



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

Jurisdiction or hiring entity: Embassy of the Argentine Republic to the United States of
Address: 1600 New Hampshire Ave NW, Washington, DC 20009
Correo electrónico: eeuu@mrecic.gov.ar

SELECTION PROCEDURE			
TIPO:	Direct contract by Simplified Procedure	N° 138	YEAR: 2022
CLASS	Without class / Art. 62 de la RM N° 811/14		
MODALITY:	Without Modality		
File N°: 163		Year: 2022	
Object of the Contract			
To hire a company for the maintenance and support of the Argentina Delivers website.			
Term of the Contract: N/A.			

PRESENTATION OF THE OFFERS:

Location/Address	Timeline and Schedule
1600 New Hampshire Avenue, N.W., Washington D.C. 20009 – USA	Monday through Friday from 9 am to 5pm Until the 26 of September, 2022 at 10:00 am

IMPORTANT: OFFERS THAT ARE RECEIVED AFTER THE DESIGNATED DATE AND TIME WILL NOT BE CONSIDERED, REGARDLESS OF THE REASON FOR DELAY.

OPENING OF OFFERS

Location/Address	Date and Time
1600 New Hampshire Avenue, N.W., Washington D.C. 20009 – USA	26 of September, 2022 at 10:30 am



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

I-SPECIAL CONDITIONS
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

To hire a company for the maintenance and support of the Argentina Delivers website.

2 - FORMAT FOR SUBMISSION OF OFFERS

Bids may be submitted:

- (a) Personally in a sealed envelope at the Administration Office, 1600 New Hampshire Avenue, NW, Washington, DC, 20009, on weekdays from 9 am to 5 pm until September 26, 2022 by 10:00am.
- (b) Or by e-mail to administracion@embassyofargentina.us until September 26, 2022 by 10:00am.

The offer (envelope/e-mail) must be identified with the following:



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

NAME OF THE REPRESENTATION: EMBASSY OF THE ARGENTINE REPUBLIC

Direct Contract by Simplified Procedure N° 138/2022

OBJECT: "To hire a company for the maintenance and support of the Argentina Delivers website."

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, September 26, 2022 at 10:30 am.

Place, date and time limit for submission of biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 2009, until September 26, 2022 at 10:00am.

NAME OF BIDDER :.....

ADDRESS:.....

.....

PHONE:.....

EMAIL:.....

FAX:.....



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

3 - CONTENTS OF THE "SINGLE ENVELOPE"

The amendments, erasures or spacing, if any, must be properly saved by the signer of the bid.

The offer must be signed, on each and every one of its pages by the offerer or his/her legal representative. The offer must contain the following information:

3.1) Name and surname or company name, address, telephone, fax and email.

3.2) Legal address to be notified.

3.3) Description of the offer: must include details of the object or service offered.

For this purpose, you can complement it with brochures and instructions.

3.4) If applicable, you must indicate brand / model and other information related to the offer made, and if the items are new and unused.

(3.5) Quote form duly completed and signed in accordance with point 4 of the present conditions.

4 - PROVISION OF ESTIMATES

The total price involved in the quote will be the final price that our Embassy will pay in every respect, including taxes and shipping charges if any.

5 - VALIDITY OF OFFER

The offer shall be valid for a period of thirty (30) calendar days starting from the date of the bid opening.

6 - OPENING OF OFFERS

At the indicated date and time, we will proceed to open the tenders, in public, in the presence of officials designated for this purpose and of all those who wish to witness it. We will issue the corresponding Act, which must be executed by the corresponding officials and providers and any interested member who wish to do so.



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

7 - OFFER ANALYSIS

During the evaluation of the bids we may request bidders to correct errors or omissions contained in their proposals. The correction of such errors or omissions cannot be used by the offeror to alter the substance of the offer, to improve it or to take advantage over other bidders.

In the case of the offerer's non-compliance with the request within the corresponding time limit, the offer will be rejected.

8. IRREVERSABLE GROUNDS FOR CANCELLATION

The offer will be canceled in any of the following cases:

- (a) if the offer does not have the signature of the offeror or his/her legal representative on any of its pages.
- (b) if it has deletions, erasure, amendments or interlines without having it been saved on pages containing the financial proposal, the description of the goods or services offered, delivery time, or somewhere else that holds the essence of the contract.
- (c) if the offer is not honored by the deadline date indicated in the contract.
- (d) if it is written in pencil or in a medium which allows it to be deleted or rewritten without a trace.
- (e) if it is presented by persons who have been sanctioned or have an existing suspension or disqualification to contract with the Argentine Government at the time of the opening of the bids or at the time of their evaluation or award.
- (f) if it is presented by persons legally or naturally unable to contract with the Argentine Government at the time of the opening of tenders, in their evaluation stages or at their award.
- (i) if it contains conditions.
- (j) if it contains clauses in contrast with the norms that govern the hiring or which would prevent the accurate comparison with other bids.
- (k) if it contains essential errors or errors by omission.
- (l) if the quoted price deserves the qualification of vile or not serious.
- (m) if the offerers bid is ineligible.
- (n) if the same offeror submitted more than one offer alone or as a member of a group, association or legal person. This prohibition will not be set up in the case of the submission of tenders with discounts, alternatives or variants.

