



EMBASSY OF ARGENTINA IN  
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 049 Period: 2025
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SUBMISSION OF OFFERS

<p>Objective of the Contract: The purpose is to contract cleaning services in the Chancery Building and the Sarmiento Building belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St., NW Washington, DC 20009, in accordance with the technical specifications and other documents that govern this Tender.</p>
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File N° 075/2025
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Location/Address	Timeline and Schedule
1600 New Hampshire Avenue, N.W., Washington D.C. 20009 - USA	Monday through Friday from 9 am to 5 pm Until April 1st, 2025 at 4:00 pm

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	April 1st, 2025 at 4:30 pm



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I-SPECIAL CONDITIONS  
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

The purpose is to contract cleaning services in the Chancery Building and the Sarmiento Building belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St., NW Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender.

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 April 1st, 2025 by 4:00pm.
- (b) Or by e-mail to [administracion@embassyofargentina.us](mailto:administracion@embassyofargentina.us) until April 1st, 2025 by 4:00pm.

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



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<p>NAME OF THE REPRESENTATION: EMBASSY OF THE ARGENTINE REPUBLIC</p> <p>Direct Contract by Simplified Procedure N° 049/2025</p> <p>OBJECT: “The purpose is to contract cleaning services in the Chancery Building and the Sarmiento Building belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St NW Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender.”.</p> <p>Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, April 1st, 2025 at 4:30 pm.</p> <p>Place, date and time limit for submission of biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 2009, until April 1st, 2025, 4:00pm.</p> <p>NAME OF BIDDER : .....</p> <p>ADDRESS:..... .....</p> <p>PHONE:.....</p> <p>EMAIL:.....</p> <p>FAX:.....</p>
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**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 offeror 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 quote must be carried out respecting the quantities and measurement units requested in the quotation form. You must indicate the unit price and the total price, and it must be signed by the bidder or his/her legal representative.

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.

In the event that the total amount quoted for each item is not consistent with the unit price, we will take the latter as a quoted price. Any other error in the amount quoted, which was denounced by the offeror or detected by the contracting body prior to the award, will result in the rejection of the offer in the relevant areas.

**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.



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### 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 it is not written in a language indicated in the specifications.
- (b) if the offer does not have the signature of the offeror or his/her legal representative on any of its pages.
- (c) 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.
- (d) if the offer is not honored by the deadline date indicated in the contract.
- (e) if it is written in pencil or in a medium which allows it to be deleted or rewritten without a trace.
- (f) 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.
- (g) 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.
- o) in case it is necessary to present samples, if these are not presented within the time specifications stated in the contract.

### 9 - AWARD

The award will be made in favour of the lowest 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:



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- (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.

10 - PLACE OF DELIVERY

ARGENTINE EMBASSY AND CONSULAR SECTION– 1600 New Hampshire Ave NW, Washington DC, 20009 and 1811 Q St, NW, Washington DC 20009

11 – PERFORMANCE PERIOD

The service or goods must be presented at the ARGENTINE EMBASSY AND CONSULAR SECTION– 1600 New Hampshire Ave NW, Washington DC, 20009 and 1811 Q St, NW, Washington DC 20009, or where the Administration Office thinks its appropriate.

The contract partners will receive a confirmation receipt and a notification within 5 (five) working days upon verification of the compliance with the conditions laid down in the contract.

The Administration Office reserves the right to carry out checks and technical tests deemed appropriate and convenient.

In the event of the rejection of any of the items delivered, for the purpose of applying penalties stipulated in item 14 of the present contract, a delivery date shall be considered in compliance with the reception of the new alternative as long as it is in accordance with the contract.

12. FORM OF PAYMENT AND PLACE TO SUBMIT INVOICES

The payment will be made within 30 days starting from the presentation of the invoice, and After signing the corresponding Purchas Order.

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

13. WARRANTY OF GOODS

The service or goods should be of top quality according to local standards.

