



EMBASSY OF ARGENTINA IN
THE UNITED STATES OF AMERICA

SELECTION PROCEDURE

DIRECT CONTRACT by SIMPLIFIED PROCEDURE	N° 44 Period: 2024
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SUBMISSION OF OFFERS

<p>Objective of the Contract: The purpose is to contract cleaning services bimonthly of the Official Residence of the Embassy of the Argentine Republic in the United States of America, located at 1815 Q St., NW Washington DC, 20009 and 2136 R Street NW, Washington DC 20009 in accordance with the technical specifications and other documents that govern this Tender.</p>
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File N° 73/2024

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 May 6, 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 6, 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 cleaning services bimonthly of the Official Residence of the Embassy of the Argentine Republic in the United States of America, located at 1815 Q St., NW Washington DC, 20009 and 2136 R Street NW, Washington DC 20009 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 6, 2024 by 11:00am.
- (b) Or by e-mail to administracion@embassyofargentina.us until May 6, 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° 44/2024</p> <p>OBJECT: “The purpose is to contract cleaning services bimonthly of the Official Residence of the Embassy of the Argentine Republic in the United States of America, located at 1815 Q St., NW Washington DC, 20009 and 2136 R Street NW, 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 6, 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 6, 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

ARGENTINE OFFICIAL RESIDENCE– 1815 Q St, NW, Washington DC 20009; and
R STREET – 2136 R Street NW, Washington DC 20008

11 – PERFORMANCE PERIOD

The service or goods must be presented at the Argentine Official Residence, 1815 Q St., NW Washington DC 20009 and – 2136 R Street NW, Washington DC 20008 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. 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- NOTIFICATION OF CANCELLATION

The Embassy will advise in writing with 1 month (30) days of anticipation the cancellation of the contract.



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UNOFFICIAL TRANSLATION II - TECHNICAL SPECIFICATIONS

PURPOSE OF THIS TENDER

The purpose is to contract cleaning services bimonthly of the Official Residence of the Embassy of the Argentine Republic in the United States of America, located at 1815 Q St., NW Washington DC, 20009 and 2136 R Street 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

These services will be provided during one (1) daily visit EVERY TWO (2) months.

This service will have duration of TWELVE (12) months, starting on June 1st 2024.

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, according to 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, as well as the specific products most appropriate for 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 chemical products to be used to clean the 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 their use.

Once approved, these products must not leave active residues that could harm the components, either on the surfaces or on the substrates. Therefore, they must be removed immediately after their application 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.

The lists must be updated any time there are changes to the original list of staff, and every time other employees join the team.

3. UNIFORMS

All the employees must use the same uniform, with 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.



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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.

5. CLEANING SERVICES

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

5.1 TREATMENT OF INTERNAL WALKWAYS AND OUTSIDE SIDEWALKS

The 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 by pedestrians.

5.1.1 Cleaning: First, sweep.

5.1.2 Washing: With water, detergent and bleach or disinfectant products, taking special care to avoid splashing the adjoining areas (walls, carpentry, etc.).

5.2 TREATMENT OF INTERIOR AND EXTERIOR WALLS, CEILINGS, GROOVES AND MOLDINGS

An objective of the required state of cleanliness refers to surface maintenance; all surfaces should be free of dust, stains, adhesions, spider webs, etc. and those that require it, also polished, according to the type of material. The products applied must not corrode or mark the treated surfaces or leave halos if surfaces are painted or metallic.

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

These obligations include cleaning the air conditioning vents.

Frequency: The Co-contracting party will adjust the cleaning frequency according to the permanent maintenance needs as mentioned above, adjusting procedures to the different operating situations, or at the request of the person in charge of the Inspection.

5.3 TREATMENT OF WOODWORK

5.3.1. Wood and smooth veneer doors and windows:

5.3.1.1 Cleaning: Wash with water and detergent or specific products, then use chamois or cellulosic fiber cloth, avoiding abrasive cloths or products that can damage the paint finish.

5.3.2 Iron doors, gates, stair railings, and iron stairs:

5.3.2.1 Cleaning: use a cloth or a soft-bristle brush.

5.3.2.2 Deep cleaning: use a damp cloth and mild detergent, and then dry.

5.4 CLEANING OF GLASS, STAINED GLASS AND MIRRORS

Includes cleaning of all the interior and exterior glass surfaces; they must be free of dust, spider webs, stains, etc.

