

Dear Prospective Quoter:

The Consulate of the United States of America invites you to submit a quotation for fulfillment of the following works:

**Packing, freight handling, forwarding, cargo storage, customs clearance and other related services for the door-to-door shipment of the U.S. Consulate General officer's HHE, POV and UAB from Vladivostok, Russia. Scope of work is attached.**

The solicitation's conditions:

All firms who respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each Bidder must meet the following requirements when submitting their proposal:

- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records;

The contract will be a firm fixed price contract. Each Bidder will be responsible for determining the expenditures that will be required to complete the projects, and for pricing its proposal accordingly.

**Payment for the services provided will be made via EFT within 30 days from the date the services are received AND receipt of proper, original invoice by the U.S. Consulate General in Vladivostok.**

The contract will be awarded to the technically qualified lowest price quoter.

If your firm is interested in this project, your proposal must be submitted to email:

[GunnMK@state.gov](mailto:GunnMK@state.gov), or in a sealed envelope marked "Quotation Enclosed" to 32, Pushkinskaya Street, Vladivostok, Russia, 690001 **before 18:00 on June 8, 2016**. Any proposals submitted after this deadline will not be considered.

The preliminary:

**Requested pre-packing survey date – June 10, 2016**

**Requested pack-out dates - July 18-19, 2016**

In case of questions please call Robert Shonov by tel: 270-37-30 or Dmitriy Prudkoglyad by telephone 270-37-38 during regular business hours.

Sincerely,

Mary K. Gunn,

Contracting Officer

## Scope of work

### Shipments:

- UAB , 250 lbs. from Vladivostok, Russia to Port-of-Spain, Trinidad and Tobago
- HHE, 7200 lbs. from Vladivostok, Russia to Port-of-Spain, Trinidad and Tobago
- POV, from Vladivostok to Port-of-Spain, Trinidad and Tobago

### Address Summary:

ATTN: GSO

15 QUEEN'S PARK WEST, P.O. BOX 752, PORT-OF-SPAIN, TTO

## General

The Contractor shall provide services for the American Consulate General in Vladivostok, Russian Federation, as described. This consists of packing, freight handling, forwarding, cargo storage, customs clearance and other related services that pertaining to shipments originated from, consigned to, routed through, and/or moved between Vladivostok, Russia, the USA, Washington DC and Contractor's designated airport. The Contractor shall furnish all managerial, administrative, direct labor personnel, materials and transportation that are necessary to accomplish the work as required by this scope of work. Contractor employees shall be on site only for performance of contractual duties and not for other purposes. Typically, the largest portion of work covered under this scope of work occurs during the period May through September. Performance requirements for required work are described below.

### Definitions

**"Household Effects (HHE)"** means those items that are personal property of post officials, and are therefore to be packed and transported at U.S. Government expense. This includes furniture, personal effects, motorcycles, and consumables that, because of volume and weight, are shipped via surface freight.

**"POV"** means a motor vehicle owned by a Consulate employee or by a member of the employee's family which has a diplomatic status.

**"Unaccompanied Air Baggage (UAB)"** means that portion of the total weight allowance of personal property that client is permitted to ship via airfreight. UAB typically includes those items required short-term housekeeping, such as clothing, linen, and kitchen items.

### General Requirements

Packing of Client's HHE for transportation is a highly specialized function. The measure of performance shall be condition of packed articles upon arrival at their destination. The Contractor must appreciate the importance of family possessions and always take the greatest care in handling and packing such articles.

### Packing Specifications and Responsibilities

Labor employed to perform services shall be experienced and competent in the performance of such services. Those employees who perform services at the residence shall be neat in uniform identifying them as employees of the Contractor.

Before packing of the HHE, the Contractor shall make an on-site pre-packing survey of items to be shipped to determine the approximate weight of each category. The survey must list any cultural objects, major items of furniture, appliances and equipment which are to be included in the shipment lot. It must also indicate the number of cartons and crates necessary to properly protect the loose and fragile items. It must include a list of all items of cultural value that require export permits.

The Contractor must provide export packing and related services in accordance with the best commercial practices to insure a shipment of the least tare weight and smallest cubic measurement that is compatible with assurance of transportation to destinations without damage or pilferage to containers or contents. Such export packing shall include, but shall not be limited to the following:

- Padding, dunnage and packing into cases, barrels or crates of all fragile items.

- Wrapping in waterproof paper and padding all items of furniture, television sets and other valuable equipment. The Contractor shall crate these items. The Contractor shall place all items in the lift vans so as to prevent damage or shifting while in transit.

- Applying tightly and securely adequate steel banding to all wooden cases and containers and to the outside of other appropriate contains that may be used for shipments.

- use only new packing cartons

- line wooden crates and lift vans shall be lined with waterproof paper.

After articles have been wrapped and packed in cartons, the Contractor shall load them on to the Contractor's vehicle for transport to the Contractor's warehouse. Then articles shall be packed into lift vans in such a manner as to minimize the possibility of damage from shifting of the contents within lift van. The lift vans containing wood should be in compliance with ISPM-15 standards. All lift vans shall be identified by affixing to the front a sign at least 24centimeters by 15 centimeters in size, type set on poster board material, not hand printed, with the following legend:

U.S. Consulate General Vladivostok, Russia

(Shipper's last name and lot number)

All letters an each sign described above shall be at least 5 centimeters in height.

Many different types of insects can damage Household Effects in transit or storage. The Contractor shall take measures to prevent such damage, with the following constituting to minimum acceptable measures: carefully inspect Household Effects susceptible to insect damage before packaging and packing; wrap and securely package and seal items made of wool to prevent damage by insects.

The Contractor shall prepare a complete, accurate and legible Inventory Lists as the article are packed.

The Client will review and sign the List. The original will be retained by the Contractor; one copy shall be given to the Client or the Client's agent. All exceptions as to the condition of goods listed on the Inventory List must be brought to the Clients attention before goods are removed from the premises.

The Inventory List must be signed by the Client and the Contractor's Team Leader, both certifying to the correctness of the Inventory List.

The Contractor will obtain necessary permits from the appropriate Ministries/Agencies/Museums for items of culture value, as determined by legislation of the Russian Federation, requiring permission for exportation, that were purchased while in Russia.

Terms of deliver are “door to door”. The Contractor should complete the following: import customs clearance, delivery from sea port to the client's residence, full unpacking, remove debris the same day of delivery.

Handling of POV shall include the following services: export customs clearance, terminal handling charges and pick-up of the vehicle from the Consulate by an evacuator.