14 - PENALTIES

Failure to comply with the time limits set out in Point 9 of the present contract, the successful bidder will be liable of a fine of zero comma five percent (0.5%) of the value previously stated out of term for every ten (10) business days of delay or a fraction greater than five (5) business days.

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



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16 - LIABILITY

The contractor shall comply with the legal rules applicable to the activity of the contract and shall be responsible for all claims extrajudicial and judicial, including the costs and expenses arising from the acts and omissions of its personnel or subcontractors or others who were responsible for fulfilling any of the terms and conditions of this contract.

17.- BACKGROUND OF THE COMPANY: have a verifiable history of similar cleaning services, at least one, and the Bidder must complete the form included in ANNEX "E".

18.- TECHNICAL VISIT

It will be an unavoidable requirement to prove the visit to the Embassy building in the city of Washington, DC, located at 1600 New Hampshire Ave., Washington DC 20009 in the District of Columbia, for this purpose the Representation will facilitate the visits that are requested by the bidders in such a manner. that the successful bidder may not allege subsequent ignorance and/or unpredictability in the conditions under which it will execute and fulfill the contract.

The company irrevocably undertakes before the "Representation" to maintain strict confidentiality and not reveal, divulge or facilitate, by word, in writing or by any other means or support, tangible or intangible, currently known or future, to any person physical or legal person, whether public or private, and not to use for their own benefit or for the benefit of any other natural or legal person, public or private, all the information obtained in the preparation of the service budget requested by the "Representation" .

The day and time of the visits must be previously coordinated at Tel 202-238-6416, during the hours of 9:00am to 4:30pm from Monday to Friday.

Attached is ANNEX "B" - Proof of Visit that must inevitably accompany the proposal.

18- INVOICING

The invoice must have at least the provider name, concept, date and amount.



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## UNOFFICIAL TRANSLATION II - TECHNICAL SPECIFICATIONS

### PURPOSE OF THIS TENDER

The purpose is to contract cleaning services in the Chancery and Sarmiento Buildings belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC, 20009 in accordance with the technical specifications and other documents that govern this Tender.

This Tender includes the provision of labor and all the elements necessary for the service to be completed and adequate for its purpose, in accordance with best practices, technical specifications and the documentation that governs this invitation to bid. If the technical specifications or documents of the Tender do not state all the work necessary to achieve the result or the elements required to carry them out, the Contractor must carry them out and/or provide them, without the right to demand additional compensation.

### GENERAL CONSIDERATIONS

This service will have duration of **TEN (10) months**, counted from the **1<sup>st</sup> of May 2025**.

The Co-contractor may not subcontract, assign or transfer in any way the Contract and/or the provision of the cleaning services, unless this is authorized by the Client.

#### 1. PRECAUTIONS

The cleaning tasks will be carried out in a careful and detailed manner, in accordance with the "best practices" procedures in use. Care must be taken at all times.

Appropriate elements must be used for the different types of cleaning to be done, and the specific products most appropriate used for carrying out each task.

The diplomatic mission may require the Contracting Party to carry out laboratory tests at their own expense, in order to verify the performance of the cleaning products to be used.

Regarding the chemical products to be used to clean stairs, patios, access, walls and any other surface covered with calcareous marble, etc., they must first be approved by the official designated by the Embassy to carry out the inspection before they are used.

Once approved, these products must not leave active residues that could harm the components, either superficially or on the substrates. Therefore, they must be removed immediately so that they do not damage these components.

#### 2. CLEANING TEAM

The Co-contracting Party must submit the list of the employees assigned to these services, ensuring their suitability in the shifts indicated for each case, and with the appropriate equipment.

The employees and equipment must be what is required to comply with the objectives of the service established in these Specifications.

These lists must be updated any time there are changes to the original list of staff, and every time other employees join the team.

#### 3. UNIFORMS

All the workers must use the same uniform, using adequate work clothes (overalls or similar clothes, with shoes for cleaning or maintenance, shirts, pants and shoes for carrying out cleaning tasks). Likewise, they must be provided with all the necessary and adequate protection items to carry out their tasks, for example gloves, rubber boots, etc.

