



EMBASSY OF ARGENTINA IN  
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 29 Period:2026
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SUBMISSION OF OFFERS

<p>Objective of the Contract: The purpose of this contract is to Maintenance Services for the Air Conditioning equipment in the Chancellery Building located at 1600 New Hampshire Ave., N.W., Washington DC 20009 and Sarmiento Buildings located at 1811 Q St., NW Washington DC 20009 belonging to the Embassy of the Argentine Republic in the United States of America, in accordance with the technical specifications and other documents governing the Tender.</p>
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<u>File N° 53/2026</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 June 18, 2026 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	June 18, 2026 at 10:30 am



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I-SPECIAL CONDITIONS  
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

The purpose of this contract is to Maintenance Services for the Air Conditioning equipment in the Chancellery Building located at 1600 New Hampshire Ave., N.W., Washington DC 20009 and Sarmiento Buildings located at 1811 Q St., NW Washington DC 20009 belonging to the Embassy of the Argentine Republic in the United States of America, in accordance with the technical specifications and other documents governing the 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 June 18, 2026 by 10:00am.
- (b) Or by e-mail to [administracion@embassyofargentina.us](mailto:administracion@embassyofargentina.us) until June 18, 2026 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° 29/2026

OBJECT: "The purpose of this contract is to Maintenance Services for the Air Conditioning equipment in the Chancellery Building located at 1600 New Hampshire Ave., N.W., Washington DC 20009 and Sarmiento Buildings located at 1811 Q St., NW Washington DC 20009 belonging to the Embassy of the Argentine Republic in the United States of America, in accordance with the technical specifications and other documents governing the Tender".

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, June 18, 2026 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 June 18, 2026 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

EMBASSY BUILDING – 1600 New Hampshire Ave., NW Washington DC 20009  
CONSULAR SECTION–1811 Q St, NW, Washington DC 20009

11 – PERFORMANCE PERIOD

The service or goods must be presented at the Embassy Building located at 1600 New Hampshire Ave., NW Washington DC 20009 and the Consular Section located at 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.- 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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## II - TECHNICAL SPECIFICATIONS

### PURPOSE OF THE TENDER

The purpose of this tender is to contract Maintenance Services for the Air Conditioning equipment in the Chancellery Building located at 1600 New Hampshire Ave., N.W., Washington DC 20009 and Sarmiento Buildings located at 1811 Q St., NW Washington DC 20009 belonging to the Embassy of the Argentine Republic in the United States of America, in accordance with the technical specifications and other documents governing the Tender.

The Tender includes the supply of labor and all elements necessary for the service to be complete and adequate for its purpose, in accordance with industry best practices, and the technical specifications and documentation governing the call for tenders. If the technical specifications or Tender documents do not state all the work necessary to achieve the result or the elements necessary to carry them out, the Contractor must execute and/or provide them, without the right to demand any additional compensation.

### 1 – STAFF

The Contractor must submit a list of the staff assigned to provide the service, ensuring that suitable personnel are present on the dates indicated for each case and work with the appropriate equipment.

The staff and equipment must be what is required to comply with the objectives set forth in this document.

### 2 – MACHINERY AND EQUIPMENT

To carry out the work set forth herein, all the equipment and tools used by the Contractor must be in adequate operating and safety conditions

The machines and/or equipment to be used must be supplied with all the necessary accessories for the different types of work to be carried out, and they must be in perfect working conditions.

### 3 - DURATION OF THE CONTRACT

The duration of the service is established in TWELVE (12) months counted from the day after the receipt of the Purchase Order, with the possibility of extension for another TWELVE (12) months

The Contractor may NOT subcontract, assign or transfer the Contract and/or the provision of the cleaning service in any way, without authorization by the Client.

### 4 - BACKGROUND OF THE COMPANY (PREVIOUS WORKS UNDERTAKEN)

The bidder must provide a list of its current clients with their contact information, and at least ONE (1) verifiable history of providing cleaning services in organizations or institutions with similar building characteristics and use, for a period of no less than TWO (2) years, and not older than more than FIVE (5) years. ANNEX E

### 5 - INSPECTION

The Inspection will be carried out by the Representation or by whoever it designates, with technical assistance if necessary, from the General Directorate of Infrastructure, Services and Administration of Assets (DGISA)



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## **6 - SUPERVISOR**

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

## **7 - START OF SERVICE**

The start of the provision of Cleaning Service will take place from the day after the Contract is signed.

## **8 – SCHEDULE OF TASKS**

Within FIVE (5) days of the signing of the Purchase Order, the Contractor shall submit a Work Schedule and Site Survey indicating the planned date and estimated duration of the maintenance service for each piece of equipment, for approval by the Mission.

### **SITE SURVEY**

Indicate on a floor plan the location and characteristics of each air-conditioning unit, including the following information:

#### **• Indoor Unit**

Indicate the components that make up the unit, such as air handler, evaporator, electric heating element, gas-fired boiler, etc.

Indicate the manufacturer, model, serial number, and age of the equipment.

#### **• Outdoor Unit**

Indicate the components that make up the unit, such as condenser, electric heating element, gas-fired boiler, etc.

Indicate the type of equipment and its configuration.

#### **• Areas Served**

Indicate the room(s) or area(s) conditioned by each system (indoor and outdoor units).

#### **• Grilles**

Indicate the location of supply and/or return air grilles within the conditioned area (floor grilles, wall grilles, ceiling grilles, etc.).

#### **• Photographs**

Include photographs of each piece of equipment.



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### 9- TECHNICAL DESCRIPTION OF THE TASKS

The document includes a detailed inventory of equipment located in the Embassy Office Building and the Sarmiento Building.

Nro.	EQUIPO	MARCA	MODELO	SERIE	TIPO	POTENCIA	UBICACIÓN
<b>EDIFICIO OFICINAS EMBAJADA</b>							
1*	EXTERIOR	CARRIER	48TCFA06A3A5A0A0A0	0810G50122	condensador Roof Top	5TR	PLANTA BAJA
2	INTERIOR	CARRIER	CNPVP6024ATAABAA	0610X37853	Evaporador Coil HVAC	5TR	SOTANO
3*	INTERIOR	CARRIER	CNPVP4221ATAABAA	0310X40261		5TR	SS para OF. EMBAJADOR y SECTOR
4	INTERIOR	CARRIER	CNPVP6024ATAABA	0610X37848	Evaporador Coil HVAC	5TR	SS para OF. EMBAJADOR y SECTOR 1er PISO
5	INTERIOR	CARRIER	FV4CNF002TQAAA	FM4CNF002	FRIO/CALOR		SS para DORMITORIO CASERO Y SECTOR DE PB
6	INTERIOR	HALCYON	AOU12RLS33	AOU12RLS33	evap. pared SPLIT	12000 BTU	PB para SALA SERVER
7	EXTERIOR	FUJITSU		EYN501593	condensador SPLIT	12000 BTU	SS para SALA SERVER
8	INTERIOR	CARRIER			evaporador Bajo silueta		ATICO 4to PISO
9	INTERIOR	CARRIER			evaporador Bajo silueta		ATICO para 3er PISO
10	EXTERIOR	CARRIER	25HCB318A30	1110E15719	condensador	18000 BTU	TERRAZA 2do piso
11	EXTERIOR	RUUD	RA1448AJINA	W432037582	condensador	48000 BTU	TERRAZA 2do piso
12	EXTERIOR	CARRIER	25HCB336A0030010	16009E19484	condensador	36000 BTU	TERRAZA 2do piso
13	EXTERIOR	CARRIER	25HCB336A0030010	4108E09359	condensador	36001 BTU	TERRAZA 2do piso
14	EXTERIOR	RUUD	RP1448AJ1NA	W432038031	condensador	48000 BTU	TERRAZA 2do piso
15*	EXTERIOR	CARRIER	48TCFA06A3A5A0A0A0	0810G50121	condensador Roof Top	5TR	TERRAZA 2do piso
16*	EXTERIOR					1,5TR	PATIO PB
17*	INTERIOR					1,5TR	GABINETE 2do piso
<b>EDIFICIO SARMIENTO</b>							
1	INTERIOR	GE	AEC12AYL1	GM060272P	Ventana		
2	INTERIOR	CARRIER	SA11094		Ventana	12000 BTU	
3	INTERIOR	FRIGIDAIRE			Ventana		
4	INTERIOR	LG	LW1216ER	007HAHY7F425	Ventana	12000 BTU	
5	INTERIOR	LG	AEC12AYL1	GM060243P	Ventana	12000 BTU	
6	INTERIOR	KENMORE	58.076.081.700		Ventana	7800 BTU	
7	INTERIOR	GOLDSTAR	BG800ERY4		Ventana	8000 BTU	
8	INTERIOR	GE	FFRA062WAE	WK14001663	Ventana	6000 BTU	
9	INTERIOR	KENMORE	58.016.081.700	804TAMA01395	Ventana		
10	INTERIOR	KENMORE	58.016.081.700	804TARU01550	Ventana		
11	INTERIOR	FRIGIDAIRE	FFRE1233QA6	KK53903907	Ventana	12000 BTU	
12	INTERIOR	LG	AEC12AYL1		Ventana		
*1	<i>Equipos reemplazados recientemente: identificar nuevas unidades y completar información</i>						
<b>NOTA</b>	<p><i>La información es referencial, deberá ser verificada y/o completada por el Contratista en el sitio, así como ubicar en los planos adjuntos la totalidad de los equipos con su respectiva identificación, dentro de los (CINCO) días hábiles posteriores a la suscripción de la orden de compra.</i></p> <p><i>La planilla inicial incluirá todas las tareas de mantenimiento que se realizarán en cada equipo para que posteriormente sea completada en cada una de las certificaciones.</i></p>						



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## 9.2 PLANNED MAINTENANCE

This section includes at least FOUR (4) maintenance inspections per year, including performance measurement and evaluation of the equipment.

## 9.3 BELT REPLACEMENT

Includes one annual belt replacement for each unit.

## 9.4 FILTER REPLACEMENT

Air filters shall be replaced at least TWICE (2) per year.

