

PERMANENT MISSION OF BRAZIL TO THE UN

747 3rd Avenue, 9th floor, New York, NY 10017

**NOTICE OF INVITATION TO BID**

# Nr. 4/2023

The Permanent Mission of Brazil to the UN is holding an Invitation to Bid (lowest price type), for transportation door-to-door of the household goods belonging to **Mr. Alexandre Jorge de Lima**, a Diplomat at the Permanent Mission of Brazil to the United Nations (UN), from **New York City, NY**, to **Ottawa, Canada**. Day and time for the survey should be set individually.

1. **Opening**

The envelopes will be opened on **June 26th, 2023, at 5PM**, at the office of the Permanent Mission of Brazil to the UN, located at:

747 3rd Avenue, 9th Floor

New York, NY 10017

212 372 2600

2. **Eligibility**

Are eligible to enter this invitation to BID the companies already invited by an official letter issued by this Permanent Mission and all the other companies that, before the public opening of the envelopes:

a) confirm its participation; and

b) present at least 2 (two) formal reference letters from established clients (preferably other embassies, missions, or well known international companies) attesting outstanding services executed by the company.

3. **Document Presentation**

On the day of the opening, the companies will present the following sealed envelopes:

• One containing the letters referred in the item 2.b of the present Bid; and

• One with the financial proposals and the price quotation forms.

The envelopes must show on the outside as follows:

Envelope Nr. 1: Permanent Mission of Brazil to the United Nations

 Invitation to Bid Nr. 4/2023

 Documents

Envelope Nr. 2: Permanent Mission of Brazil to the United Nations

 Proposal of services (household goods)

 Price quotation form (household goods)

The price quotation form must be presented according to the forms attached herewith, in the company letterhead, without amendments or erasing, containing the price in U.S. dollars for the household goods.

The proposal must be valid for at least **60 (sixty) days** after the opening of the envelopes.

The winning company will deliver all services stated in this Notice.

4. **Object**

Transportation and storage services of **the household goods** of **Mr. de Lima**, **door-to-door** from New York, N.Y., to **Ottawa, Canada**. The 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, and wooden crates when needed;

b) fumigation/water proofing;

c) marking/identification on all boxes;

d) inventory for the contents of each package;

e) picking up of 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 Mission 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);

h) returning of 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 (the cost of insurance during the storage period must be informed separately), according to the itemized valuation list provided;

b) the insurance limit, for **Mr. de Lima** is USD 114,075.00 (one hundred fourteen thousand seventy-five dollars).

*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, insurance and handling charges for 30 days of deposit at the origin;

b) storage, insurance and handling charges for 30 days of deposit at the destination.

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

5. **Decision**

The criteria for the decision will be the lowest bid consistent with quality, considering all requirements of the present Notice.

The proposals are classified pricewise, in crescent order.

A public drawing will be made in case of tie between two or more proposals.

Companies not meeting the requirements of the present Notice will be disqualified.

5.1 The financial proposal must include all of the following items:

1. any restriction of materials or goods to enter/leave the country, according to their customs regulations;
2. the estimated transportation time from the origin to the destination;
3. withholding taxes;
4. transshipment charges;
5. port taxes, wharfage taxes, dock rates;
6. inspection fees;
7. extra customs taxes;
8. duties;
9. special release antinarcotics (if necessary);
10. unloading, unpacking, uncrating of the goods and placing it 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);
11. insurance charge covering door-to-door move (value of percentage of the itemized valuation list, to be provided by the consignee);
12. weight and total value (please refer to the packing list, with the values per items);

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

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

6. **Payment**

The payment for rendered services will be made in two parts:

50% of the total invoice upon presentation of the Bill of Lading; and,

50% after the delivery of the goods, considering quality and timing requirements were met. The Brazilian Mission reserves the right to hold the last 50% portion of the payment due to unforeseen transportation problems, unauthorized billing alterations or non-resolved insurance issues. The unjustified delay in the delivery of the service will exclude the company from entering any invitation to BID organized by the Mission of Brazil to the UN for a period up to 2 years.

7. **General Information and Conditions**

• The estimate must include cost for disassembling, packing, accommodation, storage, freight, unpacking and reassembling of goods, removal of debris, shipment, THC (Terminal Handling Charges), container return, and should necessarily incorporate all other eventual expenses at origin and destination, such as use of shuttle, higher floor unit location, etc. A quotation is also needed for insuring the shipment, expressed in a percentage of the declared value, with limits to be informed at a later date. No additional charges will be covered by this Mission after the bids have been publicly opened.

• The packing and accommodation of household goods must conform to the description provided in the attached table. The number of wooden crates to be requested will be informed during the survey of the belongings.

**• Packing and loading should occur in July 2023**.

• Please be advised that all estimates presented by participating moving companies will be considered final.

• Please confirm participation in the Bid by e-mail to: administ.delbrasonu@itamaraty.gov.br.

New York, June13th, 2023.

**Andrea de Andrade Amariz**

Tender Commission

Permanent Mission of Brazil to the UN



**THE PERMANENT MISSION OF BRAZIL TO THE UN**

**PRICE QUOTATION FORM**

***(FOR RELOCATION SERVICES)***

**COMPANY *(name, signature and stamp)*:**

**CONSIGNEE:**

**ORIGIN:**

**DESTINATION:**

**CURRENCY:**

**PRICES VALID UNTIL:**

**ESTIMATED VOLUME (m3):**

**ESTIMATED WEIGHT (kg):**

1. Services at origin *(do not include THC)*:

2. Terrestrial and/or Ocean Freight:

3. Services at the destination *(do not include THC)*:

4. Insurance *(door-to-door, storage included)*:

5. 30 days of storage at the origin:

6. Storage Handling Charges at the origin\*:

7. 30 days of storage at the destination:

8. Storage handling charges at the destination:

9. Taxes and duties at the origin (if applicable):

10. Taxes and duties at the destination *(if applicable)*:

11. THC at the origin:

12. THC at the destination:

13. Extra charges - at the origin *(please specify)*:

14. Extra charges - at the destination *(please specify)*:

**15. Total cost:**

\* The consignee is allowed to 30 days of storage only**,** either at the origin or at the destination. However, the company must quote both prices.

Note: Do not leave any blank spaces. Put “N/A” or “Free of Charge” when necessary. **Incomplete forms will be disregarded by the Tender Commission.**

**To be filled by the Tender Commission:**

Does the consignee require storage of the cargo? [ ]  Yes [ ]  No

If **YES**, the storage will take place at the: [ ]  origin **OR** [ ]  destination

**Type of container to be used:** [ ]  20' [ ] 40'[ ]  40' HC [ ]  other: \_\_\_\_\_\_\_\_\_\_\_\_\_