



EMBASSY OF ARGENTINA IN  
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	Nº 29 Period: 2023
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SUBMISSION OF OFFERS

Objective of the Contract: To contract all the work necessary to carry out the waterproofing work on the roof at the Official Residence of the Argentine Ambassador in the United States of America, located at 1815 Q Street NW, Washington DC.
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<u>File Nº 53/2022</u>
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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 7, 2023 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	March 7, 2023 at 10:30 am



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I-SPECIAL CONDITIONS

DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

The purpose is to contract all the work necessary to carry out the waterproofing work on the roof the Official Residence of the Argentine Ambassador in the United States of America, located at 1815 Q Street NW, Washington DC.

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 7, 2023 by 10:00am.
- (b) Or by e-mail to [administracion@embassyofargentina.us](mailto:administracion@embassyofargentina.us) until March 7, 2023 by 10:00am. 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° 29/2022

OBJECT: "The purpose is to contract all the work necessary to carry out the waterproofing work on the roof at the Official Residence of the Argentine Ambassador in the United States of America, located at 1815 Q Street NW, Washington DC".

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, March 7, 2023 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, 20009, until March 7, 2023 at 10:00am.

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

ARGENTINE RESIDENCE- 1815 Q St NW, Washington DC 20009

11 – PERFORMANCE PERIOD

The service or goods must be presented at the Argentine Embassy, 1600 New Hampshire Ave., 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 on completion 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.

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.



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## **TECHNICAL SPECIFICATIONS**

### **1. PURPOSE**

The purpose of these Technical Specifications is to contract all the work necessary to carry out the waterproofing work on the roof at the Official Residence of the Argentine Ambassador in the United States of America, located at 1815 Q Street NW, Washington DC.

### **2. TERMS AND CONDITIONS**

The works must be complete, comply with current rules and regulations, conform to the best industry practices, in accordance with the purpose for which it is being carried out under this contract; therefore, the supplier must consider that the offer submitted includes all the elements and work necessary to carry out the correct execution of the works, even if they are not mentioned explicitly in this documentation.

### **3. SCOPE OF WORK**

The scope of the works includes: removal of existing membranes on the flat roof, provision and placement of new membranes, including the provision of a new base to be placed over the existing one, leveling with adequate slopes, waterproofing, change of funnels and sealing off all projecting elements of the roof, completion of the final hydraulic test and cleaning of the area where work was undertaken.

The waterproofing of the attic sector is not included in this contract.

### **4. TERM**

The term for the execution of the works object under this contract is THIRTY (30) DAYS, counted from the day after the relevant permits have been approved.

### **5. WORK SCHEDULE**

The bidder must submit a work schedule indicating the tasks to be carried out, and the deadlines.

### **6. PAYMENT**

Payment will be made with an advance of 50% and 50% upon completion of the work.

### **7. GENERAL CONSIDERATIONS**

- **PROCEDURES AND PERMITS:** All processing of permits and authorizations before the relevant agencies shall be included as part of the total completion of the work.





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- **INSURANCE:** The Contractor shall obtain all necessary liability insurance related to work risks, against third parties and property damage before starting the work, in accordance to the type of tasks set forth in these specifications.
- **CLOSURE OF WORK AREA AND FENCING:** The Contractor shall close off the work area, when and as appropriate, in accordance with applicable local regulations and the term set out herein.
- **CLEAN UP:** The Contractor shall clean the work areas daily and when the work is completed, and dispose of all waste and debris generated by the work.
- **WARRANTY:** The Contractor shall guarantee the installation work and materials used for TEN (10) years from the day after Final Acceptance.

## **PHOTOGRAPHS**

The contractor must present a photographic record with the different stages of the work (before, during and after the intervention was carried out. It will be presented in a folder, indicating the places and dates of the shots taken, and must reflect the progress of the work.

## **TESTS**

During and after the execution of the works, the relevant hydraulic tests must be carried out, to guarantee that the works carried out comply with the roof waterproofing, which is the purpose of this contract.



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## TECHNICAL DESCRIPTION

### ROOF WATERPROOFING

The roof waterproofing work includes the entire flat roof of the Residence, for a total area of approximately 150m<sup>2</sup> according to the floor plan in Annex A. The corresponding measurement must be carried out on site when visiting the property, in order to confirm the amount of square meters that will be waterproofed.

### 1. REMOVAL, DISASSEMBLY AND DEMOLITIONS

This item includes the following tasks:

- Remove all the existing aluminized membranes on roof completely, given their damaged state due to the passage of time. (Two layers of membranes need to be removed).
- Clean, uninstall and dismantle all antennas, pipes, ducts, metal support structures and elements no longer in use.
- Removal and final disposal of waste and demolition debris outside the property.

