



EMBASSY OF ARGENTINA IN  
THE UNITED STATES OF AMERICA

### SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 28 Period:2023
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### SUBMISSION OF OFFERS

<p>Objective of the Contract: To provide an insurance policy for Property, Umbrella and Vehicles for the Embassy of Argentina for 12 months (From march 31, 2023 until March 31, 2024)</p>
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File N° 52/2023
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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 March 13, 2023 at 11:00 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	March 13, 2023 at 11:30 am



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I-SPECIAL CONDITIONS  
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

To provide an insurance policy for Property, Umbrella and Vehicles for the Embassy of Argentina for 12 months (From march 31, 2023 until March 31, 2024)
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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 March 13, 2023 by 11:00am.
- (b) Or by e-mail to [administracion@embassyofargentina.us](mailto:administracion@embassyofargentina.us) until March 13, 2023 by 11:00am.

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



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NAME OF THE REPRESENTATION: EMBASSY OF THE ARGENTINE REPUBLIC

Direct Contract by Simplified Procedure N° 28/2023

OBJECT: "To provide an insurance policy for Property, Umbrella and Vehicles for the Embassy of Argentina for 12 months (From march 31, 2023 until March 31, 2024)

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, March 13, 2023 at 11:30 am.

Place, date and time limit for submission of biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 2009, until March 13, 2023 at 11:00am.

NAME OF BIDDER :.....

ADDRESS:.....

.....

PHONE:.....

EMAIL:.....

FAX:.....



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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

Embassy of Argentina located at 1600 New Hampshire Ave., NW, Washington, DC 20009.

#### 11 – PERFORMANCE PERIOD

The service or goods must be presented at the Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, 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 (thirty) 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.

#### 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.



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#### 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.

#### 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.



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## **UNOFFICIAL TRANSLATION INSURANCE: MINIMUM TECHNICAL SPECIFICATIONS**

### **PROPERTIES (Offices and residence)**

The insurance policies contracted by the Representations must comply with the following technical specifications as a minimum:

#### **1.- Fire insurance**

##### **a) Coverage of real estate and its general contents.**

Risk to be covered: Material damage caused to the property covered by the insurance (buildings and/or general contents) by the direct or indirect action of fire.

The sum insured for "building fire" is the reconstruction value of the property, for which reason it must be calculated on the basis of the average market cost of the square meter of construction, and multiplying this by the square meters covered by the property. The value of the land on which the property is located should not be included in this calculation.

In the event that the property is rented and the owner contracts or has already contracted an insurance policy of these characteristics, it is necessary that such policy includes the Representation as Joint and Several Beneficiary or Co-Insured. This must be done in order to prevent the insurance company, once the loss has been paid, from taking action against the Argentine Republic.

The sum insured for "general contents fire" must be calculated on the basis of the replacement cost of the property inside the building.

##### **b) Civil liability for boundaries:**

Risk to be covered: property damage caused and compensable to third parties as a consequence of the direct and/or indirect action of fire and/or explosion.

#### **2.- Catastrophes and natural catastrophes**

Risk to be covered: material damage caused and compensable to the property, to the goods contained therein, and to third parties as a consequence of the direct and/or indirect action of the catastrophe or natural disaster that occurred.

#### **3.- Civil Liability**

Risk to be covered: damage caused and indemnifiable to third parties due to events occurring inside the Representation's building.

The sum insured shall be established to cover damages caused to property, life and health of third parties, and the amount shall be determined according to the market values of each place, with the due advice of insurance specialists.

The following aspects should be considered:

- (a) Comprehensive Civil Liability covering the insured for the exercise of its activity;
- b) Additional Civil Liability for: boundaries, food supply, elevators and/or freight elevators, posters and/or signs and boilers.



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#### **4.- Theft or Robbery. General Contents**

Risk to be covered: loss due to theft or robbery of personal property found in the Representation, as well as damage suffered by such property as a consequence of theft, robbery or attempted robbery and damage caused by thieves in order to commit the crime in the building.

The sum insured for robbery or theft shall be calculated on the basis of the sum of the replacement value of only those movable property which the Representation considers to be the most feasible.

#### **5.- Specific Objects**

Specific Objects are understood to be those objects, works of art, jewelry or silverware whose value justifies the contracting of a specific insurance policy.

Risk to be covered: all risks, which should include explosion, robbery, theft and accidental or intentional damage. In the case of the transfer of works of art, a policy must be contracted that covers the risk of transfer.

The Representations must inform the ADMINISTRATIVE TECHNICAL DIRECTORATE AND THE ASSETS REGISTRY, the detail and individualization of each work of art, and the amount or sum insured. The latter, in no case, may be less than the amount of the valuation established in the INFOR system. The Representations will be responsible for keeping the valuation amounts corresponding to said assets up to date, in the mentioned system. In this regard, insurance contracts must be based on the updated value.

In those cases in which it is a global or collective insurance, when contracting it, each of the works of art must be specified, the risk covered or insured, and the respective amounts insured for each of said goods, within of the insurance contract.

Likewise, it must be informed, in addition to what is indicated, if the works of art are property of the Argentine State or if they are on loan from any institution or owner of the same.

In the cases that the Representation considers that the works of art lack economic value or have a meager value, and that for this reason does not require the contracting of insurance, it must expressly inform it in the form established in this regard by the regulations, and must justify the criteria adopted. to the effect.

#### **AUTOMOBILES AND OTHER TYPES OF ROLLERS**

Vehicle insurance policies must meet at least the following technical specifications:

Risk to cover: Civil Liability towards third parties, Total and Partial robbery or theft, Total and Partial Fire and Total Destruction by Accident. Likewise, damage to the vehicle in the windshield and/or rear windows, and/or side windows, and damage to locks due to any event must be covered. Additionally, it is suggested to include mechanical assistance: light mechanics and towing in the event of an accident and/or breakdown.

The liability coverage covers those damages for which the Argentine State is legally responsible, related to physical or material injuries to third parties, transported or not, caused by an accident in which the Representation's vehicle is involved, up to the maximum amount per event established in the policy. Said sum must be determined with the advice of the local insurance company, since the minimum requirements established by local legislation must be met.



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C - ESTIMATE TABLE

ITEM	DESCRIPTION	TOTAL PRICE (US\$)
	To provide an insurance policy for Property, Umbrella and Vehicles for the Embassy of Argentina for 12 months (from March 31, 2023 until March 31, 2024)	
A	OFFER #1	
B	OFFER #2	
C	OFFER # 3	

It is .....

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

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

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