



MINISTRY OF DEFENCE
AERONAUTICAL COMMAND
BRAZILIAN AERONAUTICAL COMMISSION IN EUROPE
16, GREAT JAMES STREET, LONDON, WC1N 3DP
Phones: (020) 7440-4321 / 7440-4323 — Fax: (020) 7831-8129

BIDDING PROCESS N° 02/BACE/2020

PROCESS N° 67103.200013/2020-51

The Federal Government – Ministry of Defence – Aeronautical Command, through the BRAZILIAN AERONAUTICAL COMMISSION IN EUROPE (BACE), located at 16, GREAT JAMES STREET, WC1N 3DP – LONDON-UK, Legal Entity Registry number 00.394.429/0042-89, through the Permanent Tender Commission, appointed by Public Bulletin number 23, of 13th Dec 2019, makes publicly known to interested parties, that it will commence a Tender process through a Bidding Process for door-to-door transportation. The Contract will be awarded to the party which submits the lowest Bid, in which the decision parameter will be the LOWEST PRICE, under the fixed global price, in accordance with the basic principles of Law nr. 8.666, of 21st June 1993 (Brazilian Procurement Act), its subsequent amendments and the requirements set forth in this Bidding Process and its Attachments.

DEFINITIONS

BACE	BRAZILIAN AERONAUTICAL COMMISSION IN EUROPE, 16 Great James Street – London WC1N 3DP Telephone: +44 (020) 7440 4320 – Fax +44 (020) 7831 8129 E-mail: bid@bace.org.uk
GAC-SAAB	Bröderna Ugglas Gata - SAAB AB - HUS 112, SE 581 88, Linköping - Sweden
BIDDER	Party that has provided, at least, one qualified proposal to, at least, one of the REMOVAL services presented in the Appendices of this Invitation to Bidding Process.
CUSTOMS AUTHORITIES	The authorities responsible for collecting tariffs and for controlling the flow of goods.
CUSTOMS CLEARANCE	The procedures necessary to comply with all customs formalities regarding the import into Brazil of HOUSEHOLD GOODS.
DELIVERY	Transportation, by waterproofed lift van (or similar) , of the HOUSEHOLD GOODS to the residence in Brazil including unpacking carefully and placed in the local specified by the SERVICEMAN, and verifying the state of the goods.

[Handwritten signatures and initials]

FIRST CLASS QUALITIES	To be understood as the best quality available to guarantee the highest quality output of the intended service.
HOUSEHOLD GOODS	All personal items belonging to the SERVICEMAN
PARTY CONTRACTED	The company responsible for the removals and for the whole service described in this Invitation to Bidding Process
PARTY SUBCONTRACTED	The company subcontracted by the PARTY CONTRACTED to provide services in Brazil, necessary for customs release and delivery in Brazil.
RECEIPT	Physically taking possession in Brazil, by the SERVICEMAN, of the HOUSEHOLD GOODS.
REMOVALS	The process of door-to-door transportation of the SERVICEMAN'S HOUSEHOLD GOODS in three occasions from their residences in Linköping, Sweden, to their residences in any city in Brazil. <ul style="list-style-type: none"> • One transport will occur in February, 2020, from Linköping (Sweden) to São José dos Campos (Brazil);
RESIDENCE IN BRAZIL	Delivery addresses of HOUSEHOLD GOODS in Brazil that must be in accordance with the ANNEX I.
RESIDENCE IN SWEDEN	All collecting addresses in Sweden..
SERVICES	The services which the PARTY CONTRACTED must provide in conformance with that described in this Invitation to Bidding Process nº 02/BACE/2020 and on ANNEX I.
SERVICEMAN	Personnel from Brazilian Air Force who are moving to Brazil.
WINNER	The BIDDER awarded the provision of the service described in the object of Invitation to Bidding Process nº 02/BACE/2020



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BRAZILIAN AERONAUTICAL COMMISSION IN EUROPE (BACE) invites companies to submit a price proposal for transportation of HOUSEHOLD GOODS, observing the following conditions:

1. OBJECT OF THIS BIDDING PROCESS

- 1.1. International door-to-door removal service, of HOUSEHOLD GOODS from Linköping (Sweden) to São José dos Campos (Brazil);.