The uniforms must be perfectly clean and without tears or patches, on every day the workers are providing the cleaning services.





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#### **4. MACHINERY AND EQUIPMENT**

##### **4.1 GENERAL CHARACTERISTICS**

The Co-contracting Party must have all the elements required, in adequate operating and safety conditions, for the tasks covered by the contract, as well as the products necessary to carry them out. The machines and/or equipment to be used must be supplied with all the necessary accessories for the different types of work, and they must be in perfect working order; for example: vacuum cleaners with sweeping brushes, flexible pipes, nozzles for cleaning upholstery, carpets, corners or corners; polishers with bristle brushes and cloths.

The Contracting Party must not use the outlets where fax machines, photocopiers, computers and any other electronic equipment are connected, or those that in spite of not have equipment connected to them, are assigned for that purpose. The outlets to be used for connecting the machines of the co-contractor must remain in their same original connection conditions when the work is finished.

The offer must indicate the number and type of machines that will be used for the different cleaning tasks.

##### **5. SUPPLIES FOR DISPENSERS**

The Contracting Party will place the materials and supplies to be provided by the Embassy in the corresponding dispensers, in all the bathrooms and kitchens, and place the products (such as toilet paper, paper towels, soaps, deodorant/air freshening elements) in all the bathrooms, on the different floors, and/or sectors in which the services are carried out.

#### **6. STORAGE AND CHANGING PLACES**

##### **6.1 STORAGE AREA**

The Co-contracting Party will be assigned a storage area to store equipment, machines and work items. The Co-contracting party must keep it tidy and apply the necessary security measures, taking into account that it will contain flammable or corrosive cleaning items.

##### **6.2 AREA FOR CHANGING CLOTHES**

The Co-contracting Party will be assigned one or more premises to be used as changing rooms, and its equipment (clothes and coat racks, benches, etc.) will be the responsibility of the Co-contracting Party.

#### **7. CLEANING SERVICES**

Cleaning services will be carried out as often as required, according to the condition of the places and elements to be treated, or at the request of the person in charge of the Inspection process.

##### **7.1 FURNITURE CLEANING**

The furniture must be dry at all times, free of dust, stains or adhered substances and, depending on the type of furniture, should be polished, shiny, without marks or superficial scratches not caused by misuse.

###### **7.1.1 Wooden furniture:**

7.1.1.1 Cleaning: cleaning and/or wiping with cloths or ad-hoc elements; cleaning products of recognized quality that do not affect them may be used.

7.1.1.2 Polishing: Will be done with waxes or silicone products suitable for the quality of the furniture.

7.1.2 Lacquered furniture: Clean with dry cloths without furniture polish.

###### **7.1.3 Metallic or melamine furniture:**

7.1.3.1 Cleaning: Cleaning and/or wiping with dry cloths without furniture polish; suitable cleaning elements that do not affect the surface may be used.

7.1.3.2 Polishing or deep cleaning: Will be done with detergent products or other cleaners that do not affect its surface.

###### **7.1.4. Recommendations:**

7.1.4.1 In certain areas of the Embassy there is high quality furniture, paintings, sculptures, ornaments, decorations, awards, cabinets, etc. that must be treated with the special care that they require.

7.1.4.2 Metal sconces: The metal sconces will be treated according to their material, maintaining the shine of those that are shiny, and those that are uncoated. For the latter, adequate cleaning will be



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carried out.

7.1.4.3 Glass, crystal or marble covers: They will always be kept per shiny, and cleaned using suitable products.

7.1.5 Computers, telephones and intercoms

An exterior inspection will be carried out. Whenever your condition requires it, a deep cleaning will be carried out, including the cables.

## 7.2 FLOOR TREATMENT

The floors must be dry at all times, free of dust, paper, residue and other loose or stuck materials and, depending on the type of floor, polished, shiny, without marks, stains or superficial scratches caused by traffic and habitual use of the different premises.

