



EMBASSY OF BRAZIL IN THE HAGUE

REQUEST FOR PROPOSAL: RELOCATION SERVICES

The *Embassy of the Federative Republic of Brazil to the Kingdom of the Netherlands* would like to invite international moving companies to participate in the **BIDDING PROCESS NUMBER 01/2023** for the contract of door-to-door moving (household goods) of Embassy staff member, who was assigned to serve in Athens, Greece.

2. For the inspection of the goods at the consignee's residence, please contact the Tender Commission and Ms. Márcia de Sá at the telephone numbers: 0703023962 and the email address: marcia.nogueira@itamaraty.gov.br . The estimated volume and weight must be informed in cubic meters and kilograms.

3. The contract proposal and the "Price Quotation Form" attached must be addressed to the Tender Commission and delivered, in a sealed envelope, at the Embassy of Brazil Mauritskade 19, HD2514, The Hague or sent to the e-mail address administ.haia@itamaraty.gov.br , no later than 02/05/2023.

4. The price offered must include all the following items:

4.1. Services at the origin:

- a) dismantling of the furniture, wrapping, and packing of all items using new double-ply cartons, bubble-wrap pack for fragile, and wooden crates when needed;
- b) fumigation/waterproofing;
- c) marking/identification on all boxes;
- d) inventory for the contents of each package;
- e) picking up the items at a single address location;
- f) loading of all items on an exclusive container;
- g) arrangements for parking permission (if required);
- h) shuttle service and hoisting equipment (if required);
- i) hauling to the port of departure;
- j) customs formalities and documentation (bill of lading).

4.2. Terrestrial and/or Ocean Freight:

- a) booking arrangements with shipping line;
- b) transportation charges to port and ocean freight, including dock fees, terminal handling charges, and other applicable charges;

c) customs clearance fees and port costs.

Note.: The moving company must provide full data (name, address, telephone/mobile phone) of the terrestrial/ocean freight company and send a copy of the Bill of Lading (or the correspondent terrestrial document) to the Embassy as soon as the document is available.

4.3. Services at the destination:

- a) local charges at the destination;
- b) destination agent's complete service charges;
- c) delivery of the items at a single address location;
- d) unloading and unpacking all items;
- e) reassembly of all items dismantled at the origin;
- f) removal of the debris (preferably on the day of delivery);
- h) returning the empty container to the port/warehouse.

Note.: The moving company must provide full data (name, address, telephone/mobile phone) of the moving agent at the destination.

4.4. Insurance:

- a) covering all risk, door-to-door service (percentage at estimated value), according to the itemized valuation list provided;
- b) the insurance limit is USD 63.050,00

Note.: The moving company must provide full data (name, address, telephone/mobile phone) of the insurance company.

4.5. Storage and Handling Charges:

- a) storage and handling charges for 30 days of deposit at the origin.

Note.: The moving company must provide full data (name, address, telephone/mobile phone) of the warehouse company.

5. Terms of Payment:

- a) 50% of the total invoice upon presentation of the "Bill of Lading" (or the correspondent terrestrial document) and,
- b) 50% after the final delivery of the goods.

6. The opening of the envelopes with the bidding proposals will take place at **Mauritskade 19** on 02/05/2023 at 11:00 a.m. and all the invited companies can be present. The Tender Commission will open the envelopes and verify if all requirements were met. According to Brazilian Law, all the proposals have to be sent to Brazil, in order to receive the approval of the Foreign Office Headquarters prior to the signing of the contract with the bidding winner.



7. The criterion to choose the winner will be the lowest price for the same service (in case two or more companies submit exact lowest bids, the Commission reserves the right to pick the winner contract by lottery).

8. The financial proposal must include all the following items:

- a) any restriction of materials or goods to enter/leave the country, according to their customs regulations;
- b) the estimated transportation time from the origin to the destination;
- c) withholding taxes;
- d) transshipment charges;
- e) port taxes, wharfage taxes, dock rates;
- f) inspection fees;
- g) extra customs taxes;
- h) duties;
- i) special release antinarcotics (if necessary);
- j) unloading, unpacking, uncrating of the goods and placing them inside the destination residence of the consignee (all the eventual difficulties to access the residence at the origin/destination must be considered, for example, the use of stairs, balconies, etc to the removal or setting up of furniture);
- k) insurance charge covering door-to-door move (value of percentage of the itemized valuation list, to be provided by the consignee);
- l) weight and total value (please refer to the packing list, with the values per item);

9. The Tender Commission will disregard proposals without the "Price Quotation Form" including all the services described in this letter.

10. Any request for extra charges will only be considered for those circumstances that could not be foreseen at the time of the signing of the contract.

11. By submitting its proposal to the Tender Commission, the company acknowledges its compliance with all the terms of this Request for Proposal.

Yours faithfully,



President of the Tender Commission
Gaetan I.M. Spielmann Moura