



EMBASSY OF ARGENTINA IN  
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	Nº 015 Period: 2026
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SUBMISSION OF OFFERS

Objective of the Contract:

The purpose is to contract cleaning services in the Chancery Building and the Sarmiento Building belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St., NW Washington, DC 20009, in accordance with the technical specifications and other documents that govern this Tender.

File Nº 037/2026

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 February 12, 2026 at 3:00 pm

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	February 12, 2026 at 3:30 pm



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I-SPECIAL CONDITIONS  
DIRECT CONTRACT BY SIMPLIFIED PROCEDURE

**1. PURPOSE OF THE CONTRACT**

The purpose is to contract cleaning services in the Chancery Building and the Sarmiento Building belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St., NW Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender.

**2) Glossary**

In this document and its Annexes, the following terms are used with the meanings indicated below:

- a) Representation: Argentine Embassy, which commissions the execution of the work to be performed, and is designated as such in this document.
- b) Co-contractor: the awardee after having signed this document and the purchase order.

**3- 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 February 12, 2026 by 3:00pm.
- (b) Or by e-mail to [administracion@embassyofargentina.us](mailto:administracion@embassyofargentina.us) until February 12, 2026 by 3:00pm.

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° 015/2026

OBJECT: "The purpose is to contract cleaning services in the Chancery Building and the Sarmiento Building belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St NW Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender."

Place, date and time for opening biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 20009, February 12, 2026 at 3:30 pm.

Place, date and time limit for submission of biddings: Embassy of Argentina, Administration Office, 1600 New Hampshire Avenue, NW, Washington DC, 2009, until February 12, 2026, 3:00pm.

NAME OF BIDDER :.....

ADDRESS:.....

.....

PHONE:.....

EMAIL:.....

FAX:.....

Bids may be submitted until the established deadline date and time for submission, and from that moment onward any modification that implies an alteration to the substance of the bids shall be inadmissible



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The mere submission of the offer implies, on the part of the bidder, full knowledge and acceptance of the rules and clauses governing this procurement process, as well as the interpretation of their exact scope.

**4) Clarifications and inquiries**

Only those notifications exchanged between the Representation and potential bidders shall be deemed valid. Such notifications shall be carried out in person, by email, by fax, or through the means enabled by companies providing postal services.

Proof of the notification made shall constitute full evidence of the notification and its date, and must be added to the case file.

**5) Prohibition on participating in more than one offer**

Each bidder may participate in only one offer, either individually or as a member of a group, association, or legal entity. All offers in which a party who violates this prohibition participates shall be rejected.

**6) Bid maintenance guarantee**

Bidders shall be required to keep their proposals valid for a period of **Thirty (30) consecutive calendar days**, counted from the date of opening of the bids.

The bid maintenance guarantee shall be verified by the Representation.

**7) Permits, authorizations, and insurance**

The Co-Contracting Party shall carry out all procedures, notices, and/or authorizations necessary to comply with the execution of the contracted tasks before the relevant authorities and shall bear the cost of any fees, taxes, expenses, professional fees, and duties arising therefrom.

This shall include work permits, nuisance noise permits, final disposal of materials, and any other requirement provided for under local regulations for the performance of the contracted works.

For any matters not contemplated in these Technical Specifications, the provisions of the applicable regulations in force shall apply, and the Co-Contracting Party may not claim ignorance thereof. In the event of regulatory discrepancies, the most stringent criterion shall be adopted.

The Co-Contracting Party shall take out life insurance and occupational accident insurance policies for its personnel, as well as third-party civil liability insurance, in accordance with the formalities required by the applicable local regulations.

Such policies must be submitted to the Representation within **FIVE (5) business days** following notification of the Purchase Order.

Likewise, the Co-Contracting Party shall be responsible for obtaining, at its own expense, any other insurance required under local regulations in relation to the contracted works.

**8) Documentation provided by the Representation**

The technical documentation provided by the Representation does not release the Co-Contracting Party from full responsibility for the execution of the works.