7.2.1 Floor care

The furniture, cabinets, desks, chairs, etc. should not be dragged on the floors. They must be moved for daily cleaning, with great care and without dragging them so as not to damage the floors, walls, and the furniture.

7.2.2 Wooden floors:

7.2.2.1 Cleaning: Sweep, vacuum and polish.

7.2.2.2 Polishing: The wooden floors should be shiny at all times, for which wax should be removed and/or applied, as often as necessary. Wax removal will be done using only appropriate products, and without scraping.

7.2.3 Granite, calcareous or marble floors:

7.2.3.1 Cleaning: Sweep and vacuum, going over with a damp cloth with disinfectant/deodorant, and should be lustrous or shiny.

7.2.3.2 Washing: Use water and detergent or non-aggressive cleaning products. Apply wax and let it dry.

7.2.4 Rubber flooring or made with synthetic materials:

7.2.4.1 Cleaning: Sweep and vacuum, going over with a damp cloth or suitable glossy products.

## 7.3 TREATMENT OF INTERIOR WALKWAYS AND EXTERIOR SIDEWALKS

The paths and sidewalks must be dry at all times, free of paper, tree leaves, residue, debris and other loose or adhered materials, without marks, stains or superficial scratches that have not been caused by the misuse of pedestrians.

7.3.1 Cleaning: Sweeping.

7.3.2 Washing: With water, detergent and bleach or disinfectant products, taking special care not to splash the adjoining elements (walls, carpentry, etc.).

## 7.4 TREATMENT OF INTERIOR AND EXTERIOR WALLS, CEILINGS, GROOVES, AND MOLDINGS

It will be a normal objective of the required state of cleanliness, to clean surfaces in general; they must be free of dust, stains, adhesions, spider webs, etc. and those that require it, polished, with brightness according to the type of material. The products applied must not corrode or mark the treated surfaces or leave halos if they are painted or metallic.

Dust and spider webs will be removed daily, as well as other dirt attributable to the normal internal use of the facilities.

These obligations include cleaning the air conditioning vents.

Frequency: The contracting party will adjust the cleaning frequencies according to the permanent maintenance needs of the cleaning tasks mentioned above, adjusting its execution to the different operating situations, or at the request of the Inspection.



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## 7.5 TREATMENT OF CARPENTRY

7.5.1. Wood and smooth veneer doors and windows:

7.5.1.1 Cleaning: Washing with water and detergent or specific products and going over with chamois or cellulosic fiber, avoiding abrasive cloths and products that can damage the surface finish of the paints.

7.5.2 Iron doors, gates and stair railings:

7.5.2.1 Cleaning: with a cloth or a soft-bristle brush.

7.5.2.2 Deep cleaning: with a damp cloth, mild detergent and drying.

## 7.6 CLEANING OF GLASS, STAINED GLASS AND MIRRORS

Includes cleaning of all interior and exterior glass surfaces. They must be free of dust, adhesions, spider webs, stains, etc.

7.6.1 Cleaning: Wash with water and detergent or specific products and brush with chamois or cellulose fiber. In the case of glass treated with reflective films, the necessary precautions will be taken to avoid scratching or deterioration.

7.6.2 Glass doors, windows, access on the ground floor and/or on balconies and/or terraces and stained glass: Wash with water and detergent or specific products and wipe using a cellulosic chamois.

7.6.2.1 Doors and windows: Wash with water and detergent or specific products and wipe with chamois or cellulose fiber, both sides.

7.6.2.2 Access to the building: Wash with water and detergent or specific products and wipe with chamois or cellulose fiber, on both sides.

## 7.7 TREATMENT OF METALLIC SURFACES

In general, metal surfaces will be polished as often as necessary so they look impeccable, avoiding opacity, finger and/or hand marks, stains, etc. For this purpose, cleaning products of recognized quality will be used.

These tasks will be carried out with the necessary care to avoid stains or marks in surrounding areas, such as walls, floors, ceilings or furniture.

