

**BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON D.C.**



**BIDDING PROCESS No. R-230150/CABW/2023**  
**PAG No. 67102.230150/2023-73**



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MINISTRY OF DEFENSE  
AERONAUTICAL COMMAND  
BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON D.C.

**BIDDING PROCESS No. R-230150/CABW/2023**  
**PAG No. 67102.230150/2023-73**

Approved on: April 27<sup>th</sup>, 2023

(electronic signature)  
WILSON PAULO CORRÊA MARQUES Col  
BACW'S Chief

**Legal Support:** The Brazilian Federal Government, through the Brazilian Aeronautical Commission in Washington (“BACW”), lets it be known to all who may be interested, that on the date, time and place indicated below, BACW will carry out a Bidding Process on the basis of indirect execution, to be adjudicated based on the **LOWEST UNIT PRICE** (Letter a, Sub-item VIII of Article 6 of Brazilian Law No. 8,666/93), in accordance with this INVITATION FOR BID and its Annexes. The bidding procedures shall follow the principles of the Law No. 8,666/93 (Brazil), item 7.1.2 of MCA 176-1 from December 6, 2017, from SEFA, and the other requirements provided in this INVITATION FOR BID and its Annexes. Furthermore, bids submitted to BACW will be interpreted, evaluated and judged according to the principles of the articles 3 and 123 of Law No. 8,666 from 06/21/1993, regarding legality, impartiality, moral, equality, transparency.

Date of delivery and opening of envelopes:	<b>May 5th, 2023</b>
Time:	<b>10:00 a.m.</b> (Eastern Standard Time)

Address:	1701 22nd St N.W. Washington D.C 20008	Phone:	(202) 518-7343
		Fax:	(202) 518-7354
		E-mail:	<a href="mailto:chf.dlc.cabw@fab.mil.br">chf.dlc.cabw@fab.mil.br</a>

Accreditation:	<b>May 5th, 2023</b>
Time:	<b>10:00 a.m.</b> (Eastern Standard Time)



## 1. DEFINITIONS

1.1. In order to facilitate the comprehension of terminology and to simplify text composition, the following abbreviations and expressions were adopted, followed by their definitions hereafter:

1.1.1. COMAER - Brazilian Aeronautical Command.

1.1.2. COMREC - Goods and Services Receiving Commission.

1.1.3. CONTRACTED PARTY - the natural person or legal entity contracted to perform the services.

1.1.4. CONTRACTING PARTY - Brazilian Aeronautical Commission in Washington, DC (BACW).

1.1.5. UNACCOMPANIED BAGGAGE - HOUSEHOLD EFFECTS (HHE) - Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and eligible travelers members that legally may be accepted and transported by a commercial carrier, may include furniture, household goods, and personal items for the use of an employee and authorized eligible travelers members.

1.1.6. MILITARY PERSONNEL - A military officer of the Brazilian Aeronautical Command and its family as well as an eligible traveler such as housekeeper or babysitter when returning to Brazil due to the conclusion of mission.

1.1.7. PACKERS - The CONTRACTED PARTY or any subcontracted company under the CONTRACTED PARTY responsibility assigned to pack and manager the household effects at the USER's residence at origin.

1.1.8. DELIVERY CONFIRMATION TERM - Document issued by the USER attesting and accepting the HHE Relocation services.

1.1.9. USER - BRAZILIAN AIR FORCE PERSONNEL having is HHE being relocated to Brazil.

1.1.10. USER's INFORMATION - Annex A of this Basic Project in which the place for collection of HHE and the city of delivery of the HHE in Brazil, as well as the maximum allowed HHE value to be insured by the CONTRACTED PARTY, per USER.

1.1.11. FAB - Brazilian Air Force.

1.1.12. ICA - Aeronautical Command Directive.

1.1.13. INVOICE - Commercial document formalizing an act of purchase and sale abroad, which must contain - among other information - the following data: supply quantity, supply unit, price, payment terms, taxes, duties and FAB Purchase Order Number.

1.1.14. OM - Military Organization.

1.1.15. MONITOR - The individual or commission representing the CONTRACTING PARTY before the CONTRACTED PARTY, appointed to systematically monitor the fulfillment of contractual terms and complementary orders issued by the Government, in all their aspects.