NOTE: The roof has a wooden substrate on which there is a one-inch (1") layer that acts as a foam board-type base on which the two existing membranes are supported. This base will **not** be removed, and a new one-inch (1") layer of top quality foam board similar to the existing one will be placed over it in order to provide continuity and to level the entire surface before placing the new membranes. It must be correctly fixed using the special elements and screws designed for this purpose.

No interventions will be made on the existing wooden structure or slats, except in those cases where deteriorated parts are observed, which will require their removal and change.

See details in Annex A

### PROVISION AND PLACEMENT OF MEMBRANES

The following work must be carried out to waterproof the roof:

- Provision and placement of a new insulating base: ISO 95 + GL type or similar, one-inch foam board applied over the existing one before installing new membranes, resulting in a two-inch thick (2") base.

The substrate must be clean, free of dust and dirt. The surface will be uniform, without cracks, unevenness or irregularities that could mechanically deteriorate the new membrane.

The entire surface must be perfectly level and it must be guaranteed that by placing the necessary elements, the slopes will have continuity and good directionality, allowing an adequate rainwater runoff towards the outlet drain.



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- Provision and placement of a fire retardant base layer (SBS BASE).
- Use a primer on the entire surface of the roof prior before the placement of the new membranes.
- Provision and placement of a new waterproof membrane as a base of a firestone APP 160-type or similar quality applied with a heat torch, strictly following the manufacturer's recommendations and according to best industry practices. This includes placement, making the necessary cuts, all accessories, sealants and butane gas for its application.
- Provision and placement of a new finishing membrane of a firestone APP 180-type or similar quality applied with a hot torch at the end, following the manufacturer's recommendations and according to best industry practices. This includes placement, making the necessary cuts, all accessories, sealants and butane gas for its application.
- All the drain funnels and rain-collecting drainage boxes on the entire roof must be replaced with new, top-quality ones.
- Seal all existing ventilation systems and other installations, slats, skylights, chimneys, wall junctions, pipe supports for ducts, ventilation ducts, access and any other roof perforations.

#### General Considerations

The Contractor must send a qualified technical representative to the work site to issue instructions to its personnel regarding the installation of the membrane and to supervise this installation according to the guidelines established by the manufacturer.

#### Samples:

The contractor must submit samples of all the materials to be used for waterproofing before placing/installing them, indicating the name of the manufacturer, the identification of the product and the batch number.

#### Guarantee:

A written Warranty of Materials and Labor must be presented for a minimum of ten (10) years.

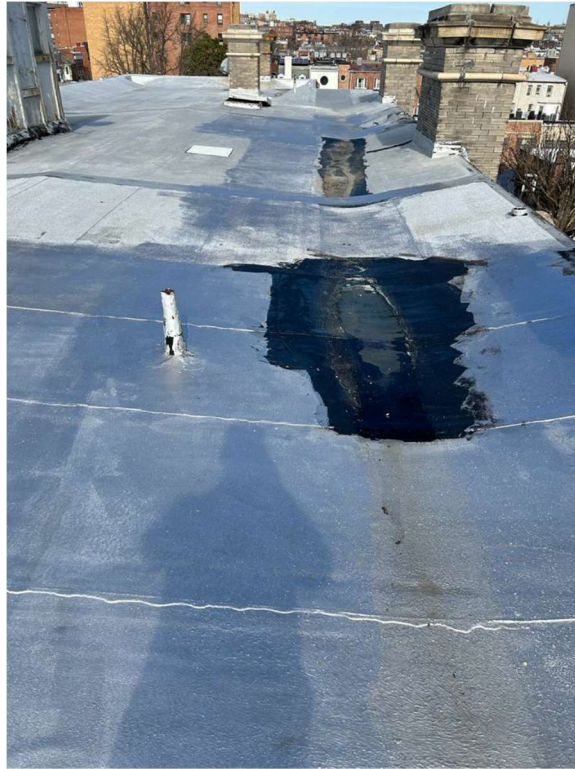
#### Installation:

On the properly installed and prepared substrate surface, the various layers described in detail in these technical specifications must be installed according to best industry practices and the manufacturer's recommendations.