## 7.8 TREATMENT OF CURTAINS

They must be free of dust and stains. Special care must be taken to avoid tearing them or their premature deterioration.

## 7.9 TREATMENT OF LIGHTING FIXTURES

Lighting fixtures in ceilings, floor and table lamps. Dust will be removed with a dry duster, and if required, for artifacts with a protective cover, use a damp cloth and then dry them.

## 7.10 BATHROOMS

Bathroom surfaces in general must be kept permanently clean, dry, and free of stains, adhesions and opacity. These areas must be kept deodorized

7.10.1 Cleaning of sanitary fixtures and tiled or marble walls and countertops.

Wash with water, use detergent if necessary, non-abrasive non-toxic cleaning powder can be applied, abrasive cloths cannot be used. Finish by applying disinfectant (bleach or other similar products). Good quality deodorant tablets will be placed in both urinals and toilet bowls in all bathrooms, to be replenished when necessary.

7.10.2 Change towels daily in the bathroom of the Ambassador's office located on the second floor.

## 7.11 TREATMENT OF OFFICES AND KITCHENS

Office surfaces in general must be kept permanently clean, dry, and free of stains, adhesions and opacity. These areas must be kept permanently deodorized. This does not include washing dishes or cleaning appliances.

7.11.1 Refrigerators, freezers and refrigerated counters, and dishwashers: Clean the interior and exterior with a cloth moistened with cleaning liquids that are not abrasive or toxic. Then pass a damp cloth with water to remove the cleaning product. Clean the condenser with a stiff brush. The refrigerators in the Embassy building must be cleaned once a week.



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7.11.2 Stoves, kitchens and ovens: Clean with a degreasing product. Do not use abrasives or liquid mixtures that may be toxic. Keep the compartment where grease accumulates permanently very clean. Before starting to clean the equipment, verify that there are no areas with high temperatures inside or outside this equipment.

7.12 TREATMENT OF STAIRS

The stairs must be permanently kept clean, dry, and free of dust, adhesions and any other element that hinders free movement or may cause accidents to users, both in their regular use or in emergency evacuations. Shine should be achieved using anti-slip products.

The railings, baseboards and sides will be cleaned to eliminate all traces of fingerprints or marks on the walls next to the stairs.

The stair carpets must be deep cleaned when work begins on September 17, 2025 as well as on November 1, 2025.

7.13 TREATMENT OF ROOFS

The terraces must be free of dirt, dust, debris, tree leaves and any other type of material not pertaining to their infrastructure.

The Contracting party will be in charge of keeping the roofs free of loose elements that could cause damage to the infrastructure.

7.14 TREATMENT OF GARAGES

They will be washed following best practices, using a degreaser, and then rinsing. In the event of spills caused by grease, fuel oil, etc., these spills will be cleaned with the care according to the cause. The toxicity of the cleaners mixed with the spills must be taken into account, and must always try to not harm the environment.

7.15 TREATMENT OF ELEVATOR CABINS

The general conditions of the metallic, glazed and granite material surfaces must be free of dust, stains, fingerprints, glue, etc. They should display their natural brightness and characteristics, depending on its different types of materials, including doors on the outside.

***The control panel of the elevator cabin and the buttons for calling the elevator must not be wetted or moistened.***

7.16 WORKS OF ART

The works of art must not be touched, and without the explicit authorization of the Art Curatorship.

The Co-contracting party's workers will only be authorized to carry out the following cleaning tasks:

7.16.1 Sculptures: Use only a soft feather duster.

7.16.2 Paintings: Use a soft feather duster only on the frames, without touching the canvas.

7.17 RECYCLING

There will be a paper recycling box next to each desk, which will be emptied daily into the respective trash cans meant for that purpose.

In the kitchen, besides the paper bins, there are beverage and soda bins, which will be emptied into their respective recyclable garbage bins.