The Co-Contracting Party shall be responsible for verifying all dimensions, level elevations, and/or any other measurements, at the quotation stage and/or during the execution of the works, in order to ensure their correct completion.



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**9) Site Visit**

For the accurate assessment of the characteristics of the work, its difficulties, and costs, the bidder must carry out a visit to the premises to be intervened at 1600 New Hampshire Ave., NW Washington DC 20009 and 1811 Q St., NW Washington DC 20009.

This visit is mandatory, and the corresponding Certificate of Visit (ANNEX C) will be issued, which must be submitted along with the bid.

The day and time of the visits must be coordinated in advance with the office of Administration **Monday thru Friday from 9:00am to 4:00pm**

The Representation will facilitate all visits requested by bidders so that the Co-contractor cannot later claim ignorance and/or unforeseen conditions regarding the circumstances under which the corresponding installations will be executed.

**10) Quotation Method**

The financial proposal must be submitted as part of the bid and must be signed by the bidder or their legal representative.

The quotation shall be expressed in **United States Dollars**.

The quotation must include the total price in numbers and words. In case of a discrepancy between the numerical and written amounts, the amount expressed in words shall prevail as the quoted price.

The price must include all applicable taxes, as well as civil liability insurance, benefits, salaries and wages, social security contributions, labor costs, indirect costs, general expenses, and any other expense or tax that may affect the final contract value.

It will be understood that prior to submitting the bid, the bidder has ensured that their quotation covers all obligations arising from the contract. Consequently, it is assumed that all services that, in the bidder's judgment and experience, are necessary for the faithful and strict fulfillment of obligations are included, even if they are not explicitly stated in the bid.

The total price quoted in the "Quotation Sheet" (ANNEX B) will be the final price that the Representation will pay for all purposes.

If the total quoted for each item does not correspond to the unit price, the latter will be taken as the quoted price. Any other error in the quoted amount, whether reported by the bidder or detected by the Representation before awarding, will result in the rejection of the bid for the relevant items.

**11) Bid Content**

The bid must be written in **English**. Any headings, amendments, erasures, or interlineations, if present, must be properly initialed by the bidder.

The bid must be signed on every page by the bidder or their legal representative.

The bid must contain the information detailed below:

- a. Name and surname or corporate name, address, telephone, fax, and email of the bidder, along with all the data requested in the "Bidder Information Sheet" (ANNEX A).
- b. Establishment of a special address in the **United States of America**.



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- c. Must include a detailed description of the object and service being offered.
- d. If the bid is signed and submitted by a legal representative, a copy of the power of attorney or documents proving the representative's authority to sign the proposal must be attached.
- e. Complete "Quotation Sheet" (ANNEX B) in accordance with the "Quotation Method" section of this document, signed by the bidder or their legal representative.
- f. "Certificate of Visit" (ANNEX C), signed by a representative of the Embassy.
- g. The bidder must present at least ONE (1) verifiable reference for similar work, which will be certified by completing the attached form in ANNEX D.
- h. "Sworn Statement of Compliance with Insurance and Occupational Health and Safety Regulations" (ANNEX E), signed by the bidder or their legal representative.

**12) Opening of Bids**

On the indicated date and time, bids will be opened in the presence of designated officials and any interested parties who wish to attend. The corresponding minutes will be drawn up and signed by the participating officials and the present bidders or interested parties who wish to do so.

**13) Evaluation of Bids**

During the bid evaluation period, bidders may be asked to correct errors or omissions in their proposals. Corrections cannot be used to alter the substance of the bid, improve it, or gain an advantage over other bidders.

Failure to comply within the specified timeframe will result in the bid being considered withdrawn.

**14) Quotation Errors**

If the amount of the bid in numbers does not match the amount in words, the latter shall be taken as the quoted price.

Any other errors detected or reported before the award will result in disqualification, except when the true intended amount is indisputably clear from the quotation document.