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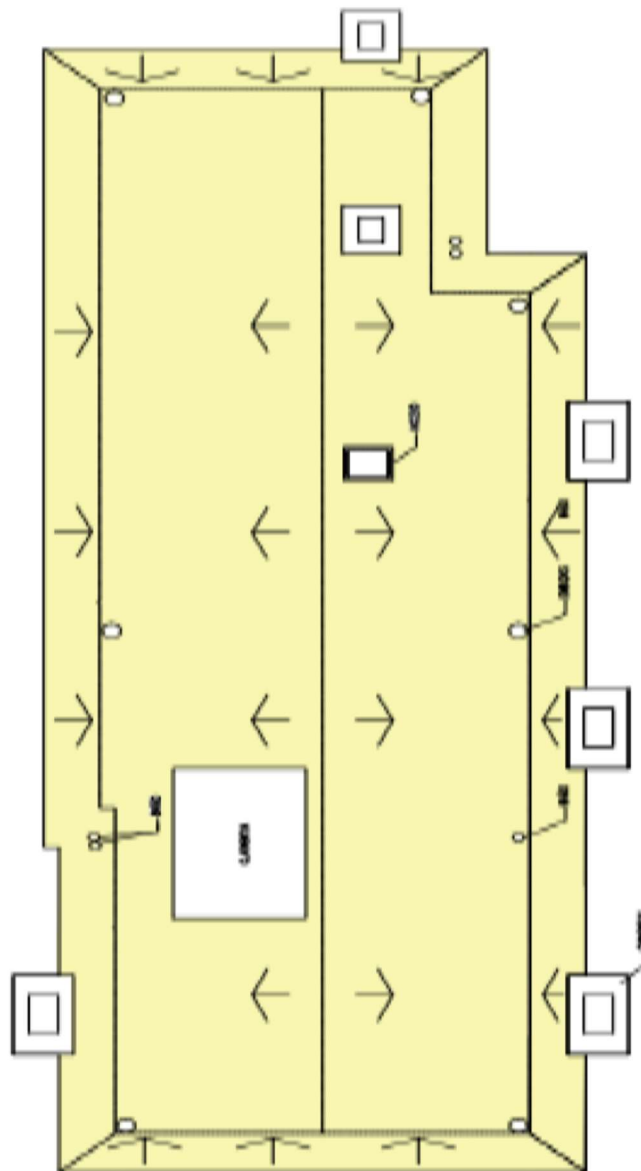
Images for illustration purposes





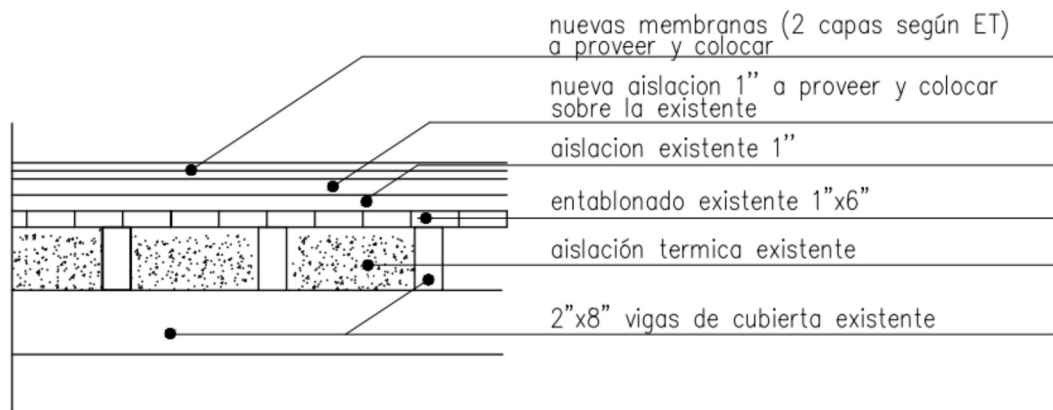
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## ANNEX A ROOF FLOOR PLAN





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**TRANSLATION OF IMAGE ABOVE:**

- roof new membranes (2 layers according to ET), to be provided and installed
- new 1" insulation to be provided and installed over the existing one
- 1" existing insulation
- existing planking 1"x6"
- existing thermal insulation
- 2"x8" existing deck joists

**Note:** Between the new membranes and the new 1" insulation layer to be provided and installed, a base must be placed to protect the insulation from fire and a primer layer to ensure an adequate adhesion of the membranes, as described in the section "PROVISION AND PLACEMENT OF MEMBRANES".



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**QUOTE FORM**  
**DIRECT CONTRACTING BY SIMPLIFIED PROCESS N° 29/2023**

The undersigned, .....  
..... 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:

ITEM	DESCRIPTION	UNITS	QUANT.	PRICE
1	The waterproofing work on the roof at the Official Residence of the Argentine Ambassador in the United States of America, located at 1815 Q Street NW, Washington DC.	GL	1	

This price includes all taxes, social benefits, and is quoted in US Dollars.

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

*Specify form of payment*

*Specify deadlines*

Washington D.C, USA, ..... , 2023 (*date*)

.....  
Signature, name and date of the Offeror  
or Legal Representative



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**PROOF OF VISIT**

I HEREBY CERTIFY that .....

..... of the .....

company, visited the Official Residence located at 1815 Q Street NW, Washington DC, on the

.....day of....., 2023. The company irrevocably before the "Mission" to maintain strict confidentiality and not reveal, divulge or facilitate, by word, in writing or by any other means, tangible or intangible, currently known or future, to any natural person or legal entity, 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, the information obtained during the preparation of the quote requested by the "Mission.

Washington D.C.,.....of.....2023