2. PRICE PROPOSAL

- 2.1. The price proposal on ANNEX I, signed and stamped, must state the total price for the entire door-to-door service in American Dollars (USD). Price proposals sent in a different format will be disqualified.
- 2.2. The price quoted must include all taxes, fees, charges and surcharges and must be final for each international door-to-door removal service.
 - 2.2.1. The International Transportation service described on this Bidding Process must include the assessment of the volume to be transported, packing, loading, and storage in a total of 90 days (storage at the origin, transit and in Brazil before the final delivery);
 - 2.2.2. The PARTY CONTRACTED shall make available all the materials, equipment, tools and utensils required, including the possibility of using lifting;
 - 2.2.3. All furniture to be transported must be disassembled, packaged (in originated) and assembled (at destination) by a CONTRACTED PARTY employee. At least three (3) employees must be provided with the uniform, tools and accessories necessary for disassembly/ assembly and loading / unloading;
 - 2.2.4. Crystals, ceramics and glass should be packed in triplex cartons or specific box, protected with shredded paper, tissue paper or straw. Fragile items should be marked with clearly marks;
 - 2.2.5. Furniture, refrigerators, pianos, washing machines, stoves, electrical appliances and all other similar objects should be wrapped in corrugated paper after poly bubble plastic protection or similar;
 - 2.2.6. The arrangement for Antique/Relic inspection at residence or at warehouse if required, being fully responsible for dealing with all export/import

documentation (paper works and full assistance for the application), costs and administrative procedures, insurance, freight, handling and payment of taxes, customs clearance, handling and payment of port charges, port dues, unpacking (carefully and placed in the local specified by the SERVICEMAN), assembly and/or fitting up, appropriate discarding of debris, and “demurrage” charges. **That means: all expenses will be paid by the PARTY CONTRACTED and his PARTY SUBCONTRACTED.**

2.3. The BIDDER shall submit two price proposals, one per ANNEX, considering that only ONE proposal from ONE bidder, entitled the winner, will be chosen:

2.3.1 ANNEX I: Door-to-door international maritime transport service of domestic goods from Linköping (Sweden) – São José dos Campos (Brazil), as follow:

2.3.2.1 The first transport will occur in February 2020, from Linköping to São José dos Campos (Brazil), considering the volume of 20 cubic meters;

2.3.2.2 The Proposal **CAN NOT BE ABOVE USD 13,336.66.**

2.4. The Price Proposal shall be in English, clearly written **without amendments, deletions, additions or interlineation and it may not contain ambiguous or contradictory provisions.**

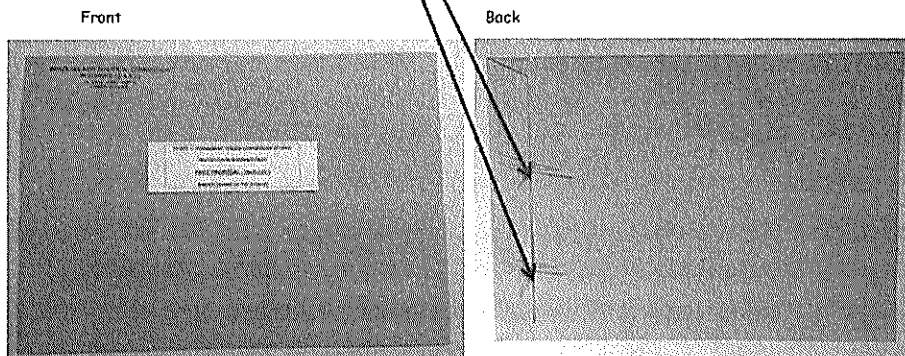
2.5. The Price Proposal shall be valid for thirty (30) days from the date of Price Proposals analysis.

2.6. If, in the event of force majeure, the Award cannot occur within the period of validity of the Bid, which is 30 (thirty) days and if the interest of BACE persists, BACE may formally request the extension of the expiration mentioned above.

2.7. The envelope containing the Price Proposals and any other relevant documents, with **Invitation to Bidding Process n° 02/BACE/2020** written on the envelope, must be sent by post or handed over in person, to the attention of the Permanent Tender Commission, and received **no later than 23th JAN 2020 at 11:00 hours** (British time) as described below:

**TO PTC — PERMANENT BIDDING COMMISSION AT BACE
BIDDING PROCESS No 02/BACE/2020
BIDDER: [NAME OF THE BIDDER]
ENVELOPE – PRICE PROPOSAL**

