

U.S. Consulate General Chengdu
Date: March 1, 2013

To: Prospective Quoters

Subject: Storage/Moving/Unpacking Furniture Services

U.S. Consulate General in Chengdu would like to invite a qualified company to provide transportation, furniture unpacking and storage services to the Consulate. Please quote us for the services described below. Please note that payment will be paid monthly after each month ends.

Scope of Services:

- 1) Arrange for delivery of 11 containers (40') from the container yard and transport to your storage facility. Approximately 650-700 cubic square meters (CBM)
- 2) Unload at warehouse.
 - a. Some of Consulate staff will need access to perform receiving;
 - b. The vendor will need to supply labor;
 - c. Possibly a forklift.
- 3) Warehouse space, we estimate 1200 sqm.
- 4) Moving /removing furniture to or from apartments (estimated 13 apartments).
 - a. Supply transportation to apartments
 - b. Supply labor to load/unload trucks.
 - c. For six of the apartments, old furniture will need to be removed and brought back for storage at the vendor's warehouse.
- 5) The remainder of the furniture will be moved back to the Consulate Warehouse (approximately 15% of total furniture shipment).
- 6) Unpacking all the boxes and arrange furniture in the apartments in the appropriate rooms.
- 7) Removal and disposal of all boxes.
- 8) Provide quotes, wherever applicable, in terms of CBM. The monthly invoice items should also be stated in terms of CBM, where applicable.

The U.S. Government intends to award a Purchase Order to the responsible company submitting an acceptable offer at the lowest price. We intend to award an order based on initial quotes, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotes are due by **12:00p.m. March 15, 2013.**

If you have any questions about this Request for Quotes, please contact me via email (GSO-Chengdu@state.gov) or telephone (028-8598-6643 ext 6643). I look forward to receiving your completed proposal package.

Sincerely,
Bruce Sullivan
General Service Officer