



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 12 Period:2025
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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° 34/2025</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 April 21, 2025 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	April 21, 2025 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 April 21, 2025 by 10:00am.
- (b) Or by e-mail to administracion@embassyofargentina.us until April 21, 2025 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° 12/2025

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, April 21, 2025 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 April 21, 2025 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 after the signing of the Purchase Order, the Contractor must provide the Task Schedule indicating the expected date and duration of the maintenance of each of the equipment, for the approval of the Representation.

9 - TECHNICAL DESCRIPTION OF THE TASKS

9.1. Equipment

Below is the list of equipment to be used in providing this service:



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a. SARMIENTO BUILDING – ANNEX

No.	EQUIPMENT	BRAND	MODEL	SERIES	TYPE	POWER
1	INTERIOR	GE	AEC12AYL1	GM060272P	Window	
2	INTERIOR	CARRIER	SA11094		Window	12000 BTU
3	INTERIOR	FRIGIDAIRE			Window	
4	INTERIOR	LG	LW1216ER	007HAHY7F425	Window	12000 BTU
5	INTERIOR	LG	AEC12AYL1	GM060243P	Window	12000 BTU
6	INTERIOR	KENMORE	58.076.081.700		Window	7800 BTU
7	INTERIOR	GOLDSTAR	BG800ERY4		Window	8000 BTU
8	INTERIOR	GE	FFRA062WAE	WK14001663	Window	6000 BTU
9	INTERIOR	KENMORE	58.016.081.700	804TAMA01395	Window	
10	INTERIOR	KENMORE	58.016.081.700	804TARU01550	Window	
11	INTERIOR	FRIGIDAIRE	FFRE1233QA6	KK53903907	Window	12000 BTU
12	INTERIOR	LG	AEC12AYL1		Window	

b. EMBASSY BUILDING – ANNEX

No.	EQUIPM.	BRAND	MODEL	SERIES	TYPE	POWER	LOCATION
1	EXTERIOR	CARRIER	48TCFA06A3A5A0A0A0	0810G50122	Condensor Roof Top	60000TR	Ground floor
2	INTERIOR	CARRIER	CNPVP6024ATAABAA	0610X37853	Coil evaporator HVAC	60000TR	Basement
3	INTERIOR	CARRIER	CNPVP4221ATAABAA	0310X40261		42000 BTU	SS for Ambassador's off. and 1st floor
4	INTERIOR	CARRIER	CNPVP6024ATAABA	0610X37848	Coil evaporator HVAC	60000TR	SS for Ambassador's off. and 1st floor
5	INTERIOR	CARRIER	FV4CNF002TQQAAA	FM4CNF002	cold/heat		SS for housekeeper and ground floor
6	INTERIOR	HALCYON	AOU12RLS33	AOU12RLS33	wall evap. split	12000BTU	Server room- ground floor
7	EXTERIOR	FUJITSU		EYN501593	Split condenser	12000 BTU	Server room- ground floor
8	INTERIOR	CARRIER			Low profile evaporator		Attic 4th floor
9	INTERIOR	CARRIER			Low profile evaporator		Attic 3rd floor
10	EXTERIOR	CARRIER	25HCB318A30	1110E15719	condenser	18000 BTU	Terrace 2nd floor
11	EXTERIOR	RUUD	RA1448AJINA	W432037582	condenser	48000 BTU	Terrace 2nd floor
12	EXTERIOR	CARRIER	25HCB336A0030010	16009E19484	condenser	36000 BTU	Terrace 2nd floor
13	EXTERIOR	CARRIER	25HCB336A0030010	4108E09359	condenser	36001 BTU	Terrace 2nd floor
14	EXTERIOR	RUUD	RP1448AJ1NA	W432038031	condenser	48000 BTU	Terrace 2nd floor
15	EXTERIOR	CARRIER	48TCFA06A3A5A0A0A0	0810G50121	roof top condenser	6TR	Terrace 2nd floor



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NOTE: *This information is for reference purposes only, it should be verified and/or completed by the bidders on site*

9.2. SCHEDULED MAINTENANCE OF THE EQUIPMENT

This item includes at least FOUR (4) maintenance controls, including measurement and evaluation of equipment's performance.

9.3. BELT CHANGE

Includes an annual belt change for each piece of equipment

9.4. FILTER CHANGE

Change of air filters at least TWO (2) times a year (in the case of special filters, these will be the responsibility of the Representation).

9.5. EQUIPMENT MAINTENANCE TASK DETAILS

Cooling check

- Replace all air filters
- Inspect blower and replace belts
- Inspect blower bearings for condition, lubricate if necessary
- Check thermostat calibration
- Check coolant levels and compressor oil levels
- Check and adjust all operational safety controls
- Check and record amperage draw on motors and voltage balance
- Tighten electrical connections on all units and at disconnect switch
- Clean condensate line of debris
- Check condensate trap and pan and check to confirm all drains are clear and flowing.
- Check economizer dampers are set and operational
- Clean washable economizer filters annually
- Measure temperature drop across cooling coils
- Check equipment operating performance
- Adjust necessary equipment components.
- Check compressor resistors
- Tighten all compressor unit bolts and flanges as necessary.
- Check all electrical interlocks on related unit components.
- Check suction and discharge valves
- Check compressor cover and adjust as necessary.
- Check oil temperature and pressure controls and adjust.
- Check high and low temperature controls, high pressure controls and adjust as necessary
- Check compressor motor overload safety device
- Check all panels and covers to see that they are in place.

Heating Check

- Replace all air filters
- Inspect blower and replace belts if necessary
- Inspect blower bearings for condition, lubricate if necessary
- Check thermostat calibration
- Check crankcase heater
- Brush heating coils, evaporator and condenser
- Vacuum clean heating elements
- Brush heat exchanger
- Test heating system for operation
- Check and adjust all operating and safety controls



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- Check high and low temperature controls, high pressure controls and adjust as necessary.
- Check economizer dampers are set and operational.
- Check economizer motor is operating properly.
- Check the condition of mixed air and enthalpy controls
- Check all panels and covers to see that they are in place
- Check the condition of motors, shafts, seals and bearings
- Check the general condition of the heat exchanger
- Check the general condition of the steam station, if applicable
- Adjust operating pressures as necessary for the steam station, if applicable
- Vacuum and clean the electric heating elements in line.

Service does not include the cost of providing parts that are worn out or require replacement due to their condition. The contractor will be in charge of the replacement labor, the preparation of the technical report on the status of the situation and a quote indicating which elements need to be repaired, so that this can be approved by the Diplomatic 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 , 2025

.....
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 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.

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: