



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 45 Period:2024
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SUBMISSION OF OFFERS

<p>Objective of the Contract: The purpose is to contract the repair services of the air conditioning equipment in the Server Room of the Argentine Embassy, located at 1600 New Hampshire Ave. NW in Washington DC, 20009 in accordance with the technical specifications and other documents that govern this tender.</p>
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<u>File N° 74/2024</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 8, 2024 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 8, 2024 at 11:30 am



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I-SPECIAL CONDITIONS
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

The purpose is to contract the repair services of the air conditioning equipment in the Server Room of the Argentine Embassy, located at 1600 New Hampshire Ave. NW in Washington DC, 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 May 8, 2024 by 11:00am.
- (b) Or by e-mail to administracion@embassyofargentina.us until May 8, 2024 by 11:00am.

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° 45/2024</p> <p>OBJECT: “The purpose is to contract the repair services of the air conditioning equipment in the Server Room of the Argentine Embassy, located at 1600 New Hampshire Ave. NW in 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, May 8, 2024 at 11:30 am.</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 May 8, 2024 at 11:00am.</p> <p>NAME OF BIDDER :</p> <p>ADDRESS:.....</p> <p>.....</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

SERVER ROOM of the Embassy of the Argentine Republic – 1600 New Hampshire Ave., NW Washington DC 20009.

11 – PERFORMANCE PERIOD

The service or goods must be presented at the Argentine Embassy of the Argentine Republic – 1600 New Hampshire Ave., NW Washington DC 20009 or where the Administration Office thinks it's 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- 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.

14 – 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.

15 - 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

II. TECHNICAL SPECIFICATIONS

1. PURPOSE

The purpose of this document is to contract the repair services of the air conditioning equipment in the Server Room of the Argentine Embassy, located at 1600 New Hampshire Ave. NW in Washington DC, in accordance with the technical specifications and other documents that govern this tender.

2. SCOPE OF WORK

The scope includes the supply of labor and all the elements necessary for the service to be completed and adequate for its purpose, in accordance with best practices, with the technical specifications and the documents that govern this tender. If the technical specifications or tender documents do not state all the work necessary to achieve the result or the elements required to carry it out, the Contractor must execute and/or provide them, without a right to demand any additional compensation.

The works must be complete, comply with current local rules and regulations, all necessary insurance and also comply with the rules of best practices according to the purpose for which it is carried out.

3. TERM

The deadline for the execution of the works subject to this contract is 15 DAYS (to be notified by the Embassy), counted from the day after the notification of the purchase order.

4. VISIT

In order to have an exact appreciation of the characteristics of the building, its difficulties and costs, the offeror must make a mandatory visit to the EMBASSY (Representation).

The Representation will facilitate all visits requested by the interested parties, so the Co-contractor will not be able to subsequently allege ignorance and/or unpredictability in the conditions under which the contract will be executed.

The visit can be carried up until the day and time indicated on the cover of the Tender Document, after prior coordination with the Representation and after which the corresponding Certificate of Visit will be issued (ANNEX B), which must be presented together with the offer.



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5. PROCEDURES AND PERMITS

The Co-contractor will close off the work area, when and as appropriate, in accordance with applicable local regulations and the deadlines herein.

6. INSURANCE

The Co-contractor must obtain all insurance required related to the risks of the work to be undertaken, against third parties and property damage, prior to start of the works.

7. CLEANING TASKS

The Co-contractor must carry out and maintain the work area clean on a daily basis, including the final disposal of waste and debris generated by the work undertaken.

8. WARRANTY

The Co-contractor must guarantee the work for TWELVE (12) months from the day after Final Acceptance.

9. DESCRIPTION OF THE WORK TO BE CARRIED OUT

This includes the following tasks:

- a. Replace the main control board of the air conditioning equipment in the server room.
- b. The new control must be original and/or compatible as approved by the manufacturer.
- c. A deep cleaning of the equipment with products approved by the manufacturer.
- d. The work must be carried out by a specialized technician.

The installation must include all the accessories and supplies necessary for the system to operate correctly.



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ANNEX A

QUOTE FORM

DESCRIPTION	UNITS	TOTAL PRICE IN USD\$
Repair services of the air conditioning equipment in the Server Room of the Argentine Embassy in the U.S., located at 1600 New Hampshire Ave. NW in Washington DC, in accordance with the technical specifications and other documents that govern this tender. JOB DESCRIPTION TO BE CARRY OUT: a. Replace the main control board of the air conditioning equipment in the server room. b. The new control must be original and/or compatible as approved by the manufacturer. c. A deep cleaning of the equipment with products approved by the manufacturer. d. The work must be carried out by a specialized technician.	gl	

PRICE IN US DOLLARS

.....

This price includes all taxes and social charges.

Washington DC, on, 2024

.....
Signature, printed name, and date



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ANNEX B

PROOF OF VISIT

I HEREBY CERTIFY that

....., from the

company, carried out the visit described under item “VISITS” in the Request for Proposals

on the, 2024.

.....
Signature, printed name, and seal
of the official at the Mission