**15) Non-correctable Causes for Disqualification**

The bid will be disqualified without possibility of correction in the following cases:

- a) Not written in the language specified in this document.
- b) Not signed by the bidder or their legal representative on every page.
- c) Containing erasures, corrections, amendments, or interlineations not properly initiated in sections essential to the contract (financial proposal, description of goods/services, delivery time, etc.).
- d) Not valid for the period specified in the document.
- e) Written in pencil or erasable medium.
- f) Submitted by individuals under active suspension or disqualification to contract with the local government at the time of bid opening, evaluation, or award.
- g) Submitted by individuals or legal entities not authorized to contract with the Argentine government at the time of bid opening, evaluation, or award.
- h) Containing conditions.
- i) Containing clauses contrary to governing procurement rules or preventing proper comparison with other bids.
- j) Containing essential errors or omissions.
- k) If the quoted price is clearly unreasonable or unserious.
- l) If the same bidder submits more than one bid, whether individually or as part of a group, association, or legal entity. This does not apply to bids with discounts, alternatives, or variants if allowed by the document.



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**16) Award**

The contract will be awarded to the bid that meets all requirements and is most advantageous to the Embassy, considering quality, bidder qualifications, quoted price, offered benefits, and other conditions.

The award will be formally notified to the awardee and all other bidders within THREE (3) business days via any of the methods indicated in the "Notifications" section.

Within THREE (3) business days of notification, the purchase order will be issued and communicated to the awardee using the same methods.

**17) Documentation to be Submitted by the Co-contractor**

Within FIVE (5) business days from notification of the Purchase Order, the Co-contractor must submit:

List of personnel assigned to provide the service, in accordance with the "Personnel" section.

Communications Log, per the "Communications" section.

Copies of insurance policies, per the Sworn Statement (ANNEX D) and "Permits, Authorizations, and Insurance" section.

Within TEN (10) business days from notification, the Co-contractor must submit the complete executive project of the installations for Embassy approval.

**18) Contract Performance Guarantee**

The Cleaning Company guarantees that all services shall be performed in a professional and diligent manner and in accordance with the generally accepted standards of the commercial cleaning industry in the District of Columbia, as well as in compliance with the terms set forth in this Agreement.

In the event that the Embassy reasonably determines that the services do not meet the agreed standards, the Co-contractors's undertakes to correct such deficiencies at no additional cost within a period of twenty-four (24) hours from the Embassy's written notice.

**19) Contract Execution Schedule**

**Work is scheduled for Monday to Friday, 06:00–09:00, except on days when Embassy events prevent work (Saturdays, Sundays, Argentine holidays and U.S. holidays)**

Tasks generating noise, dust, smoke, or gases must be scheduled by prior request and approval.

**20) Payment Method and Invoice Submission**

**Payment shall be made by the Embassy fifteen (15) calendar days after receipt of the invoice.**

**The invoice must be presented by email to [administration@embassyofargentina.us](mailto:administration@embassyofargentina.us) have at least the provider name, number of the invoice, concept, date and amount. The Embassy will do the payment via wire transfer.**

**21) Monitoring and Supervision**

The Embassy will supervise all aspects of contract execution, including task performance, service quality, progress, and compliance with deadlines and contractual obligations.

**22) Personnel**

The Co-contractor's personnel must be qualified and provided with appropriate protective equipment and work clothing.



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The Co-contractor's guarantees that all its personnel are properly trained, are legally authorized to work in the United States, and have been hired in compliance with applicable labor laws of the District of Columbia and federal law.

The Co-contractor is fully responsible for compliance with labor and occupational safety laws, including insurance coverage for personnel.

The Co-contractor guarantees that it shall maintain in force throughout the term of the Agreement general commercial liability insurance, workers' compensation insurance in accordance with District of Columbia requirements, and any other insurance required by law, and undertakes to provide certificates of insurance upon the Client's request.

A personnel list must be submitted before work begins, including names, addresses, and insurance policies (including for work at heights, if applicable).

The Embassy may require replacement of personnel whose documentation, behavior, or performance is inadequate. Proposed replacements must be approved by the Embassy.

