



**PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES
TO THE UNITED NATIONS AND OTHER INTERNATIONAL
ORGANIZATIONS, GENEVA**

INVITATION TO BID

For the procurement of the door-to-door shipment of a 40' container van of household goods and personal effects of AMB. EVAN P. GARCIA, Permanent Representative from Geneva to Manila

The Permanent Mission of the Philippines to the United Nations and Other International Organizations in Geneva, Switzerland invites reputable suppliers to provide quotations for the door-to-door-shipment of household goods and personal effects of Amb. Evan P. Garcia, Permanent Representative from Geneva, Switzerland to Manila.

The available budget for the contract is US\$21,584.00.

The supplier shall provide the following services:

1. Full door-to-door service
2. Shuttle services if needed
3. Dismantling of big furniture, if needed
4. Packing labor of the breakable and non-breakable items
5. Crating of furniture, if needed
6. Provision of packing materials
7. Preparation of List of Inventory with English translation
8. Loading of household goods and personal effects and used from the Consignee's residence into shipping container
9. Provision of Security Seal for the container
10. Handle Swiss Customs Export Clearance
11. Transportation charges from Geneva to the European Port of exit
12. FOB Charges for the shipment
13. Issuance of Bill of Lading for the household goods and personal effects
14. Provide a reliable partner moving company in the Philippines that is accredited with the Department of Foreign Affairs
15. Attend to the documentation for the Tax and Duty Free Clearance of the shipment upon arrival at the Port of Manila
16. Shoulder Terminal Handling and other incidental fees relative to the clearing process of the tax and duty free entry of the shipment at the Bureau of Customs, Manila
17. Delivery of the Shipment to the residence of the Consignee immediately after its release from the Bureau of Customs
18. Unpacking and assembling of furniture including disposal of debris used
19. Return of Empty container to the agent's warehouse or terminal

Quotations are to be submitted on or before 15 February 2023 through the following contact details:

Address: Philippine Mission
Attention: Bids and Awards Committee Secretariat
Allee David Morse 14-16
1202 Geneva
Tel: +41227161930
Email: geneva.pm@dfa.gov.ph

The Philippine Mission will notify the supplier which has been selected in accordance with procurement regulations, through email, personally and over the phone after deliberations.

For inquiries and clarification regarding the above quotation, please communicate with:

14-16 Allée David-Morse, 1202 Geneva, Switzerland
Tel. No.: (+41) 22-7161930 / Fax: (+41) 22-7161932
email: geneva.pm@dfa.gov.ph www.genevapm.dfa.gov.ph

Philippine Mission
Attn: Bids and Awards Committee Secretariat
Allee David Morse 14-16
1202 Geneva
Tel. No. +41227161930
Email: genevapm.ph@dfa.gov.ph

Geneva, 01 February 2023