



**FEDERATIVE REPUBLIC OF BRAZIL
MINISTRY OF FOREIGN AFFAIRS
EMBASSY OF BRAZIL IN PRETORIA**

<p>REQUEST FOR PROPOSALS # 7/2022 RELOCATION SERVICES TO WINDHOEK, NAMIBIA</p>

152 Dallas Avenue, 4th Floor
Waterkloof Glen, 0181
Pretoria, Gauteng

Pretoria, 11 November 2022.

To whom it may concern,

The Embassy of Brazil in Pretoria would like to invite international moving companies with experience in diplomatic personnel relocation to participate in a tender for the door-to-door international removal/relocation contract (household goods) of Mr Daniel Spindola Cutrim, member of the diplomatic staff of the Embassy, who has been assigned to serve in Windhoek, Namibia.

2. The contract proposal and the attached “Price Quotation Form” must be addressed to the Tender Commission and delivered, in a sealed envelope, at the Embassy of Brazil (152 Dallas Avenue, 4th Floor, Waterkloof Glen, 0181, Pretoria, Gauteng), or sent to the e-mail address rfp.pretoria@itamaraty.gov.br, no later than **16 November 2022** at 12:00. Please demand acknowledgement of receipt of your electronic message and keep any post records and receipts.

3. Mandatory inspection:

- 3.1 A mandatory inspection is needed before the company may quote for the relocation services. To schedule the inspection of the goods at the consignee’s residence situated at 17 Oakmont Street – Silver Lakes Golf Estate, Silver Lakes, Pretoria, please contact Mr Daniel Spindola Cutrim, at telephone number (079)712-5639 and email address daniel.cutrim@itamaraty.gov.br with a copy to rfp.pretoria@itamaraty.gov.br. The estimated volume and weight must be informed in the proposal of your company **in cubic metres and kilograms**.
- 3.2 The company must be extremely cautious when quoting volume and weight as the Ministry of Foreign Affairs will not authorise payment of additional expenses because of errors in dimensioning the cargo.

3.3 An Embassy representative will provide the company representative with an affidavit of inspection. The company shall demand that document and must attach it to its proposal.

4. **The conditions and price offered must include all of the following items:**

4.1. Services at origin:

- a) dismantling of the furniture, wrapping and packing of all items using new double-ply cartons, bubble-wrap pack for fragile items, and wooden crates when needed;
- b) supplying all the material needed for wrapping and packaging Mr Cutrim's belongings;
- c) fumigation/waterproofing as needed;
- d) marking/identification on all boxes;
- e) inventory for the contents of each package;
- f) picking up of the items at a single address location;
- g) **storage at the origin for 30 days from the date of collection with all costs included (even if those costs are called "demurrage" or "detention") – the goods only need to be placed inside a container if necessary, since it's a relocation to a neighbouring country;**
- h) arrangements for parking permission (if required);
- i) shuttle service and hoisting equipment (if required);
- j) hauling to the port of departure;
- k) customs formalities and documentation (bill of lading or equivalent).

4.2. Terrestrial and/or ocean freight:

- a) booking arrangements with shipping line;
- b) transportation charges to port of entry and terrestrial freight, including fees, terminal handling charges, and other applicable charges;
- c) customs clearance fees and cross border/ port of entry charges.
- d) exclusive truck or container so that Mr Cutrim's consignment goes through customs as a diplomatic consignment without any unnecessary delays.

Note 1: The quote for the freight must consider the 30 days of storage at the origin.

Note 2: The moving company must provide full data (name, address, telephone/mobile phone and email address) of the terrestrial/ocean freight company and send a copy of the Bill of Lading (and/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 of all items;
- e) reassembly of all items dismantled at the origin;
- f) removal of the debris (preferably on the day of delivery);
- g) cleaning and returning of the empty container to the port/warehouse.

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

4.4. Insurance:

- a) covering all risk, door-to-door service (percentage at estimated value), **the storage period included**, according to the itemised valuation list to be provided by the consignee;
- b) the insurance limit to be covered by the Brazilian Ministry of Foreign Affairs for Mr Cutrim is USD 19 500.00 (nineteen-thousand and five-hundred dollars);
- c) Mr Cutrim may, at his discretion, choose to hire additional insurance, in which case a copy of the insurance policy and payment receipt must be emailed to the Embassy of Brazil in Pretoria at rfp.pretoria@itamaraty.gov.br.

Note: The moving company must provide full data (name, address, telephone/mobile phone and the email address) of the insurance company. Only quotes from companies capable of providing insurance with international coverage will be accepted.

4.5 Storage and Handling Charges:

- a) **storage and handling charges for a 30-day storage at the origin (30-day storage at the origin is required by the Embassy of Brazil to allow Mr Cutrim time to find a home and the Embassy of Brazil in Windhoek time to obtain the clearance documentation with the Namibian government);**
- b) daily rate for storage of the sealed container **for more than 30 days at the origin** (only in case something unforeseeable happens, therefore, **DO NOT INCLUDE THIS RATE IN THE SUM OF YOUR PROPOSAL**, rather, list it as a separate item just for reference in case the extra storage is needed. But this is not what is planned);
- c) daily rate for storage at destination (only in case something unforeseeable happens, therefore, **DO NOT INCLUDE THIS RATE IN THE SUM OF YOUR PROPOSAL**, rather, list it as a separate item just for reference in case the extra storage is needed. But this is not what is planned).