**23) Communications**

All communications, instructions, requests, or clarifications must be recorded in a triplicate, numbered Communications Log provided by the Co-contractor.

Parties have 48 hours to acknowledge communications. The log will remain in the Embassy's custody.

**24) Penalties**

Failure to meet deadlines will incur a 0.5% penalty of the late-completed work for every 10 working days or fraction exceeding 5 days.

Other breaches will incur progressive cumulative penalties:

1% of total contract for first unfulfilled communication.

2% for the second.

3% from the third onward.

After the third breach, the Embassy may terminate the contract due to the Co-contractor's fault.

**25) Embassy Authority**

The Embassy may:

- a) Cancel the tender before award without compensation to bidders.
- b) Revise, modify, or replace the contract for reasons of convenience, with compensation limited to proven direct damages.
- c) Increase or decrease the total awarded amount by 20% under the same conditions, with adjusted deadlines, subject to approval.

If an adjustment up to 35% is essential, the Co-contractor's consent is required. Refusal incurs no liability or penalties.

**26) Confidentiality**

The Co-contractor and their personnel agree not to disclose any information related to the building, its equipment, or any documentation of the Embassy and its staff.



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All technical documentation modified and/or generated by the Co-contractor is subject to the same confidentiality obligation.

**27) Liability**

The Co-contractor must comply with all legal regulations applicable to the activity covered by the contract and will be responsible for all judicial and extrajudicial claims, including costs and expenses, arising from their actions or omissions, those of their personnel, subcontractors, or any other persons for whom they are responsible in fulfilling any terms and conditions of this contract.

**28) Acceptance of Work**

If, within this period, missing tasks or non-compliance with Technical Specifications are identified, the Co-contractor will be required to complete, correct, or replace the work within the timeframe set by the Embassy.

The Co-contractor shall perform, at their own expense, any tests customary or requested by the Embassy to verify work quality. The results must be included in the report submitted with the Provisional Acceptance request.

If required by official authorities or competent bodies, the Co-contractor will be responsible for preparing the technical documentation and completing the necessary procedures to obtain authorization for the work, including involvement of licensed professionals.

**29) Termination of Contract**

If the Co-contractor expressly withdraws from the contract before the completion deadline, or if the original contract term expires without completion of work in accordance with the contract, the Embassy may declare the contract terminated without judicial or extrajudicial notice, except in cases where the Embassy chooses to accept late performance.



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**UNOFFICIAL TRANSLATION  
II - TECHNICAL SPECIFICATIONS**

**PURPOSE OF THIS TENDER**

The purpose is to contract cleaning services in the Chancery and Sarmiento Buildings belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC, 20009 and 1811 Q St, NW Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender.

This Tender includes the provision of labor and all the elements necessary for the service to be completed and adequate for its purpose, in accordance with best practices, technical specifications and the documentation that governs this invitation to bid. If the technical specifications or documents of the Tender do not state all the work necessary to achieve the result or the elements required to carry them out, the Contractor must carry them out and/or provide them, without the right to demand additional compensation.

**GENERAL CONSIDERATIONS**

This service will have duration of **NINE (09) months**, counted from the **1<sup>st</sup> of March 2026**.

The Co-contractor may not subcontract, assign or transfer in any way the Contract and/or the provision of the cleaning services, unless this is authorized by the Client.

**1. PRECAUTIONS**

The cleaning tasks will be carried out in a careful and detailed manner, in accordance with the "best practices" procedures in use. Care must be taken at all times.

Appropriate elements must be used for the different types of cleaning to be done, and the specific products most appropriate used for carrying out each task.

The diplomatic mission may require the Contracting Party to carry out laboratory tests at their own expense, in order to verify the performance of the cleaning products to be used.

Regarding the chemical products to be used to clean stairs, patios, access, walls and any other surface covered with calcareous marble, etc., they must first be approved by the official designated by the Embassy to carry out the inspection before they are used.

Once approved, these products must not leave active residues that could harm the components, either superficially or on the substrates. Therefore, they must be removed immediately so that they do not damage these components.