1.1.16. PAG - Administrative Management Process.

1.1.17. BASIC PROJECT - As per Brazilian Law No. 8.666, dated June 21, 1993, the set of necessary and sufficient elements, with the necessary degree of precision, to define the project, service or body of work, which will constitute the Bid Subject. It is drafted based on the suggestions drawn from preliminary technical studies, which ensure technical feasibility and adequate treatment of the project's environmental impact, as well as evaluating the project or service's costs, defining the methods and terms for its performance;

1.1.18. TERM OF RECEIPT - Document issued by the COMREC attesting and accepting services performed.



## **2. OBJECT**

**2.1.** Contracting of a specialized company for the services of relocation of UNACCOMPANIED BAGGAGE of the Household Effects (HHE), door-to-door, by sea, for the Brazilian Aeronautical Command Personnel when returning to Brazil at the end of their missions outside Brazil, as per the USER'S INFORMATION, Annex A of the Basic Project.

**2.2.** It is noted that the services related to the BASIC PROJECT must comply with all the laws and regulations set forth by the governments of the countries in which the HHE moving are to be removed as well as the international laws and regulations for the transportation. Notwithstanding, the interested companies must well know and comply with the laws and regulations set forth by the Brazilian government for custom clearance services.

**2.3.** The following annexes are integral parts of this notice, regardless of whether or not they are herein transcribed:

- ANNEX I – BASIC PROJECT;**
- ANNEX II – PRICE PROPOSAL MODEL;**
- ANNEX III – WAIVER THE RIGHT TO APPEAL; and**
- ANNEX IV – TERM OF CONTRACT**

**2.4.** The services that are object of this INVITATION FOR BID shall be performed on the basis of indirect execution, at the Lowest Unit Price per HHE relocation.

**2.5.** For the correct proposal value, the company must meet the site survey described in item 3 of the Basic Project. Failure to participate in the survey will not be subject to disqualification, however, the bidder may not claim unawareness of the user's HHE and may not increase additional costs in the proposal submitted.

## **3. PARTICIPATION REQUIREMENTS**

**3.1.** Interested companies, registered with BACW or not, that are related to the object of this bidding may participate in this Bidding Process pursuant to the provisions of the respective acts that established the bidding. The BACW will select and invite at least three (3) companies.

**3.2.** Companies that are under the following conditions may not participate in the bidding:

- 3.2.1.** Bankruptcy, legal restructuring, or extrajudicial reorganization;
- 3.2.2.** Dissolution or liquidated;
- 3.2.3.** Suspended from participating in bidding processes or have a note of failure on the execution of a contracting in its registration in BACW in the last 3 months;
- 3.2.4.** Barred from participating in bidding processes and entering into a Contract agreement with the Brazilian Federal Government;
- 3.2.5.** That are declared not to be in good standing to enter into an agreement with the Public Administration (Brazil);
- 3.2.6.** That are part of a consortium, or joint venture that is separately participating in the bidding, or control or are controlled by another entity participating in the bidding process.



#### **4. ACCREDITATION**

**4.1.** The bidder, or its representative shall report to the Bidding Commission at the place, date and time indicated in the preamble to this INVITATION FOR BID for the purpose of conducting the registration of the participants in this Bidding Process, with his/her ID card, or other photo identification document, along with the document granting him/her powers to express opinions during the bidding procedures (such documents shall be made available outside of the Envelopes containing the Qualification Documents and Price proposals).

**4.1.1.** Failure to present any of the documents for registration or presentation of incorrect documents shall not preclude participation of the bidder. However, it will prevent its representative from expressing an opinion on behalf of the bidder.

**4.2.** The representative of a bidder shall be any qualified individual under the terms of its incorporation papers, public power of attorney document, private and notarized power of attorney document, or equivalent document.

**4.2.1.** Incorporation papers or registration as a proprietorship shall describe the authority of the representative of the bidder to represent it before third parties.

**4.2.2.** A power of attorney document shall describe all the required powers to present proposals and carry out all acts pertaining to the bidding process, and should be accompanied with incorporation papers or proprietorship registration.

**4.3.** A registered representative may only represent one bidder.

#### **5. ENVELOPES WITH QUALIFICATION DOCUMENTATION AND PROPOSAL**

**5.1.** Each bidding participant shall present two envelopes, one containing qualification documents and the other the price proposal.

**5.2.** The sets of documents pertaining to qualification and price proposal shall be delivered separately, inside sealed envelopes, with an initial on the flap and identified with the name of the bidder.

**5.3.** Bidders are strongly urged to use the following identification label format in order to identify their bids.

**ENVELOPE No. 1 - QUALIFICATION DOCUMENTS**  
BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON  
INVITATION FOR BID No. R-230150/CABW/2023  
[NAME OF THE COMPANY]

**ENVELOPE No. 2 - PRICE PROPOSAL**  
BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON  
INVITATION FOR BID No. R-230150/CABW/2023  
[NAME OF THE COMPANY]

**5.4.** The ENVELOPE No. 1 – QUALIFICATION DOCUMENTS, and the ENVELOPE No. 2 – PRICE PROPOSAL **must be included in an oversized envelope, sealed and addressed to**



the **BIDDING COMMISSION**. The name and address of the bidder must be shown in the upper left corner of the bid envelope, and the **INVITATION FOR BID** number, the date and hour of bid opening must be shown in the envelope in accordance with the following model:

**C/O BIDDING COMMISSION - IFB # R-230150/CABW/2023**  
BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON  
1701 22nd Street N.W. Washington, DC 20008  
SESSION ON **May 5<sup>th</sup>, 2023 at 10:00 a.m. (EST)**  
**[NAME OF THE COMPANY]**

**5.4.1.** The envelope may be forwarded by Postal Service or other similar delivery services, or electronically through the e-mail [chf.dlc.cabw@fab.mil.br](mailto:chf.dlc.cabw@fab.mil.br), with tracking capabilities, and proof of delivery receipt. The envelope must be delivered at least by the opening of the public session at **10:00 a.m.** (Eastern Standard Time), **May 5<sup>th</sup>, 2023**.

**5.4.2.** Bidders are strongly advised to inform the tracking number of their envelopes to the BIDDING COMMISSION by means of the e-mail [chf.dlc.cabw@fab.mil.br](mailto:chf.dlc.cabw@fab.mil.br) prior to the date and time of the opening of the public session.

**5.4.2.1.** Envelopes delayed to be delivered to the BIDDING COMMISSION due to carrier issues or improper envelope identification shall not be considered.

**5.4.2.2.** BACW shall not be responsible for mistakes due to envelopes improper identification.

**5.4.2.3.** When sending envelope by Postal Service, the bidder must include the bid number on the outside envelope, so the package can be identified when arrived at BACW. (e.g Some carriers permit the inclusion of the Bidding Number in the REFERENCE field.)

**5.4.3.** Envelopes may also be presented in person to the Bidding Commission in the public session.

## **6. QUALIFICATIONS (ENVELOPE # 1)**

**6.1.** Companies must deliver the following documents in its qualification envelope.

**6.2.** Legal Qualification:

**6.2.1.** Present evidence of the **Company's Federal Tax Identification Number/EIN**;

**6.2.2.** Present the **Dun and Bradstreet Number** of the Company;

**6.2.3.** Present the **Basic Business License** of the Company to operate in the relevant jurisdiction and the relevant field, issued by an U.S. Government Agency;

**6.2.4.** Present the following documents of the Company: **Certificate of Incorporation, or Certificate of Formation, or Articles of Incorporation, or Articles of Organization**, or another similar organizational document;

**6.2.5.** Present a valid **Certificate of Liability Insurance** of the Company (proof of insurance); and



**6.2.5.1.** If the BIDDER will insure the HHE of the USER with an insurance company different from the insurance company presented above, the BIDDER must inform the name, address and proof of relationship between the BIDDER and the insurance company.

**6.3.** Technical Qualification:

**6.3.1.** Present a proof of **U.S. Federal Maritime Commission (FMC) valid license**, as required by the U.S. Code 46 CFR Part 515.3, or equivalent for Non-U.S.-based companies.

**6.3.1.1.** In addition to the copy of the (FMC) license, the BIDDER must present **proof that the license is valid** by presenting a screen-print of the company's snapshot on the Federal Maritime Commission's website (<https://www2.fmc.gov/oti/Default.aspx>).

**6.3.1.2.** The Bidding Commission may, at its own discretion, access the FMC's website at the opening of the qualification documents in order to assure that the license is valid at the Bidding Process.

**6.3.2.** Present a **RECOMMENDATION LETTER** from a client attesting the good performance of services related to the object of the INVITATION FOR BID.

**6.3.2.1.** In this case, the BIDDER may attach to the recommendation letter, a letter from the bidder, on its letterhead, explaining the services performed such as international relocation from door-to-door.

**6.3.3.** Present **DECLARATION** from its Chief of Financial Officer (CFO) or equivalent company's official stating that the BIDDER has adequate financial resources to perform the services and that it complies with the Financial Responsibility Requirements presented on 46 CFR Part 515.21 to insure Financial Responsibility for the **U.S. Federal Maritime Commission (FMC)**.

**6.3.4.** A telephone number and an e-mail of a contact person of the CONTRACTED PARTY must be provided to the user from the beginning to the end of the process.

**6.4.** The required certificates and/or statements shall be valid in cases where there are expiration dates.

**6.5.** No delivery slip or official request for documents will be accepted in lieu of the documents required in this INVITATION FOR BID and its Annexes.

**7. PRICE PROPOSAL (ENVELOPE # 2)**

**7.1.** The proposal, which should be typed and written in English, must be clear and have no amendments or erasures, duly dated and signed, with all pages initialed by the bidder's representative, according to the model in ANNEX I.

**7.2.** The BIDDER must submit the **UNIT PRICE PER HHE RELOCATION**.

**7.2.1.** When presenting the UNIT PRICE, the bidder must include the insurance cost separately.

**7.2.2.** Bidders are not obligated to present proposal for all relocations.

**7.2.3.** The insurance cost shall be reimbursed to the CONTRACTED PARTY as presented on item 5 of the Basic Project, Annex I of this IFB.





- 7.2.4.** The Bidder must indicate the most suitable container to pack the USER's HHE, considering the specifications described in Annex A of the Basic Project.
- 7.2.5.** The service quoted shall include all costs arising from the performance of the services, whether direct or indirect, including but not limited to what is described below: all inputs such as fees and/or taxes of invoice, social contributions, duties and taxes, administrative fees, permits, and all other fees necessary for full compliance with the object of the INVITATION FOR BID, in accordance with the BASIC PROJECT.
- 7.3.** Transportation services include all charges and expenses as described below:
- 7.3.1.** Packing, filling and packaging;
  - 7.3.2.** Documentation fees;
  - 7.3.3.** Dock and terminal handling rates;
  - 7.3.4.** Maritime cargo; and
  - 7.3.5.** Destination services, port charges, storage at destination, demurrage, customs clearance, delivery, unpacking, assembly, and any other charge related to the performance of the services.
- 7.4.** Tax rates quoted by the bidder shall not exceed the limits established under applicable tax legislation.
- 7.5.** The validity of the proposal shall not be less than **60 (sixty) days** from the day the bidding process is officially initiated.
- 7.6.** Under no circumstances shall the content of the submitted proposals be changed, neither with regard to price nor any other terms or conditions that imply any alteration to the original proposal. Exceptions are allowed only when these are formal changes intended to resolve immaterial errors or mistakes, without any alteration to the substantive content of the proposal or the aforementioned terms and conditions, and provided they will not cause any adverse impact to the other bidders.
- 7.7.** Errors in filling out the proposal should not warrant disqualification of the proposal when it is possible to make adjustments without the need to increase the prices offered, and provided it is demonstrated that the amount will be sufficient to cover all costs of the Contract.
- 7.7.1.** In case errors are noticed, the Bidding Commission will perform a diligence in order to assure that the adjustments to be made do not constitute need to increase the offered prices, and/or the offered price covers the cost of the CONTRACT.
  - 7.7.2.** Any correction in proposals shall be duly recorded in the open session's meeting minutes.
- 7.8.** The changes addressed under this item shall be submitted to the Bidding Commission for review.
- 7.9.** The Bidding Commission may perform the correction of any of the above-described errors, or it can request the Bidder to submit the corrected proposal. No complaints with regard to the proposals will be admitted after they are duly recorded in the minutes.
- 7.10.** After qualification, it is not possible to withdraw a proposal, unless for cause due to a supervening fact as accepted by the Commission.
- 7.11.** The award will be made to the lowest responsive bid after qualification phase and price proposal acceptance.



**7.12.** The estimated service value is estimated to be a maximum as presented in the USER'S INFORMATION, Annex A of the Basic Project.

## **8. PROCEDURE FOR OPENING ENVELOPES**

**8.1.** On the date, time and place indicated in this INVITATION FOR BID, in a public act, before the bidders present, the Permanent Bidding Commission will receive the oversized sealed envelopes (referenced in item 5.4) containing **Envelopes No. 1 and No. 2**, and will proceed to initiate the bidding process.

**8.1.1.** These public acts may be attended by any person, but only the bidders and their registered representatives will be allowed to engage the Bidding Commission in conversation.

**8.2.** Once the deadline for delivering the documents has passed, no other documents will be received, nor will there be accepted any addendum or clarifications regarding the documentation or price proposal submitted.

**8.3.** After the bidders are identified, the Bidding Commission will proceed to opening Envelopes No. 1 - Qualification Documents.

**8.3.1.** The content of the envelopes shall be initialed by the members of the Bidding Commission and the representatives of all of the bidders present.

**8.4.** The qualification of the bidders will be verified, in accordance with this INVITATION FOR BID.

**8.4.1.** Should the Bidding Commission deem necessary, it could adjourn the public session, so as to analyze the documents presented by the bidders, setting, at that time, a new date and time when a new public meeting will take place, informing all bidders.

**8.4.1.1.** Considering the above hypothesis, all the qualification documents already initialed, and the Envelopes No. 2 - Price Proposals - initialed on the outside by the present bidders and the Bidding Commission members, will be kept by the Bidding Commission, until the qualification phase is concluded.

**8.5.** Disqualified bidders will have the Envelope No. 2 returned unopened after the legal period has transpired without appeal or its withdrawal, or an adverse decision on its appeal.

**8.6.** In case there are not 3 (three) participating bidders at the bidding meeting, the Bidding Commission will inquire to the present bidders about safeguarding their envelopes for a republishing of the IFB to be announced at later date.

**8.7.** After the analysis of the QUALIFICATION DOCUMENTS, it will be granted the deadline of 2 (two) business days, for the bidders to present any appeals. After that, a date for new meeting for opening the PRICE PROPOSAL will be announced.

**8.7.1.** The opening of PRICE PROPOSAL may occur at the same meeting in the following cases:

**8.7.1.1.** All bidders are declared QUALIFIED by the BIDDING COMMISSION, and the present bidders waive their right to appeal.

**8.7.1.2.** All the bidders are present and waive their right to appeal.



- 8.7.1.3.** If the Bidding Commission consults the bidders that are not present at the meeting and they waive their right to appeal together with all bidders present.
- 8.8.** In the event that one of the bidders does not withdraw the right to appeal the qualification phase, Envelopes No. 2 - Price Proposals - will be initialed by the bidders, and kept in a safe until a date is set for their opening.
- 8.9.** After the qualification phase is finished and all the proposals have been opened, bidders cannot be disqualified by any reason related to the qualification process, with the exception of any supervening facts, or facts only known after the judging of the proposals.
- 8.10.** The price proposals from the qualified bidders will be judged according to the requirements set forth in this INVITATION FOR BID.
- 8.11.** If all the participants are disqualified for reason of their QUALIFICATION DOCUMENTS or otherwise, the Bidding Commission may establish a term of three (3) business days for new documentation or proposals to be submitted.
- 8.12.** During all public acts, detailed minutes will be prepared and signed by the members of the Commission and the bidders' legal representatives in attendance.

## **9. REVIEWING QUALIFICATION DOCUMENTS**

- 9.1.** Participants will be **disqualified** if:
- 9.1.1.** They submit documents required in this INVITATION FOR BID that are expired and/or not duly updated and/or not responsive to the requirements set forth in the INVITATION FOR BID.
  - 9.1.2.** They include the price proposal inside Envelope No. 1.
- 9.2.** Bidders will be notified of their qualification or otherwise through publication. In the event that bidder representative attends the public meeting in which the decision was made, it will be communicated directly to the representative and recorded in the minutes.

## **10. REVIEWING THE PRICE PROPOSAL**

- 10.1.** The criterion for reviewing the proposal will be the **LOWEST UNIT PRICE** per HHE relocation.
- 10.2.** It will be **DISQUALIFIED** the proposal which:
- 10.2.1.** Does not comply with Item 7 (Price Proposal) of this INVITATION FOR BID;
  - 10.2.2.** Is flawed or illegible, it is not specific or presents with irregularities and flaws that hinders its review;
  - 10.2.3.** Is not in compliance with any requirement set forth in this INVITATION FOR BID or the BASIC PROJECT;
  - 10.2.4.** Includes advantages that are not provided for in the INVITATION FOR BID, including subsidized financing, lack of any required due dates, or prices or advantages that are based on offers presented by another bidder;
  - 10.2.5.** Presents prices that are unrealistic in the sense that their viability cannot be appropriately demonstrated through documentation that proves that the costs of input are



consistent with market prices and that productivity is consistent with the performance of the object.

**10.2.5.1.** Under these circumstances, the bidder will have **two (2) business days** to demonstrate the feasibility of the prices included in its proposal, in accordance with Article 48, item II, of Law No. 8,666/93 (Brazil), under the penalty of being disqualified.

**10.3.** If there are signs of unrealistic prices in the proposal, or if it is necessary to provide additional clarification, a due diligence may be carried out by the Bidding Commission, in accordance with §3 of Article 43, Law No. 8,666/93 (Brazil).

**10.4.** Once the price proposal which does not meet the requirements of the foregoing items is disqualified, the remaining proposals will be qualified from lowest to highest.

**10.4.1.** Should there be a tie among the proposals, a draw will be conducted. The names of the bidders that are tied will be placed in a sealed box, from which they will be drawn and classified on the basis of the order in which they were drawn.

**10.4.2.** After thirty minutes, the draw will be conducted, regardless of whether the companies or their representatives are in attendance.

**10.5.** Bidders will be notified of the results of bidding through either publication in a U.S. newspaper of national circulation, BACW's website, or other means, at sole discretion of BACW.

**10.5.1.** In the event that bidder representative attends the public meeting in which the decision was made, it will be communicated directly to the representative and recorded in the meeting minutes.

## **11. HOMOLOGATION AND ADJUDICATION**

**11.1.** The INVITATION FOR BID will be submitted to the appropriate authority, who will proceed to ratify it and adjudicate the object to the winning bidder.

**11.2.** The Homologation and Adjudication (Bid Award) shall be performed individually by USER, per relocation, as presented in the Annex A of the Basic Project – USER'S INFORMATION.

**11.3.** The adjudication will be based on the **LOWEST UNIT PRICE**.

## **12. CONTRACT**

**12.1.** After the bidding is approved, the CONTRACTED PARTY shall have 5 (five) business days, from the date it is called, to sign the Contract, according to ANNEX III, under the penalty of losing the right to be hired as well as being subject to the sanctions set forth in this INVITATION FOR BID and any other penalties or damages available under applicable law.

**12.2.** The term provided for in the previous sub-item may be renewed for an additional five days, if requested by the CONTRACTED PARTY with good reason and accepted by the Brazilian Federal Administration (BACW) in its sole discretion.

**12.3.** If CONTRACTED PARTY has not been registered on BACW system yet, the company must be registered before signing the Contract.

**12.4.** The Administration (BACW) shall have the option to contact the remaining participants if the winner does not sign the Contract under the terms and conditions established, in accordance with the order of classification. It may do so under the same terms and conditions proposed by the winning bidder, including with regard to updated prices, pursuant to the



INVITATION FOR BID. It may also revoke the bidding process, notwithstanding the penalties provided for in this INVITATION FOR BID.

**12.5.** By signing the Contract, the CONTRACTED PARTY declares its express agreement with the adequacy of the Basic Project.

**12.6.** The CONTRACTED PARTY shall maintain all the conditions for qualification required in the bidding process, throughout the performance of the Contract, in accordance with the obligations assumed.

**12.7.** The CONTRACTED PARTY shall be responsible for any and all expenses arising from the Contract.

### **13. SUBCONTRACTING**

**13.1.** In case there is sub-contracting, it shall abide by the following guidelines:

**13.1.1.** Sub-contracting may be authorized by the BACW's Chief, through the CONTRACT MONITOR up to the limit of 49% of the amount of the services.

**13.1.2.** Sub-contractor shall prove having the technical qualification to perform the services, even though, the responsibility for the quality of such services lies solely with the CONTRACTED PARTY.

**13.1.3.** In the event of sub-contracting, the CONTRACTED PARTY shall still bear full responsibility for full performance of this Basic Project, being responsible for supervising and coordinating the activities of the sub-contractor, as well as responding before the CONTRACTING PARTY for strict compliance with the agreements related to the object that was subcontracted.

### **14. TERMS**

#### **14.1. Collection of the HHE**

**14.1.1.** Upon receiving the notification of the Purchase Order, the CONTRACTED PARTY shall have up to 5 (five) business days to contact the USER to schedule the CONTRACTED PARTY Planning Survey, if it deems it necessary to carry out the second inspection.

**14.1.1.1.** This period of five 5 (five) business days may be extended upon USER'S request.

**14.1.2.** A telephone number and an e-mail of a contact person of the CONTRACTED PARTY, must be provided to the user from the notification of the Purchase Order to the end of the process.

**14.1.3.** The USER must send the Shipment Collecting Term, Annex B, to the CONTRACTING PARTY, up to 5 (five) business days after the collecting date.

#### **14.2. HHE Relocation**

**14.2.1.** The services from door-to-door shall be performed for a maximum period of **60 (sixty)** calendar days from the day the HHE is collected at the USER's origin until the completion of the services at the USER's destination.



**14.2.1.1.** If the USER elects to use the **60 (sixty)** calendar days of storage beyond the period necessary for relocation, the necessary storage will be included in the door-to-door HHE transport services.

#### **14.3. Storage**

**14.3.1.** The USER may use the CONTRACTED PARTY's warehouse, or a CONTRACTED PARTY's subcontracted warehouse, for a maximum period of 60 (sixty) calendar days, In addition to the period used until the items are ready for delivery, at the CONTRACTED PARTY expenses.

**14.3.2.** Before the expiration of this period, the CONTRACTED PARTY shall send to the USER a written notification requesting an extension of the storage period and inform the CONTRACTING PARTY, as well as forward a copy of the notification to the USER.

**14.3.3.** The USER will be responsible for any additional charges resulting from the extension of the deadline, from the 61st day. The amount must be agreed between the parties (USER and CONTRACTED PARTY) previously and the USER shall send to BACW the DELIVERY CONFIRMATION RECEIPT.

**14.3.4.** If the CONTRACTED PARTY fails to formally request the extension to make such request, any period greater than the initial 60 (sixty) days will be considered as a delay in delivery of the HHE.

#### **14.4. Acceptance**

**14.4.1.** The USER shall accept the services within **15 (fifteen) calendar days** from the completion of the services at the USER's destination.

**14.4.2.** The services shall be considered completed after the issuance of the DELIVERY CONFIRMATION RECEIPT, Annex C of the Basic Project.

### **15. FINANCIAL GUARANTEE**

**15.1.** The provision of a performance guarantee is not required for this contracting.

### **16. PRICE ADJUSTMENT**

**16.1.** The price shall be Fixed and Firm (FFP) for the HHE relocation.

### **17. PAYMENT**

**17.1.** The deadline for payment shall be within 30 (thirty) calendar days from the date the term of receipt. The payment will occur as follows:

**17.1.1.** Payment shall be made after the issuance of the DELIVERY CONFIRMATION RECEIPT, Annex C of the Basic Project.

**17.1.2.** The insurance shall be paid in accordance with the limits, terms and conditions described on item 5 of the Basic Project.

**17.1.3.** The payment of the insurance cost is conditioned to the presentation of the insurance policy and the inventory signed by the USER, in accordance with the maximum amount presented in the USER'S INFORMATION, Annex A of the Basic Project.

**17.2.** INVOICES, in U.S. dollars, must be forwarded to the BACW's Administrative Division.



**17.3.** In case the USER does not send the DELIVERY CONFIRMATION RECEIPT, Annex C of the Basic Project, before the end of the maximum period of storage (item 8.3.1), the contracted value will be paid 70% at the CONTRACTED PARTY. The remaining amount will be paid after the effective sending of the DELIVERY CONFIRMATION RECEIPT by the USER.

## **18. MONITORING**

**18.1.** Verification of adequate contractual fulfillment must be performed based on the criteria established in this BASIC PROJECT and in accordance with contractual terms.