Non-transparent and sealed envelopes, initiated over the closure strip



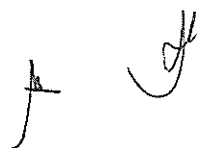
- 2.8. The price quoted to BACE must be maintained until the service is completed and the goods delivered to the address provided by the SERVICEMAN, in Brazil. The amounts must be numeric (numbers) and written out.
- 2.9. There must be one (1) price proposal per BIDDER with only one (1) quotation for the total price of one international door-to-door removal service including all fees, taxes, levies, and surcharges, without incurring extra costs for each ANNEX.
- 2.10. After submission, additions, hidden charges, amendments, or adjustments are not allowed.
- 2.11. The opening of the envelopes will take place at **23th Jan 2020** at 11:00 hours at BACE.
- 2.12. If the volume of HOUSEHOLD GOODS to be transported is less than the maximum allowance volume / insurance value described at 2,3 the PARTY CONTRACTED must charge BACE for the **actual** volume / insurance.
- 2.13. The actual volume of HOUSEHOLD GOODS to be transported is a net figure for the SERVICEMAN's HOUSEHOLD GOODS. BIDDERS must submit a price proposal that includes the following: HOUSEHOLD GOODS, packing, crating for fragile items with clearly marks, collection, storage, insurance, ocean freight, administrative and any other costs, for the **full door-to-door service** from the SERVICEMAN RESIDENCE IN SWEDEN to the SERVICEMAN RESIDENCE IN BRAZIL and according to specifications on this Invitation to Bidding Process and on ANNEX I, and II
- 2.14. **Please note the expression "HOUSEHOLD GOODS" for the purposes of this Bidding Process must include:**
- 2.14.1. Items inspected at the SERVICEMAN's residence at the time of the survey;
- 2.14.2. Items to be purchased by THE SERVICEMAN after the survey. The SERVICEMAN will produce a comprehensive list of items to be purchased after the survey and hand it to the BIDDER during the survey.
- 2.15. The removal from Sweden must be on the address and dates for collections in Sweden, requested by the SERVICEMAN through written letter, phone call or email with, at least, 7 days before the first intended collection date and must arrive to the SERVICEMAN RESIDENCE IN BRAZIL not less than 01 (one) month after this date nor more than 03 (three) months of this date.

3. EVALUATION AND RANKING

- 3.1. BACE will decide the ranking of compliant proposals, based on the price quoted.
- 3.2. Incompliant Proposals will not be considered.

4. PAYMENT CONDITIONS

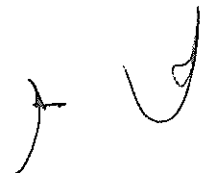
- 4.1. The Payment for each transport is conditional upon the satisfactory completion of the door-to-door Transportation Service as detailed in this Invitation to Bidding Process and on ANNEX I ..
- 4.2. The payment of the transport describe at 4.1 will occur in different moments, as follow:



- 4.2.1. **Shipment** (once items have been placed on the vessel); and
- 4.2.2. **Delivery** (once the SERVICEMAN has signed the **Certificate** for the completion of the door-to-door service and BACE has received the aforementioned certificate).
- 4.3. The invoices should be issued to BACE.
- 4.4. The first invoice (50% of the specific service) should be sent to **BACE** immediately after the HOUSEHOLD GOODS, described in this Invitation to Bidding Process, are shipped to Brazil along with the bill of lading and inventory.
- 4.5. The second invoice (the remaining 50% of the specific service) should be sent to BACE after the Goods have been delivered to the RESIDENCE IN BRAZIL and **“The Certificate of Receipt of Goods” has been signed by the SERVICEMAN, confirming the service has been completed satisfactorily.**
- 4.6. In the event of an insurance claim (HOUSEHOLD GOODS being damaged or lost), the payment of the 50% remaining will be done by BACE after the insurance company pays the SERVICEMAN all sums due for the claim, and after the SERVICEMAN has signed and sent to BACE the certificate of receipt of goods.
- 4.7. Providing the SERVICEMAN is satisfied with the service provided, and has signed the appropriate **Certificate**, and any insurance claims have been dealt with satisfactorily, BACE will pay both Invoices within 30 days of receipt.

5. GENERAL CONDITIONS

- 5.1. Issues of interpretation, or clarification should be resolved by the BIDDER prior to bidding.
- 5.2. BACE reserves the right to withdraw, cancel and/or modify the BIDDING PROCESS at any time, before or after making public its results; cancellation will not imply any right of indemnity to the BIDDER. In the event of such changes/cancellation BACE will inform the BIDDERS as soon as reasonably practical.
- 5.3. BACE can modify the project to include a new origin or destination city, as well as container specifications, but respecting increases and decreases in the amount of services up to a **limit of 25%** of the initial value and proving the updated market value with the same information required in each annex.
- 5.4. We acknowledge that in some instances, the PARTY CONTRACTED will subcontract the services described in this invitation to Bidding Process to a Company in Brazil, however, the PARTY CONTRACTED will not be permitted at any time to transfer responsibility for the service to any third party. BACE will hold the PARTY CONTRACTED responsible for the entire service whether it has been performed or not by the PARTY CONTRACTED.
- 5.5. BACE may, at any time, request additional information, documents or clarifications from the BIDDER.
- 5.6. The BIDDER is responsible for the accuracy and legitimacy of all information and documents submitted at each stage.



- 5.7. The BIDDER is responsible for expenses incurred in the preparation and submission of a Price Proposal, and during the negotiations of the object of this invitation to Bidding Process.
- 5.8. The PARTY CONTRACTED is fully responsible for organizing and providing Insurance for the HOUSEHOLD GOODS to be transported from door-to-door. Should there be any disputes the PARTY CONTRACTED is responsible for dealing with the Insurance Company on Behalf of the SERVICEMAN and solving any disputes. The insurance mentioned must be valid from the 1st collect until the delivery of all HOUSEHOLD GOODS to the SERVICEMAN new address in Brazil.
- 5.9. BACE will book an appointment and inform a date for BIDDERS to attend at the residence of the SERVICEMAN to perform a survey of the HOUSEHOLD GOODS for the purposes of measuring, packing and insurance.
- 5.10. The packing and collection of the HOUSEHOLD GOODS must be in line with international removals standards and all packing materials provided by the BIDDER that wins this Bidding Process, must be of FIRST CLASS QUALITY.
- 5.11. The SERVICEMAN may choose to pack some items himself. In this case, the PARTY CONTRACTED may check the items, during the first visit to the SERVICEMAN'S residence. The PARTY CONTRACTED must provide enough packing materials, of FIRST CLASS QUALITY, to enable the SERVICEMAN to wrap the items himself.
- 5.12. The PARTY CONTRACTED must provide special packing (E.G. wooden crate) for items such as Plasma/LCD TV, computers, glasses, paintings, etc.
- 5.13. The HOUSEHOLD GOODS will be collected on or delivered to any floors, and it must include assembling and dismantling of items and discarding of debris.
- 5.14. THE PARTY CONTRACTED is responsible to check and arrange, in the SERVICEMAN residence in Sweden, the best time table, and location of trucks during the removal time.
- 5.15. The SERVICEMAN will book up to 03 (three) collections within the period to be asked by the SERVICEMAN.
- 5.16. The volume is the net figure which the SERVICEMAN is entitled to, excluding packing materials and lift vans, however, it is imperative that all items of HOUSEHOLD GOODS are packed and put into waterproofed fumigated lift vans (please include sanitary certificate) or similar. Therefore, ensure your quotation takes these observations into consideration.
- 5.17. Please note the HOUSEHOLD GOODS must be inspected to check the total actual volume to be transported. The SERVICEMAN is entitled to the volume / insurance stated as the maximum allowance of each individual annex. However, if the HOUSEHOLD GOODS to be transported do not add up to the PARTY CONTRACTED must charge BACE for the ACTUAL volume / insurance. However, In the event that the total volume and/or insurance of the SERVICEMAN'S HOUSEHOLD GOODS exceeds the amount authorized by BACE, a written communication must be sent to BACE, and the SERVICEMAN will pay the difference in value for the transport costs. As described below the actual volume is a net figure for the SERVICEMAN'S HOUSEHOLD GOODS only, excluding packing, lifts vans, etc. Packaging, lifts vans, and all other items necessary to perform the

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removal satisfactorily must be provided but on top of the actual net figure allowance for the SERVICEMAN.

- 5.18. The PARTY CONTRACTED is responsible for all aspects of the removal and for complying with all legislation and rules for customs clearance in Sweden and in Brazil. Please also note that the PARTY CONTRACTED must inform the SERVICEMAN all necessary documents for Customs Clearance with enough time for the SERVICEMAN to provide the documents.
- 5.19. All the contacts with the SERVICEMAN regarding any aspect of the transportation service MUST be DIRECTLY by the PARTY CONTRACTED. The subcontracted companies are NOT allowed to directly contact the SERVICEMAN, except the delivery company in Brazil.
- 5.20. The PARTY CONTRACTED is responsible for organizing and managing all aspects of insurance for the HOUSEHOLD GOODS, to cover the full door-to-door service, from the SERVICEMAN's residence in Sweden, through the Sweden Warehouse (period of storage) to the SERVICEMAN's residence in Brazil. **The insurance must be UP TO the full amount authorized by BACE and correspond to the value declared by the serviceman.** The insurance must be comprehensive and must include the full door-to-door; irrespectively of the amount of time, it takes for the transportation service.
- 5.21. For each collection, a detailed inventory of the SERVICEMAN'S personal items (HOUSEHOLD GOODS) must be produced by the PARTY CONTRACTED; the inventory will be confirmed by the SERVICEMAN and handed to the PARTY CONTRACTED. The final amount to be insured must not exceed the amount authorized by BACE. In the event that the total value of the SERVICEMAN'S HOUSEHOLD GOODS exceeds the amount authorized by BACE, a written communication must be sent to BACE, and the SERVICEMAN will pay the difference in value for the insurance costs.
- 5.22. The PARTY CONTRACTED will be responsible for the packing list in a way that the items boxed could be identified as best as possible.
- 5.23. All HOUSEHOLD GOODS must be insured by the PARTY CONTRACTED for the whole door-to-door service (including but not limited to the Ocean Freight), according to the data listed on the HOUSEHOLD GOODS inventory. The inventory must be attached to the INSURANCE FORM provided by the agent.
- 5.24. In the event of an insurance claim by the SERVICEMAN it must be done free of charge with no "excess" or any other payments, taxes or fees required.
- 5.25. BACE does not accept liability for any additional costs, taxes or fees that may incur due to negligence of the PARTY CONTRACTED or any other PARTIES SUB-CONTRACTED.
- 5.26. The PARTY CONTRACTED must inform the CUSTOMS AUTHORITIES of the diplomatic status of the SERVICEMAN and his HOUSEHOLD GOODS, in specific cases where the serviceman has this status. The PARTY CONTRACTED must inform the CUSTOMS AUTHORITIES that the SERVICEMAN is an employee of the Brazilian Government or member of BACE.
- 5.27. The PARTY CONTRACTED is responsible for covering the costs of Demurrage and any other taxes, fees or charges that may apply. BACE / the

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SERVICEMAN **will not** be responsible for Demurrage except in cases of Force Majeure. For the purposes of this invitation to Bidding Process Force Majeure is defined as an extraordinary event or circumstance beyond the control of the parties, such as a war, strike, riot, crime, or an event described by the legal term act of God (such as hurricane, flooding, earthquake, volcanic eruption, etc.), that prevents one or both parties from fulfilling their obligations under this agreement.

5.28. The PARTY CONTRACTED must provide the name and the contact details in Brazil of the party subcontracted before the vessel carrying the household goods leave Sweden.

5.29. **The PARTY CONTRACTED must insure the HOUSEHOLD GOODS and provide name and contact details of the agent or representative of the insurance company before the first collection date.**

5.30. **DEADLINES – The PARTY CONTRACTED must adhere to these deadlines:**

5.30.1. Up to 07 (seven) consecutive days from the date of request – To remove the items of HOUSEHOLD GOODS from the SERVICEMAN's residence. Only the SERVICEMAN may, by written request, change this deadline.

5.30.2. Up to 05 (five) working days after the date of shipping, to provide the following information to BACE:

- I The name of the vessel reserved for the service;
- II Date of departure;
- III Estimate date for the HOUSEHOLD GOODS to arrive in Brazil;
- IV Wherever applicable, to provide evidence that the SERVICEMAN's VAT refund documents were sent to the Customs Authorities of Sweden;
- V Copy of the BILL OF LADING;
- VI Copy of the INSURANCE POLICY, confirming the HOUSEHOLD GOODS have been insured;

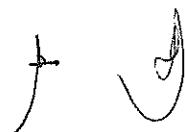
VII Copy of the inventory list for all HOUSEHOLD GOODS. This list must be equal to the Insurance policy inventory;

5.30.3. At the expiry of the days of storage the PARTY CONTRACTED must dispatch the HOUSEHOLD GOODS on the first available vessel to leave the port of origin. The deadline to dispatch the HOUSEHOLD GOODS is 10 (ten) consecutive days from the last day of storage in Geneva.