5.4.1 Cleaning: Wash with water and detergent or specific products and wipe with a chamois or cellulose fiber cloth. In the case of glass covered with a reflective film, the necessary precautions must be taken to avoid scratching or deterioration.

5.4.2 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 cloth.

5.4.2.1 Doors and windows: Wash with water and detergent or specific products, then wipe with a chamois or cellulose fiber cloth on both sides.

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



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5.4.2.3 TREATMENT OF METALLIC SURFACES

In general, metal surfaces will be polished as often as necessary to ensure they look impeccable at all times, 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.

5.5 TREATMENT OF CURTAINS

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

5.6 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.

A deep cleaning of the carpets on stairs should take place when works begin on May 17 2024, as well as on November 1, 2024.

5.7 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 Co-contracting party will be in charge of keeping the roofs free of loose elements that could cause damages to the infrastructure.

5.8 TREATMENT OF OPEN INTERNAL AREAS

The parking space located behind the building will be undertaken in the time frame agreed to with the Administration Department of the Argentine Embassy.

5.9 TREATMENT OF ELEVATOR CABINS

These specifications do not include treatment of the elevator.

The Co-contracting party must not, under any circumstances, intervene or do work in any of the elevators.

6. TERM OF THE CONTRACT

The duration of these services is set at TWELVE (12) months, starting on June 1st 2024.

7. Company Background

The Offeror must submit a list of current clients along with their contact information, and at least ONE (1) verifiable background information of providing cleaning services in agencies or institutions with similar building characteristics and uses, for a period of not less than TWO (2) years, and which are not older than FIVE (5) years. Annex D.

Maintenance and building companies will be taken into consideration as well.

IT SHOULD BE NOTED THAT THIS BUILDINGS HAS NO RUNNING WATER OR ELECTRICITY, WHICH MEANS THE CO-CONTRACTOR MUST PROVIDE WATER AND THEIR OWN LAMPS TO BE USED THOUGHOUT THE BUILDING.

THE BUILDING HAS AREAS WITH LEAKS AND DAMPNES; THEREFORE, THE CO-CONTRACTOR SHOULD TAKE INTO ACCOUNT THE NECESSARY INTERVENTIONS AND SAFETY MEASURES.



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ANNEX A
QUOTE FORM

The undersigned,

on behalf of and representing the Company, legal

address at State.....

Zipcode..... TelephoneE-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:

ITEM	DESCRIPTION	QUANT.	BI-MONTHLY PRICE	TOTAL ANNUAL PRICE IN USD\$
1	Cleaning services at the “House on R Street”, located at 2136 R Street NW, Washington DC 20008, in accordance with the technical specifications and other documents that govern this Tender.	TWELVE (12) MONTHS		
2	Cleaning services at the “Official Residence”, located at 1815 Q Street NW, Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender.	TWELVE (12) MONTHS		

The Embassy will advise in writing with 1 month (30) days of anticipation the cancellation of the contract.

The price quoted is in US Dollars *Write down the total amount of the offer, using LETTERS AND NUMBERS*

.....

This price includes all taxes.

Washington D.C,..... , 2024

Signature and name of the Offeror
or Legal Representative



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**ANNEX B
PROOF OF VISIT**

I HEREBY CERTIFY that

..... (*names*), from the

..... Company, visited the facilities on, 2024, as set forth in

the paragraph titled “Visits” contained in the General Terms and Conditions..

Washington D.C.,....., 2024

Signature and name of the Official



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ANNEX C

**SWORN STATEMENT OF COMPLIANCE WITH INSURANCE AND REGULATIONS
ON HYGIENE AND SAFETY AT WORK**

The undersigned, in his/her capacity as

....., of the company,

DECLARES UNDER OATH that he/she will comply with the mandatory insurance and
the local regulations in force regarding hygiene and safety at work.

Signature:

Name:

Place and date:



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ANNEX D

LIST OF PREVIOUS WORK CARRIED OUT – BACKGROUND INFORMATION

The undersigned, in his/her capacity as

....., of the company,

DECLARES UNDER OATH that the following background information on works undertaken is genuine, in compliance with item 9 of these Technical Specifications.

Name of client or company	Address	Contact information Email/Phone number	Dates services started and finished

Signature:

Name:.....

Place and date:.....