



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 023 Period: 2026
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SUBMISSION OF OFFERS

<p>Objective of the Contract: The purpose of this tender is to contract preventive maintenance services for the electromechanical elevator located in the Embassy of the Argentine Republic in the United States of America, at 1600 New Hampshire Ave., N.W., Washington, D.C. 20009, in full accordance with the technical specifications and all other documents governing this tender.</p>
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<u>File N° 046/2026</u>

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 May 1st, 2026 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	May 1st, 2026 at 11:30 am



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I-SPECIAL CONDITIONS
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

The purpose of this tender is to contract preventive maintenance services for the electromechanical elevator located in the Embassy of the Argentine Republic in the United States of America, at 1600 New Hampshire Ave., N.W., Washington, D.C., in full accordance with the technical specifications and all other documents governing 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 May 1st, 2026 by 11:00am.
- (b) Or by e-mail to administracion@embassyofargentina.us until May 1st, 2026 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° 23/2026

OBJECT: “The purpose of this tender is to contract preventive maintenance services for the electromechanical elevator located in the Embassy of the Argentine Republic in the United States of America, at 1600 New Hampshire Ave., N.W., Washington, D.C. 20009, in full accordance with the technical specifications and all other documents governing this tender.”

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, May 1st, 2026 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 May 1st, 2026 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.

17- INVOICING

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



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ELEVATOR MAINTENANCE

II – TECHNICAL SPECIFICATIONS

PURPOSE OF THE TENDER

The purpose of this tender is to contract **preventive maintenance services** for the electromechanical elevator located in the Embassy of the Argentine Republic in the United States of America, at **1600 New Hampshire Ave., N.W., Washington, D.C. 20009**, in full accordance with the technical specifications and all other documents governing this tender.

The tender includes the provision of labor and all elements necessary for the service to be complete and fit for its intended purpose, in accordance with industry standards, the technical specifications, and the governing documentation. If the technical specifications or tender documents do not list all work or materials necessary to achieve the required result, the Contractor shall perform and/or provide them without entitlement to additional compensation.

1. STAFFING

The Contractor shall submit a list of personnel assigned to the service, ensuring the presence of qualified staff on the required dates and with appropriate equipment.

The staffing and equipment must be sufficient to meet the service objectives established in these specifications.

2. MACHINERY AND EQUIPMENT

The Contractor shall provide all equipment and tools necessary for the performance of the contract, in proper working and safety conditions.

All machinery and equipment must include the necessary accessories for the various tasks and be in perfect operating condition.

3. CONTRACT TERM

The duration of the service shall be **FIVE (5) YEARS**, counted from the day following receipt of the Purchase Order.

The Contractor **may not subcontract, assign, or transfer** the contract or the service without prior authorization from the Contracting Authority.

4. INSPECTION

Inspection shall be carried out by the Embassy or its designated representative, with technical support from the **Directorate General of Infrastructure, Services and Asset Management (DGISA)** when necessary.



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5. TECHNICAL DESCRIPTION OF TASKS

5.1 Elevator Characteristics

- Number of units: 1
- Manufacturer: OTIS ELEVATOR COMPANY
- Equipment type: GEARED
- Machine number: 2086

2. PREVENTIVE MAINTENANCE SERVICE

Preventive maintenance services shall comply with applicable local regulations and include:

- Response to service calls and repair of equipment failures
- Parts and supplies amortized during the contract term (to be verified by the Embassy)
- Labor for annual Category 1 inspections
- Labor for full load testing every five years

The Co-contractor shall also assume the role of Maintenance Contractor (Conservador) and must therefore comply with all requirements established by applicable regulations, including those related to the obligations of maintaining the installations, liability insurance, and any other requirements set forth therein.

The Co-contractor shall include in its costs all labor, lubricants, tools, supplies, and any elements necessary for the proper and complete execution of preventive maintenance tasks. All materials, spare parts, and supplies used under this contract must be of leading brands, of the highest quality available on the market, and new and unused.

The Co-contractor shall be responsible for maintaining the machine rooms (which may not be used to store new or used spare parts), shafts, pits, cabins, and all work areas in a clean and orderly condition at all times.

Without prejudice to the maintenance plans specified and required by current local regulations, the Co-contractor shall perform, at a minimum, the following tasks as applicable: At a minimum, the following tasks shall be performed:

- * Inspection and adjustment of the electrical system and control panels.
- * Inspection, cleaning, and adjustment of electrical contacts, exterior door locks, alarm system, and emergency stop.
- * Inspection and adjustment of speed controllers and motor.
- * Inspection of the grounding condition of all electrical components, push-button systems, and boxes.
- * Inspection and general conditioning of push-button panels and signal lights.
- * Inspection, supply, and replacement of cabin and machine room lighting.



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- * Inspection of guide rail alignment and adjustment of fixings; correct if necessary and verify/repair welds.
- * Inspection for rust on guide rails and all metal components of the system.
- * Inspection of cabin and counterweight guides; replace if necessary.
- * Inspection and correction of improper friction along the entire travel path.
- * Inspection and adjustment of traction cable tension and anchoring.
- * Inspection, cleaning, lubrication, and adjustment of braking systems.
- * Inspection, cleaning, lubrication, and adjustment of the safety gear system.
- * Inspection, cleaning, and lubrication of all components subject to rotation, sliding, and/or articulation.
- * Inspection of cable condition and adjustment of anchorage; correct if necessary.
- * Inspection, adjustment, and lubrication of upper and lower limit switches.
- * Cleaning, lubrication, and, if necessary, adjustment of door locks.
- * Cleaning of guide rails, mechanisms, and thresholds of exterior doors.
- * General cleaning of cabin door mechanisms.
- * Cleaning of cabin and counterweight guide rails using cloth and kerosene.
- * Cleaning of the pit (sweeping and vacuuming).
- * Cleaning of the machine room floor and traction machine.
- * Cleaning of the ceiling (upper section) and cabin panels.
- * The Co-contractor shall be responsible for maintaining the machine room, shafts, pits, cabins, and all work areas in a clean condition at all times.
- * Inspection of push-button panels on all floors and inside each elevator cabin.
- * Inspection of intercom systems and acoustic warning devices.
- * If the technical specifications do not list all the work or elements necessary to achieve the intended result, the Co-contractor shall perform and/or supply them without entitlement to any additional compensation.