**2. CLEANING TEAM**

The Co-contracting Party must submit the list of the employees assigned to these services, ensuring their suitability in the shifts indicated for each case, and with the appropriate equipment.

The employees and equipment must be what is required to comply with the objectives of the service established in these Specifications, **with a minimum staff of 5 (FIVE) people (TWO for the Consulate and THREE for the Embassy)**.

Cleaning tasks shall be carried out in accordance with the specifications and conditions set forth in this Tender Document, on the following days and at the following times:

**Monday to Friday: from 6:00 a.m. to 9:00 a.m.**

The lists must be updated whenever changes occur to the originally planned staffing levels and each time new personnel are incorporated into the service.



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### 3. UNIFORMS

All the workers must use the same uniform, using adequate work clothes (overalls or similar clothes, with shoes for cleaning or maintenance, shirts, pants and shoes for carrying out cleaning tasks). Likewise, they must be provided with all the necessary and adequate protection items to carry out their tasks, for example gloves, rubber boots, etc.

The uniforms must be perfectly clean and without tears or patches, on every day the workers are providing the cleaning services.

### 4. MACHINERY AND EQUIPMENT

#### 4.1 GENERAL CHARACTERISTICS

The Co-contracting Party must have all the elements required, in adequate operating and safety conditions, for the tasks covered by the contract, as well as the products necessary to carry them out.

The machines and/or equipment to be used must be supplied with all the necessary accessories for the different types of work, and they must be in perfect working order; for example: vacuum cleaners with sweeping brushes, flexible pipes, nozzles for cleaning upholstery, carpets, corners or corners; polishers with bristle brushes and cloths.

The Contracting Party must not use the outlets where fax machines, photocopiers, computers and any other electronic equipment are connected, or those that in spite of not have equipment connected to them, are assigned for that purpose. The outlets to be used for connecting the machines of the co-contractor must remain in their same original connection conditions when the work is finished.

The offer must indicate the number and type of machines that will be used for the different cleaning tasks.

### 5. SUPPLIES FOR DISPENSERS

The Contracting Party will place the materials and supplies to be provided by the Embassy in the corresponding dispensers, in all the bathrooms and kitchens, and place the products (such as toilet paper, paper towels, soaps, deodorant/air freshening elements) in all the bathrooms, on the different floors, and/or sectors in which the services are carried out.

### 6. STORAGE AND CHANGING PLACES

#### 6.1 STORAGE AREA

The Co-contracting Party will be assigned a storage area to store equipment, machines and work items. The Co-contracting party must keep it tidy and apply the necessary security measures, taking into account that it will contain flammable or corrosive cleaning items.

#### 6.2 AREA FOR CHANGING CLOTHES

The Co-contracting Party will be assigned one or more premises to be used as changing rooms, and its equipment (clothes and coat racks, benches, etc.) will be the responsibility of the Co-contracting Party.

### 7. CLEANING SERVICES

Cleaning services will be carried out as often as required, according to the condition of the places and elements to be treated, or at the request of the person in charge of the Inspection process.

#### 7.1 FURNITURE CLEANING

The furniture must be dry at all times, free of dust, stains or adhered substances and, depending on the type of furniture, should be polished, shiny, without marks or superficial scratches not caused by misuse.

##### 7.1.1 Wooden furniture:

7.1.1.1 Cleaning: cleaning and/or wiping with cloths or ad-hoc elements; cleaning products of recognized quality that do not affect them may be used.

7.1.1.2 Polishing: Will be done with waxes or silicone products suitable for the quality of the furniture.



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7.1.2 Lacquered furniture: Clean with dry cloths without furniture polish.

7.1.3 Metallic or melamine furniture:

7.1.3.1 Cleaning: Cleaning and/or wiping with dry cloths without furniture polish; suitable cleaning elements that do not affect the surface may be used.

7.1.3.2 Polishing or deep cleaning: Will be done with detergent products or other cleaners that do not affect its surface.