9 - CORRECTABLE GROUNDS FOR DISMISSAL

Inconsequential errors and omissions of form will not be grounds for inadmissibility of the bids.

The correction of errors or omissions may not be used by the bidder to alter the substance of the offer or to improve it or to take advantage of other bidders.

It will be possible to request the correction of defects in the offer, in accordance with the established guidelines, and especially, in the following cases:



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

- a) If the original offer was partly signed and partly not.
- b) If the documentation requested by this Specification is not attached at the time of submitting the offer, the Embassy will order the correction of the defect. If it is not corrected within the established period, or if the documentation is submitted within that period, it is verified that the required requirements were not in force at the time of the opening of the offers, the offer will be rejected.

10- AWARD

The award will be made in favor of the most convenient offer resulting from complying with all the requirements of the present contract.

The successful bidder and the rest of the offerer's will be notified of the award within three (3) business days of the award ceremony, by one of the following means; either:

- (a) by direct access to the offeror or his/her legal representative;
- (b) by the presence of the interested party or his/her legal representative, who is aware of the respective act.
- (c) by certified letter or other means that allows to accredit their proper notification;
- (d) by fax;
- (e) by electronic mail.

11. FORM OF PAYMENT AND PLACE TO SUBMIT INVOICES

The payment will be made within 10 (ten) calendar days, starting from the presentation of the invoice, and after signing the corresponding Purchase Order.

The invoice will be submitted after granting their acceptance at the Argentine Embassy, Administration Office, 1600 New Hampshire Avenue, NW, Washington, DC, 20009.

12. WEBSITE TECHNOLOGY

The awarded company must maintain the current architecture of the Argentina Delivers site, which uses WordPress as a CMS (Content Management System), WordPress and the Elementor plugin to manage publications and news.

13. DURATION TERM OF THE CONTRACT

The contract will take effect from the day following the notification of the Purchase Order.

The duration of the contract will be SIX (6) months.

14. OWNERSHIP OF THE INFORMATION

All information delivered under the terms of this Agreement is the property of the Argentine Embassy, and any documents and copies containing or referring to such information must be delivered to the Argentine Embassy when required.

This Agreement in no way creates or implies the grant of any patent rights or licenses.

15- CONTRACT CANCELLATION

If the bidder does not comply with the contract before the deadline, or if the goods have not been delivered by the deadline, the administration must declare the contract



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

terminated without judicial or extra judicial questioning, except in those cases where the Embassy of Argentina accepts the service agreement after the deadline.

16- CONFIDENTIALITY

The personnel of the awarded company undertake not to disclose and/or reproduce by any means any information related to the work of the Contract, nor may they disclose said information to third parties without the prior written authorization of the Argentine Embassy.

The confidentiality obligation will remain in force even after the termination of the contractual relationship, regardless of the cause of such termination.

17- APPOINTMENT OF PROJECT LEADER

The awarded company and the Argentine Embassy must designate a project leader each, who will act as contact persons between both parties.

18. RESPONSABILITY

The awarded company must comply with the legal regulations applicable to the activity described in the contract and will be responsible for all extrajudicial and judicial claims, including costs and expenses derived from the acts and omissions of its personnel or subcontractors or others that were responsible for complying with any of the terms and conditions of this contract.



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

TECHNICAL SPECIFICATION SHEET

PURPOSE: To hire a company for the maintenance and support of the Argentina Delivers website.

TECHNICAL SPECIFICATIONS:

- 1) Scrum Methodology with a Team Leader for the project for 6 months (Backlog required)
- 2) Wordpress as CMS with Elementor Pro and specialized team developers with capabilities in CSS and Javascript to upgrade the quality of the content site
- 3) SEO support
- 4) Assistance with the GA4 properties on Google Analytics in DataStudio.



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

ANNEX A - QUOTE FORM
EXPE-USA 163/2022
DIRECT CONTRACTING BY SIMPLIFIED PROCESS N° 138/2022

The one who subscribes												
Document (Type and no.)												
On behalf of and on behalf of						with legal domicile						
On the street No.				No.			Floor			Suite		
Telephone				Email:								
and with sufficient power to act on its behalf, after becoming familiar with the particular and technical conditions that govern this certificate, quotes the following prices:												

Single Line:

ITEM	DESCRIPTION	FINAL PRICE (*)
1	To hire a company for the maintenance and support of the Argentina Delivers website.	

It is

.....

..... (Specify total amount in writing)

The quote will take place in the local legal tender.
The is in US Dollars and includes all taxes and delivery charges.

.....
Signature, name and title with the company