



EMBASSY OF ARGENTINA IN  
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 39 Period:2024
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SUBMISSION OF OFFERS

**Objective of the Contract:**  
To provide general transfer service for home furniture, art pieces, glassware and others from 3050 University Terrace NW Washington, DC to the Embassy of Argentina building located at 1600 New Hampshire Ave. NW Washington, DC. The moving has to be completed between Thursday 25<sup>th</sup>, Friday 26<sup>th</sup>, Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> of April 2024.

File N° 67/2024

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 24, 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	April 24, 2024 at 11:30 am



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I-SPECIAL CONDITIONS  
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

1. PURPOSE OF THE CONTRACT

To provide general transfer service for home furniture, art pieces, glassware and others from 3050 University Terrace NW Washington, DC to the Embassy of Argentina building located at 1600 New Hampshire Ave. NW Washington, DC. The moving has to be completed between Thursday 25th, Friday 26th, Monday 29th and Tuesday 30th of April 2024.

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 24, 2024 by 11:00am.
- (b) Or by e-mail to [administracion@embassyofargentina.us](mailto:administracion@embassyofargentina.us) until April 24, 2024 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° 27/2024

OBJECT: "To provide general transfer service for home furniture, art pieces, glassware and others from 3050 University Terrace NW Washington, DC to the Embassy of Argentina building located at 1600 New Hampshire Ave. NW Washington, DC. The moving has to be completed between Thursday 25<sup>th</sup>, Friday 26<sup>th</sup>, Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> of April 2024.

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, April 24, 2024 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 April 24, 2024 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 – IN CASE OF BROKEN ITEM

In case of broken item, the contractor must repair or replace a broken item in case something happen. In case that the item cannot be repair, the contractor must pay full for the item.

#### 18 – INSURANCE REQUIREMENT

The contractor must present moving insurance that helps compensate the Embassy of Argentina in case of any accidents that damage any of the items belongings in the move. Please send us the full liability and worker's compensation insurance with the proposal response.



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## **TECHNICAL SPECS**

- Delivery of boxes and all packaging materials for items packed by the residence staff (if required).
- General packaging of furniture in general, decoration accessories and articles various kitchen items for safe transportation to the Embassy of Argentina in Washington, DC located at 1600 New Hampshire Ave., NW Washington DC 20009 and the Consulate located at 1811 Q St., NW Washington DC 20009.
- Packaging with special protective packaging material for furniture, bedroom and others that would be stored in the basement of the Embassy of Argentina in Washington, DC.
- Local ground transportation to the new destination, includes labor and the use trucks.
- Unpacking of furniture and disposal of all packaging materials where the Embassy of Argentina Administrative Attaché dispose.
- Reassembly of furniture and positioning thereof.
- Unpacking boxes with decoration items (paintings, mirrors and others).
- Delivery of certain furniture to the different offices (sofas, armchairs, desks, etc.) and other furniture in the basement of the Embassy of Argentina in Washington, DC.
- Assembling furniture if necessary.
- Removal of excess material.

NOTE: The contractor must present moving insurance that helps compensate the Embassy of Argentina in case of any accidents that damage any of the items belongings in the move. Please send us the full liability and worker's compensation insurance with the proposal response.





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C - ESTIMATE TABLE

ITEM	DESCRIPTION	TOTAL PRICE (US\$)
A	To provide general transfer service for home furniture, rugs, art pieces, glassware and others from 3050 University Terrace NW Washington, DC to the Embassy of Argentina building located at 1600 New Hampshire Ave. NW Washington, DC. The moving has to be completed between Thursday 25th, Friday 26th, Monday 29th and Tuesday 30th of April 2024.	

It is .....

.....(Specify total amount in writing)

The quote will take place in the local legal tender. The price must exclude all taxes.

.....  
Signature, name and title with the company



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COPY OF THE EMBASSY OF ARGENTINA MISSION TAX EXEMPTION CARD