## 9.5 MAINTENANCE TASK DETAILS

### Cooling System Inspection

- \* Replace all air filters.
- \* Inspect blower assembly and replace belts as necessary.
- \* Inspect blower bearings and lubricate if required.
- \* Verify thermostat calibration.
- \* Check refrigerant levels and compressor oil levels.
- \* Inspect and adjust all operating and safety controls.
- \* Verify and record motor amperage draw and voltage balance.
- \* Tighten electrical connections on all units and disconnect switches.
- \* Clean condensate drain lines and remove debris.
- \* Inspect condensate traps and drain pans, ensuring all drains are clean and flowing properly.
- \* Verify that economizer dampers are properly configured and operational.
- \* Clean washable economizer filters annually.
- \* Measure temperature differential across cooling coils.
- \* Verify overall operational performance of the equipment.
- \* Adjust equipment components as necessary.
- \* Check compressor crankcase heaters.
- \* Tighten all compressor unit bolts and flanges as required.
- \* Verify all electrical interlocks associated with the unit components.
- \* Inspect suction and discharge valves.
- \* Inspect compressor cover and adjust as necessary.
- \* Verify and adjust oil temperature and pressure controls.
- \* Verify and adjust high- and low-temperature controls and high-pressure controls as required.
- \* Test compressor motor overload safety devices.
- \* Inspect all panels and covers to ensure they are properly installed.

### Heating System Inspection

- \* Replace all air filters.
- \* Inspect blower assembly and replace belts if necessary.
- \* Inspect blower bearings and lubricate if required.
- \* Verify thermostat calibration.
- \* Check crankcase heater operation.
- \* Brush-clean heating, evaporator, and condenser coils.
- \* Vacuum-clean heating elements.
- \* Brush-clean heat exchanger.
- \* Perform operational testing of the heating system.
- \* Inspect and adjust all operating and safety controls.



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- \* Verify and adjust high- and low-temperature controls and high-pressure controls as required.
- \* Verify that economizer dampers are properly configured and operational.
- \* Verify proper operation of the economizer motor.
- \* Inspect mixed-air and enthalpy controls.
- \* Inspect all panels and covers to ensure they are properly installed.
- \* Inspect motors, shafts, seals, and bearings.
- \* Verify the overall condition of the heat exchanger.
- \* Verify the overall condition of the steam station, where applicable.
- \* Adjust steam station operating pressures as required, where applicable.
- \* Vacuum and clean in-line electric heating elements.

**Exclusions**

The service does not include the cost of supplying worn parts or components that require replacement.

**The Contractor shall be responsible for:**

- \* Providing all labor required for replacement of defective components.
- \* Preparing a technical condition assessment report.
- \* Preparing a cost estimate for any required repairs or replacement parts.

All repair work and replacement parts shall be subject to the prior approval of the Mission.



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**ANNEX A**

**QUOTE FORM**

The undersigned, ..... identified

on behalf of and representing the ..... legal address at

..... City ..... State.....

.Telephone ..... Fax..... E-mail..... duly authorized to act on its behalf, with knowledge of the specific and technical conditions that govern this proposal, hereby quotes the following prices:

ITEM	DESCRIPTION	QUANT. (A)	UNITS	TOTAL PRICE PER YEAR (B)
1	Maintenance services for the air conditioning equipment installed at the Embassy and the Sarmiento Building, which belong to the Embassy of the Republic of Argentina in the United States of America, located at 1600 New Hampshire Avenue NW, Washington DC 20009, in accordance with the technical specifications and other documents that govern this request for proposals.	GLOBAL	1	

PRICE QUOTED IS IN US DOLLARS

.....  
WRITE TOTAL COST OF THE OFFER, USING LETTERS AND NUMBERS.  
The price must not include taxes because we are a Tax Exemption Foreign Government Entity.

Washington D.C ..... , 2026

.....  
Signature, name of the Bidder or Legal Representative



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**ANNEX B**  
**CERTIFICATE OF VISIT**

I CERTIFY that Mr/s....., representing

the ..... company, visited the facilities of the Embassy building and Sarmiento building belonging to the Embassy of Argentina in the United States. The company irrevocably undertakes before the Representation to maintain strict confidentiality and not to reveal, divulge or facilitate, by word of mouth, in writing or by any other means or support, tangible or intangible, currently known or future, to any natural or legal person, whether public or private, and not to use for its own benefit or for the benefit of any other natural or legal person, public or private, all the information obtained on the occasion of the preparation of the service estimate requested by the Representation.

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Signature and name of Embassy Representative



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**ANNEX C**

**SWORN STATEMENT OF COMPLIANCE WITH INSURANCE AND LABOR  
REGULATIONS**

**ON HYGIENE AND SAFETY**

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 WORKS UNDERTAKEN**

The undersigned,..... in my capacity

as ..... at the

..... Company, HEREBY STATE THE  
FOLLOWING UNDER OATH, in compliance of item 9 of these Technical Specifications  
regarding previous work experience

Name of client or company	Address	Email & phone number	Start and end date of work

Signature: .....

Name .....

Place and date: .....