7.1.4. Recommendations:

7.1.4.1 In certain areas of the Embassy there is high quality furniture, paintings, sculptures, ornaments, decorations, awards, cabinets, etc. that must be treated with the special care that they require.

7.1.4.2 Metal sconces: The metal sconces will be treated according to their material, maintaining the shine of those that are shiny, and those that are uncoated. For the latter, adequate cleaning will be carried out.

7.1.4.3 Glass, crystal or marble covers: They will always be kept per shiny, and cleaned using suitable products.

7.1.5 Computers, telephones and intercoms

An exterior inspection will be carried out. Whenever your condition requires it, a deep cleaning will be carried out, including the cables.

## 7.2 FLOOR TREATMENT

The floors must be dry at all times, free of dust, paper, residue and other loose or stuck materials and, depending on the type of floor, polished, shiny, without marks, stains or superficial scratches caused by traffic and habitual use of the different premises.

7.2.1 Floor care

The furniture, cabinets, desks, chairs, etc. should not be dragged on the floors. They must be moved for daily cleaning, with great care and without dragging them so as not to damage the floors, walls, and the furniture.

7.2.2 Wooden floors:

7.2.2.1 Cleaning: Sweep, vacuum and polish.

7.2.2.2 Polishing: The wooden floors should be shiny at all times, for which wax should be removed and/or applied, as often as necessary. Wax removal will be done using only appropriate products, and without scraping.

7.2.3 Granite, calcareous or marble floors:

7.2.3.1 Cleaning: Sweep and vacuum, going over with a damp cloth with disinfectant/deodorant, and should be lustrous or shiny.

7.2.3.2 Washing: Use water and detergent or non-aggressive cleaning products. Apply wax and let it dry.

7.2.4 Rubber flooring or made with synthetic materials:

7.2.4.1 Cleaning: Sweep and vacuum, going over with a damp cloth or suitable glossy products.

## 7.3 TREATMENT OF INTERIOR WALKWAYS AND EXTERIOR SIDEWALKS

The paths and sidewalks must be dry at all times, free of paper, tree leaves, residue, debris and other loose or adhered materials, without marks, stains or superficial scratches that have not been caused by the misuse of pedestrians.

7.3.1 Cleaning: Sweeping.

7.3.2 Washing: With water, detergent and bleach or disinfectant products, taking special care not to splash the adjoining elements (walls, carpentry, etc.).

## 7.4 TREATMENT OF INTERIOR AND EXTERIOR WALLS, CEILINGS, GROOVES, AND MOLDINGS

It will be a normal objective of the required state of cleanliness, to clean surfaces in general; they must be free of dust, stains, adhesions, spider webs, etc. and those that require it, polished, with brightness according to the type of material. The products applied must not corrode or mark the treated surfaces or



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leave halos if they are painted or metallic.

Dust and spider webs will be removed daily, as well as other dirt attributable to the normal internal use of the facilities.

These obligations include cleaning the air conditioning vents.

Frequency: The contracting party will adjust the cleaning frequencies according to the permanent maintenance needs of the cleaning tasks mentioned above, adjusting its execution to the different operating situations, or at the request of the Inspection.

**7.5 TREATMENT OF CARPENTRY**

7.5.1. Wood and smooth veneer doors and windows:

7.5.1.1 Cleaning: Washing with water and detergent or specific products and going over with chamois or cellulosic fiber, avoiding abrasive cloths and products that can damage the surface finish of the paints.

7.5.2 Iron doors, gates and stair railings:

7.5.2.1 Cleaning: with a cloth or a soft-bristle brush.

7.5.2.2 Deep cleaning: with a damp cloth, mild detergent and drying.

**7.6 CLEANING OF GLASS, STAINED GLASS AND MIRRORS**

Includes cleaning of all interior and exterior glass surfaces. They must be free of dust, adhesions, spider webs, stains, etc.

7.6.1 Cleaning: Wash with water and detergent or specific products and brush with chamois or cellulose fiber. In the case of glass treated with reflective films, the necessary precautions will be taken to avoid scratching or deterioration.