5.30.4. **The PARTY CONTRACTED must inform the SERVICEMAN, within 5 (five) consecutive days from the receipt of the Purchase Order, an extensive list of all required documents that the SERVICEMAN must supply in Sweden and in Brazil for the door-to-door service and for customs release.**

5.31. This Invitation to Bidding Process will be regulated by Sweden and Brazilian Laws and interpreted, evaluated according to the principles of legality, impersonality, morality, equality, publicity, administrative probity and objective judgment.

5.32. The PARTY CONTRACTED will be responsible for ensuring a list containing all necessary documents for the Shipment and for Customs Release and any other necessary procedures is sent to the SERVICEMAN.



5.33. The PARTY CONTRACTED must provide all relevant information (company name, address, contact person, telephone, and any other relevant piece of information) to the SERVICEMAN, with regards to any agents or PARTIES SUBCONTRACTED.

London, 15 January 2020.

AMANDA VIDAL PEDINOTTI DA SILVA Leutnant Colonel
Chief of Acquisition and Contracts Division

Approval:

ROBERTO DA CUNHA FOLLADOR Colonel
HEAD OF BACE

ANNEX I - FINAL TOTAL PRICE TO DESTINATION BRAZIL FOR INVITATION TO BIDDING PROCESS N° 02/BACE/2020

SERVICEMAN NAME	ROUTE	DATE OF FIRST COLLECTION	TYPE OF FREIGHT	MAXIMUM ALLOWANCE
MAJ Av Gustavo Borges Basilio	Linköping (Sweden) – São José dos Campos – (Brazil)	February 2020	By sea	20m³
MAXIMUM VALUE OF GOODS FOR INSURANCE PURPOSES	ADDRESS FOR COLLECTION (RESIDENCE in Linköping)	BENEFICIARY'S CONTACT DETAILS	ADDRESS FOR DELIVERY (São José dos Campos -Brazil)	
US\$ 93.600,00	To be reported by serviceman	To be reported by serviceman	To be reported by serviceman	

	<u>OBSERVATIONS</u>
A – Price per cubic meter: _____ (in USD)	
B – MAXIMUM ALLOWANCE of cubic meters: 20m³	Please note the HOUSEHOLD GOODS must be inspected to check the total actual volume to be transported. The SERVICEMAN is entitled to 20 m³, however, if the HOUSEHOLD GOODS to be transported is less than 20 m³ the PARTY CONTRACTED must charge BACE for the ACTUAL volume. As described previously the actual volume is a net figure for the SERVICEMAN's HOUSEHOLD GOODS only, excluding packing, lifts vans, etc. Packaging, lifts vans, and all other items necessary to perform the removal satisfactorily must be provided but on top of the actual net figure allowance for the SERVICEMAN.
C – Price for the transportation service: (A x B) _____ (in USD)	The SERVICEMAN will book 03 (three) collections
D – Price for storage: _____ (in USD)	Total of 90 days, by sum of storage periods in Sweden and Brazil.
E – Taxes, fees, charges and surcharges: _____ (in USD)	The BIDDER must predict the costs and must complete this item with the proposed price. Proposals that contain costs to be inserted afterwards will not be accepted.
F – Max. value of goods for insurance purposes: US\$ 93,600.00	<i>The lift vans must be placed into a sole use container. The lift vans must be waterproofed fumigated and must be fixed within the container to ensure it doesn't move during transport. The sole use container must be sealed in the presence of BACE's representative before being transported to the port of departure. The SERVICEMAN is entitled to US\$ 93,600.00; however, if the HOUSEHOLD GOODS to be sum value is less than US\$ 93,600.00 the PARTY CONTRACTED must charge BACE for the ACTUAL insurance value.</i>
G – Total Price of Insurance: _____ (in USD)	The PARTY CONTRACTED is responsible for all aspects of the removal and for complying with all rules and legislation for customs clearance in the SWEDEN and in BRAZIL.
I – Final Total Price for the service: _____ (in USD)	Final price for one international door-to-door removal service, of HOUSEHOLD GOODS from Linköping (Sweden) – São José dos Campos – (Brazil) with 20m³, considering all costs involved.

Our Final Total Price Proposal for provision of this BIDDING PROCESS, to be executed in accordance with the terms of the Invitation to Bidding Process n° 02/BACE/2020 is:

USD (United States dollar) _____ (numeric)

(written out).

/ / 2020

Name / STAMP of the BIDDING Company

Name of Authorized representative of the BIDDING Company / City:

Please write the figures on the spaces provided.