT;
  - b) not having hidden any such information;
  - c) been able to transmit without delay the additional documents requested by the Mission;
  - d) not attempted to unduly influence the Mission's decision-making procedure;
  - e) not attempted to obtain confidential information that may give him/her/its undue advantages in this ITT;
  - f) not provided misleading information that may have a significant influence on the decisions concerning this ITT, the Services to be provided thereunder, nor the Listing Contract.

##### **D: Exclusion reasons provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract is carried out**

The Tenderer and the Tenderer's brokerage firm each confirm he/she/it is not in any of the following situations:

- 1) involved in any activities that involve a forfeiture, suspension or prohibition envisaged by the anti-mafia legislation;
- 2) subject to infiltration of organized crime;
- 3) subject to the prohibition of the exercise of the activity or to another sanction that involves the prohibition

to contract with the public administration;

4) registered in the computerized record kept by the Italian Anti-Corruption Authority for having presented false declarations or false documentation;

5) been the victim of extortion offenses (committed by organized crime or by those who wanted to facilitate the activity of organized crime), without reporting the facts to the judicial authority;

6) in a relationship with another participant in this procedure, in a control situation or in a relationship of any kind, even de-facto;

7) has hired former employees of the Mission who have ceased their employment relationship less than three years ago and who in the last three years of service have exercised negotiating powers for the Mission with respect to the same economic operator (pantouflage or revolving door)

**PART IV  
SELECTION CRITERIA**

The Tenderer and the Tenderer's brokerage firm each meet all the selection criteria required in the documentation for the selection procedure (ITT and [Annex 1](#)).

**PART V(A)**  
**FINAL DECLARATION TENDERER**

**ACKNOWLEDGEMENT OF TENDERER**

I, the undersigned **Tenderer**, formally declare and confirm that:

- To the best of my knowledge the information provided in parts I, II(A), III and IV of this Annex 2 is true and correct;
- all the consequences, including of a criminal nature, of a material misrepresentation, provided for by Italian and local laws are understood;
- each of the ground for exclusion set out in Part III are understood;
- all requirements set out in Part IV are met.

I, the undersigned Tenderer, herein:

- authorize the Permanent Mission of Italy to carry out any checks with the competent local authorities on the truthfulness of the declarations made on the requirements;
- understand and accept without reservation or exception the provisions and conditions set out in the Invitation to the Tender and attached **Annexes**, which are an integral part thereof;

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\_\_\_\_\_

**FULL NAME**

\_\_\_\_\_

**SIGN HERE**



**PART V(B)**  
**FINAL DECLARATION TENDERER'S BROKERAGE FIRM (IF APPLICABLE)**

**ACKNOWLEDGEMENT OF TENDERER'S BROKERAGE FIRM**

I, the undersigned **legal representative of Tenderer's Brokerage Firm**, formally declare and confirm that:

- To the best of my knowledge the information provided in parts I, II(B), III and IV of this Annex 2 is true and correct;
- all the consequences, including of a criminal nature, of a material misrepresentation, provided for by Italian and local laws are understood;
- each of the ground for exclusion set out in Part III are understood;
- all requirements set out in Part IV are met.

I, the undersigned legal representative of Tenderer's Brokerage Firm, herein:

- authorize the Permanent Mission of Italy to carry out any checks with the competent local authorities on the truthfulness of the declarations made on the requirements;
- understand and accept without reservation or exception the provisions and conditions set out in the Invitation to the Tender and attached **Annexes**, which are an integral part thereof;

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**BY:**  
**ITS:**

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