2.1 SAFETY SYSTEM VERIFICATION

All safety systems must be tested rigorously and in compliance with applicable regulations.

The following must be inspected:

- Safety gear
- Speed governor
- Door locks



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- Grounding system
- Retractable guide shoes
- Safety limits
- End-of-travel buffers
- Emergency alarm
- Safety switch
- Brakes
- Shock absorbers

Any irregularities must be reported immediately to Embassy personnel.

2.2 SPECIAL CONDITIONS FOR PREVENTIVE MAINTENANCE

- a) The Co-contractor shall include the provision and/or replacement of all materials and tools necessary to carry out the described tasks, which must be of first quality.
- b) The work shall include the supply of labor and all elements necessary to ensure the service is complete and fit for its intended purpose, in accordance with best practices and technical specifications.
- c) The cost of labor for any repairs required to ensure the proper operation of the elevators shall be included in the quoted price.
- d) Any action or work aimed at preventing future failures and/or damage that can be resolved with tools and labor shall be considered part of preventive maintenance and included in the quoted price.
- e) Preventive maintenance visits must be coordinated with the Embassy. The Co-contractor shall inform the tasks to be performed in advance in order to establish the optimal schedule for carrying them out.
- f) Preventive actions or work such as configurations, adjustments, corrections, mechanical adjustments, fixings, welding, cleaning, and all types of labor shall be considered included in the quoted price.
- g) When a failure or damage occurs due to lack of preventive maintenance, and the Co-contractor has not provided written notice of any detected anomaly, no quotation for corrective maintenance will be accepted on the basis of the scope of work, materials, or resources required.
- h) The Embassy may request preventive tasks and inspections even if they are not listed among the tasks proposed by the Co-contractor.

2.3 MATERIALS TO BE SUPPLIED

The Contractor shall provide:

- Grease, lubricants, oils, kerosene, paints
- Cleaning products
- Cable ties, fasteners, and securing elements



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3. CORRECTIVE MAINTENANCE, EMERGENCIES, AND SCHEDULED VISITS

3.1 DEADLINES

For routine repairs such as replacement of electronic boards, infrared barriers, “EPROM” memories, buttons, wiring, micro-switches, limit switches, sensors, contactors, relays, inspection of their connections, part interchange testing, replacement of steel cables, buffers, supports, welding, fixings, adjustments, and mechanical and electronic calibrations, the final resolution shall not exceed SEVENTY-TWO (72) hours.

In the case of more complex repairs, and with prior approval from the Directorate General of Infrastructure, Services and Asset Management, the timeframe shall not exceed FIFTEEN (15) days.

3.2 SCHEDULED VISITS

- a) The Co-contractor shall perform ONE (1) scheduled MONTHLY visit on the 5th day of each month at 10:00 am, with the objective of improving service quality and reducing fault resolution times.
- b) The number of technicians required shall depend on the complexity of the issues, and the Co-contractor may not claim lack of personnel as justification for failing to complete the repairs.

3.3 EMERGENCIES

The Co-contractor shall maintain a telephone line available for handling claims, requests, or emergencies 24 hours a day, 365 days a year.

- a) In the event of an emergency call involving persons trapped inside an elevator, specialized technical personnel from the Co-contractor must arrive at the building within THIRTY (30) minutes of receiving the call.
- b) Additionally, the Co-contractor shall train designated Embassy personnel to carry out the necessary maneuvers during an emergency to allow the safe release of individuals trapped in the elevator. The training must be sufficiently comprehensive so that the Co-contractor may not hold the Embassy responsible for any failures, malfunctions, or damages resulting from such maneuvers, and all related repairs or part replacements shall be at the Co-contractor’s sole expense.

4. REPORTS

The following reports shall be issued periodically:

- a) A report for each visit carried out by the Co-contractor (whether a scheduled visit or a service call), specifying the activities performed or the causes of the failure, its consequences, the necessary corrective measures, and future preventive actions to avoid recurrence.
- b) A report on the condition of the installations, to be submitted together with the service receipt at the time of the monthly presentation, including a written statement indicating: the operational status of the elevator, whether it is fit for use in accordance with current local regulations, and the essential work required in the short and medium term to ensure its optimal operation. The report shall be signed by the Co-contractor’s representative.
- c) The Co-contractor shall continuously advise the Embassy verbally, practically, and in writing.



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ANNEX A
QUOTE FORM

The undersigned,

on behalf of and representing the

Company, legal address at

City State Zip code..... 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	QTY	TOTAL AMOUNT USD\$
The purpose of this tender is to contract preventive maintenance services for the electromechanical elevator located in the Embassy of the Argentine Republic in the United States of America, at 1600 New Hampshire Ave., N.W., Washington, D.C., in full accordance with the technical specifications and all other documents governing this tender.	1 ELEVATOR	

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,..... , 2026 (date)

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



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ANNEX B
PROOF OF VISIT

I CERTIFY that Mr. / Mrs., from

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

Washington D.C.,.....of.....2026

Signature and name of the Embassy 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:.....