7.6.2 Glass doors, windows, access on the ground floor and/or on balconies and/or terraces and stained glass: Wash with water and detergent or specific products and wipe using a cellulosic chamois.

7.6.2.1 Doors and windows: Wash with water and detergent or specific products and wipe with chamois or cellulose fiber, both sides.

7.6.2.2 Access to the building: Wash with water and detergent or specific products and wipe with chamois or cellulose fiber, on both sides.

**7.7 TREATMENT OF METALLIC SURFACES**

In general, metal surfaces will be polished as often as necessary so they look impeccable, avoiding opacity, finger and/or hand marks, stains, etc. For this purpose, cleaning products of recognized quality will be used.

These tasks will be carried out with the necessary care to avoid stains or marks in surrounding areas, such as walls, floors, ceilings or furniture.

**7.8 TREATMENT OF CURTAINS**

They must be free of dust and stains. Special care must be taken to avoid tearing them or their premature deterioration.

**7.9 TREATMENT OF LIGHTING FIXTURES**

Lighting fixtures in ceilings, floor and table lamps. Dust will be removed with a dry duster, and if required, for artifacts with a protective cover, use a damp cloth and then dry them.

**7.10 BATHROOMS**

Bathroom surfaces in general must be kept permanently clean, dry, and free of stains, adhesions and opacity. These areas must be kept deodorized

7.10.1 Cleaning of sanitary fixtures and tiled or marble walls and countertops.

Wash with water, use detergent if necessary, non-abrasive non-toxic cleaning powder can be applied, abrasive cloths cannot be used. Finish by applying disinfectant (bleach or other similar products). Good quality deodorant tablets will be placed in both urinals and toilet bowls in all bathrooms, to be replenished when necessary.

7.10.2 Change towels daily in the bathroom of the Ambassador's office located on the second floor.



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**7.11 TREATMENT OF OFFICES AND KITCHENS**

Office surfaces in general must be kept permanently clean, dry, and free of stains, adhesions and opacity. These areas must be kept permanently deodorized. This does not include washing dishes or cleaning appliances.

7.11.1 Refrigerators, freezers and refrigerated counters, and dishwashers: Clean the interior and exterior with a cloth moistened with cleaning liquids that are not abrasive or toxic. Then pass a damp cloth with water to remove the cleaning product. Clean the condenser with a stiff brush. The refrigerators in the Embassy building must be cleaned once a week.

7.11.2 Stoves, kitchens and ovens: Clean with a degreasing product. Do not use abrasives or liquid mixtures that may be toxic. Keep the compartment where grease accumulates permanently very clean. Before starting to clean the equipment, verify that there are no areas with high temperatures inside or outside this equipment.

**7.12 TREATMENT OF STAIRS**

The stairs must be permanently kept clean, dry, and free of dust, adhesions and any other element that hinders free movement or may cause accidents to users, both in their regular use or in emergency evacuations. Shine should be achieved using anti-slip products.

The railings, baseboards and sides will be cleaned to eliminate all traces of fingerprints or marks on the walls next to the stairs.

The stair carpets must be deep cleaned when work begins on September 17, 2026 as well as on November 1, 2026.

**7.13 TREATMENT OF ROOFS**

The terraces must be free of dirt, dust, debris, tree leaves and any other type of material not pertaining to their infrastructure.

The Contracting party will be in charge of keeping the roofs free of loose elements that could cause damage to the infrastructure.

**7.14 TREATMENT OF GARAGES**

They will be washed following best practices, using a degreaser, and then rinsing. In the event of spills caused by grease, fuel oil, etc., these spills will be cleaned with the care according to the cause. The toxicity of the cleaners mixed with the spills must be taken into account, and must always try to not harm the environment.

**7.15 TREATMENT OF ELEVATOR CABINS**

The general conditions of the metallic, glazed and granite material surfaces must be free of dust, stains, fingerprints, glue, etc. They should display their natural brightness and characteristics, depending on its different types of materials, including doors on the outside.