*Note: The moving company must provide full data (name, address, telephone/mobile phone and email address) of the warehouse company. **The quote for the 30-day storage at the origin should discriminate any costs related to the keeping of the goods at a warehouse, including expenses related to its space rental.***

5. **Terms of Payment:**

- 5.1. The invoices must reflect exactly the Price Quotation Form presented by the winning tenderer. The terms of payment will be negotiated with the winning tenderer. The payment will be preferably split into 3 instalments:

- a) Instalment 1: to be invoiced no longer than 5 business days after the last day of collection of the goods at Mr Cutrim's house. The following amounts listed on the Price Quotation Form must be charged through the invoice:
 - i. Services at the origin (without THC);
 - ii. Terrestrial and/or Ocean Freight;
 - iii. Insurance;
 - iv. Storage Handling Charges at the origin;
 - v. Taxes and duties at the origin (if applicable);
 - vi. THC at the origin.

- b) Instalment 2: to be invoiced no longer than 5 business days after the truck/train is loaded. The following amount listed on the Price Quotation Form must be charged through the invoice:
 - i. Exact amount of days of storage at the origin (limited to 30 days).
N.B. 1: Please invoice the Embassy only for the number of days actually used.
N.B. 2: If, by any chance, the number of days is over 30 days, present a separate invoice for those charges along with documenting proof, as per item 5.3 below.
 - c) Instalment 3: to be invoiced no longer than 5 business days after the goods are delivered at the destination. The following amounts listed on the Price Quotation Form must be charged through the invoice:
 - i. Services at the destination (without THC);
 - ii. Taxes and duties at the destination (if applicable);
 - iii. THC at the destination.
- 5.2. Invoices that match exactly the prices listed on the Price Quotation Form will be paid up to 10 business days after they are received by the Embassy.
- 5.3. Any extra charges that may not have been foreseeable when the proposal was drawn must be billed through a separate invoice. Proof must be submitted in the form of invoices from service providers, port authorities or partnering companies (depending on each case) and other supporting documents, so that the charges are properly documented. By presenting a separate invoice for extra charges, the company guarantees a more expedited analysis of the invoice and an expedited payment of the invoices for the items that were originally listed in the Price Quotation Form (as per items 5.1 and 5.2). Once the invoices and documents are analysed by the Embassy, they will be submitted to our HQ so that the unforeseen expenses can be provided for.
- 5.3.1 [In case of ocean freight] Exceptionally, due to instability in fuel prices, an increase in freight rates may be considered as an extra charge. If there is an escalation in prices and the freight initially quoted (encompassing the 30 days of storage) can no longer cover the costs, the moving company must submit proof of that increase to allow the Embassy to request additional funds. This request must be based on proper documentation, namely the invoice issued by the freight company and documentation that proves which was the initial estimated rate – which can be presented in the form of email trails with the freight company and/or screen captures of online quotes, for example.

6. Public Session

6. The opening of the envelopes with the bidding proposals will take place online via Microsoft Teams teleconferencing on **16 November 2022 at 15:00 pm**. All companies which submit proposals will be sent a link to the teleconference. Participation is not mandatory but is highly recommended as the tender commission will ask questions for clarification purposes and answer additional questions tenderers may have. The Tender Commission will open the envelopes and verify if all requirements have been met. According to Brazilian Law, all proposals must be sent to the headquarters of the Brazilian Ministry of Foreign Affairs in

order to receive the approval prior to the signing of the contract. The final answer on the proposals will be given by the HQ of the Ministry of Foreign Affairs in Brazil.

7. The proposals must be valid for 90 days from 16 November 2022 or future date of opening of proposals, in case this is postponed. Exceptionally, due to the oscillation of freight rates, the proposals with less than 90 days of validity can be accepted, as long as the proposals are still valid in the packing period – which will happen between **19 and 22 December 2022**. Therefore, the winning bidder will be obliged to render the services based on the original proposal if the contract is signed before the estimated packing period.

8. The criterion to choose the winner will be the lowest price for the same type of service. In the unlikely event when two or more companies submit exact lowest bids, the Commission reserves the right to draw the winner at random or use other criterion like best BBBEE level or the company with the longest time in the market.

9. The financial proposal must include all of 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 (please include VAT or other taxes wherever needed);
 - d) transshipment charges;
 - e) port taxes, wharfage taxes, dock rates and cross-border fees;
 - 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 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 itemised valuation list, to be provided by the consignee);
 - l) weight and total value (please refer to the packing list, with the values per items).

Note 1: Avoid using the term “demurrage” in your proposal for the 30-day storage at the origin, as this might cause confusion in the analysis of your proposal. Bear in mind that the 30-day storage at the origin is planned and mandatory. In case a container is needed, even though the container owner may call this “demurrage”, in our contract, the 30-day storage of the sealed container at the origin is not considered a delay.

*Note 2: The Embassy may **exceptionally** authorise the container to be shipped before the end of the 30-day storage at the origin. If this happens, the winning contractor must only bill the Embassy a pro-rata amount for the storage days actually used.*

10. The Tender Commission will disregard proposals without the “Price Quotation Form” including all services described in this letter.

11. The winning bidder must comply with the approved proposal by the Brazilian Ministry of Foreign Affairs, as some items may not be approved. The Embassy of Brazil in Pretoria will inform the winning bidder of all approved and unapproved items. The Embassy will not

pay for expenses with unapproved items, as it will not pay for any load that exceeds the limits that will be determined by the Brazilian Ministry of Foreign Affairs.

12. 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. All extra charges must be accompanied by the corresponding paper trail. This documentation must not only specify the service that was provided, but also date, address and the name of the recipient of the unforeseen service.

13. By submitting its proposal to the Tender Commission, the company acknowledges its compliance with all the terms of this RFP.

Yours faithfully,

Paulo Edson Medeiros Albuquerque
President of the Tender Commission