7.18 GENERAL DAILY TASKS

- A list of newspapers will be provided, so that the Co-contracting staff distributes them daily.
- The Contracting Party must distribute the large bottles of water placed on the first floor of each building to the different floors of the Embassy and Consulate of this Mission.
- The Contracting Party must change the water in the flower vases daily and remove the flowers if they are in poor condition.

7.19 DAILY CLEANING REPORT

The Contracting Party must leave a detailed report every day at the Administration office of this Mission regarding the work carried out at the offices of the Head of the Chancery and the Ambassador.



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#### **8. TERM OF THE CONTRACT**

The duration of the service is set at **TEN (10) months starting on May 1<sup>st</sup> 2025.**

#### **9. COMPANY BACKGROUND**

The bidder must submit a list of current clients with their respective contact, and at least ONE (1) verifiable background in providing cleaning services in agencies or institutions with similar building characteristics and use, for a period not less than TWO (2) years, and not older than FIVE (5) years.

#### **10. INSPECTION**

The Inspection will be in charge of the Mission, or whoever it appoints, with technical assistance if necessary from the General Directorate of Infrastructure and Property Administration (DGISA).

#### **11. SUPERVISOR**

Together with the Proposal, the Offeror must indicate who will be the Supervisor; this person will act as the Technical Representative and must provide proof of having TWO (2) years' experience occupying a similar position, providing similar services.

#### **12 . START OF THE CLEANING SERVICES**

The provision of the Cleaning Services will start on **May 1<sup>st</sup>, 2025.**



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**ANNEX A**  
**QUOTE FORM**

The undersigned, .....

(Name) Document (Type and No.) .....

on behalf of and representing the .....

Company, legal address at ..... Street, N°..... Floor,

Apartment..... Telephone ..... Fax.....

E-mail....., duly authorized to act on its behalf, after becoming familiar with the specific and technical conditions that govern this proposal, hereby quote the following prices:

DESCRIPTION	QUANT.	UNITS/ MONTH	TOTAL 10 MOTNHS PRICE
Cleaning services at the Chancery and Sarmiento Buildings belonging to the Embassy of the Argentine Republic in the United States of America, in accordance with the technical specifications and other documents that govern the Tender.	<b>TEN (10) MONTHS</b>		

The price quoted is in US Dollars.

*Write down the total amount of the offer in LETTERS AND NUMBERS.*

This price must not include taxes since we are a tax exemption government entity.

Washington D.C,....., 2025 (date)

Signature and name of the Offeror  
or Legal Representative



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**ANNEX B**  
**PROOF OF VISIT**

I CERTIFY that Messrs. ...., from

the ..... Company, visited the site established in the  
"Visits" section of the Bidding Terms and Conditions.

Washington D.C.,.....of.....2025

Signature and name of the Offeror  
or Legal Representative

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**ANNEX C**

**SWORN STATEMENT OF COMPLIANCE WITH INSURANCE AND REGULATIONS ON HYGIENE  
AND SAFETY AT WORK**

The undersigned, in his capacity as.....

of the ..... company, HEREBY DECLARES  
UNDER OATH that he/she will comply with the mandatory insurance and with the local regulations in  
force regarding hygiene and safety at work.

Signature: .....

Name:.....

Place and date:.....





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**ANNEX D  
EQUIPMENT LIST**

The undersigned, in his/her capacity as.....  
of the ..... company, HEREBY DECLARES  
UNDER OATH that he/she will use the equipment detailed below to provide the services described in  
these Technical Specifications

Type of machine to be used	Quantity

Signature: .....

Name:.....

Place and date:.....



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**ANNEX E**

**LIST OF PREVIOUS WORK / BACKGROUND INFORMATION**

The undersigned, in his/her capacity as.....

of the ..... company, HEREBY DECLARES UNDER OATH that the information below is a list of previous work, in compliance with item 9 of these Technical Specifications.

Name of client or company	Address	Contact information Email / Phone	Dates of start and finish of services carried out

Signature: .....

Name:.....

Place and date:.....