***The control panel of the elevator cabin and the buttons for calling the elevator must not be wetted or moistened.***

**7.16 WORKS OF ART**

The works of art must not be touched, and without the explicit authorization of the Art Curatorship.

The Co-contracting party's workers will only be authorized to carry out the following cleaning tasks:

7.16.1 Sculptures: Use only a soft feather duster.

7.16.2 Paintings: Use a soft feather duster only on the frames, without touching the canvas.

**7.17 RECYCLING**

There will be a paper recycling box next to each desk, which will be emptied daily into the respective trash cans meant for that purpose.

In the kitchen, besides the paper bins, there are beverage and soda bins, which will be emptied into their respective recyclable garbage bins.

**7.18 GENERAL DAILY TASKS**

- A list of newspapers will be provided, so that the Co-contracting staff distributes them daily.



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- The Contracting Party must distribute the large bottles of water placed on the first floor of each building to the different floors of the Embassy and Consulate of this Mission.
- The Contracting Party must change the water in the flower vases daily and remove the flowers if they are in poor condition.

**7.19 DAILY CLEANING REPORT**

The Contracting Party must leave a detailed report every day at the Administration office of this Mission regarding the work carried out at the offices of the Head of the Chancery and the Ambassador.

**8. TERM OF THE CONTRACT**

The duration of the service is set at **NINE (9) months starting on March 1<sup>st</sup> 2026.**

**9. COMPANY BACKGROUND**

The bidder must submit a list of current clients with their respective contact, and at least ONE (1) verifiable background in providing cleaning services in agencies or institutions with similar building characteristics and use, for a period not less than TWO (2) years, and not older than FIVE (5) years.

**10. INSPECTION**

The Inspection will be in charge of the Mission, or whoever it appoints, with technical assistance if necessary from the General Directorate of Infrastructure and Property Administration (DGISA).

**11. SUPERVISOR**

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

**12 . START OF THE CLEANING SERVICES**

The provision of the Cleaning Services will start on **March 1<sup>st</sup>, 2026.**



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**ANNEX A  
BIDDER'S INFORMATION**

A. Full Name (Name and Last Name): .....

B. Residential Address: .....

C. Legal Address: .....

D. Telephone/Fax: .....

E. Email Address: .....



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**ANNEX B**  
**QUOTE FORM**

The undersigned, .....

(Name) Document (Type and No.) .....

on behalf of and representing the .....

Company, legal address at ..... Street, Nº ..... Floor,

Apartment..... 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	QUANT.	PRICE PER MONTH	TOTAL PRICE
Cleaning services at the Chancery and Sarmiento Buildings belonging to the Embassy of the Argentine Republic in the United States of America, located at 1600 New Hampshire Ave. NW, Washington DC 20009 and 1811 Q St., NW Washington DC 20009 in accordance with the technical specifications and other documents that govern the Tender.	<b>NINE (9) MONTHS</b>		

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 C**

**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 D**

**SWORN STATEMENT OF BACKGROUND / EXPERIENCE**

The undersigned, in his capacity as.....

of the ..... company, HEREBY DECLARES  
UNDER OATH that the company has carried out work of similar characteristics to the present  
procurement, in accordance with the following details: (Submit one form for at least one project)

Principal's Name:	
Principal's Address:	
Principals Telephone/Fax:	
Principal's Email Address:	
Full Name of the Contact Person Who Can Provide Information About the Work:	
Type of Work Performed:	
Location:	
Brief Description of the Services Provided:	
Remarks / Observations:	



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**ANNEX E**

**SWORN STATEMENT OF COMPLIANCE WITH INSURANCE AND OCCUPATIONAL  
HEALTH AND SAFETY REGULATIONS**

The undersigned, in his/her capacity as ....., of the company

....., **HEREBY DECLARES**  
**UNDER OATH** that he/she shall comply with the mandatory insurance requirements, including General Liability Insurance and Workers' Compensation coverage for employees, and with the applicable local regulations regarding occupational health and safety.

**SIGNATURE:** .....

**PRINTED NAME:** .....

**PLACE AND DATE:** .....