**18.2.** The CONTRACTED PARTY performance must be monitored and inspected through oversight instruments such as reports, including monitoring of the fulfillment of the obligations arising from the agreement.

**18.2.1.** The monitoring of contractual performance carried out by the CONTRACTING PARTY does not eliminate the CONTRACTED PARTY'S responsibility, also before third parties, due to any irregularity, even if arising from technical imperfections, flaws or inadequate use of equipment, and when these incidents occur, they do not imply shared responsibility by the CONTRACTING PARTY, its representatives or employees.

## **19. RECEIPT OF THE OBJECT**

**19.1.** The services that are the object of the BASIC PROJECT shall be received by the BACW's Administrative Division hereafter called "MONITOR" in accordance with the specifications set forth in this instrument.

**19.2.** It is the responsibility of the MONITOR to:

**19.2.1.** Ensure that the CONTRACTED PARTY meets all requirements for the service objects, which are described in this BASIC PROJECT:

**19.2.2.** Accept or reject services according to the specifications set forth in the BASIC PROJECT within 10 (ten) consecutive days:

**19.2.3.** Once approved, the INVOICES shall be sent to the BACW's Contract Department, together with a DELIVERY CONFIRMATION RECEIPT, Annex C of the Basic Project, within 5 (five) days. If there is any discrepancy, the INVOICE must be returned to the CONTRACTED PARTY, so that the necessary corrections may be made, with a letter explaining the reasons for its return; and

**19.2.4.** During the performance of the services, all proposals, questions, discrepancies, causing difficulties or requiring evaluation must be submitted to the MONITOR. If necessary, the MONITOR may submit all proposals, questions, discrepancies, causing difficulties or requiring evaluation for the purpose of receiving approval and/or issue of opinion by the BACW's Chief.

## **20. OBLIGATIONS OF THE CONTRACTING PARTY AND THE CONTRACTED PARTY**

**20.1.** The obligations of the CONTRACTING PARTY and CONTRACTED PARTY are established in the, BASIC PROJECT, Annex I, and other obligations provided for in this INVITATION FOR BID.



## **21. BUDGETARY ALLOCATION**

**21.1.** All expenses arising from the contracting of this Basic Project shall be covered by resources from the Special Charges Sub directorate (SDEE) of the Directorate of Aeronautical Administration (DIRAD), in the Nature of Expense 339033, of the National Treasury Management.

## **22. APPEALS**

**22.1.** The actions of the Administration (BACW), during this Bidding Process, may be appealed as follows:

**22.1.1.** Appeal to the BIDDING COMMISSION within 2 (two) business days, from the date of notification or registration of the minutes of the meeting/session, in the cases of:

**22.1.1.1.** Qualification of the bidder or lack thereof;

**22.1.1.2.** Judgment of the proposals;

**22.1.1.3.** Annulment or revocation of the bidding process;

**22.1.1.4.** Denial of a request for application or registration, alteration or cancellation;

**22.1.1.5.** Termination of the CONTRACT, unilaterally by the Administration (BACW) for cases provided for under item I, Article 79 of Federal Law No. 8.666/93 (Brazil);

**22.1.1.6.** Issuance of a warning, suspension or compensatory fine.

**22.2.** Once a request for appeal has been filed, it will be communicated to the other bidders, which may present counter-arguments within 2 (two) business days.

**22.3.** The appeal will be addressed to the BIDDING COMMISSION, which may reconsider its decision within 5 (five) business days.

**22.3.1.** If the appeal is rejected, the BIDDING COMMISSION must forward the appeal to the BACW'S CHIEF, for an additional 5 (five) business days, all of which will be duly notified.

## **23. GENERAL PROVISIONS**

**23.1.** Any doubts arising from the provisions of this INVITATION FOR BID may be the subject of consultation, in writing, with the Bidding Commission in charge of this bidding process, up to 48 hours before the delivery of the proposals.

**23.1.1.** All questions will be consolidated and answered in writing after the deadline for consultation has elapsed. A circular communication will be posted by the Bidding Commission and forwarded to the interested parties that have provided an e-mail address.

**23.2.** The interested party shall carefully review the INVITATION FOR BID and its Annexes, as well as all the instructions, terms and conditions, and BASIC PROJECT presented, and become familiar with all circumstances or details that may affect the assessment of costs and the terms involved in performing the object of this bidding process.

**23.3.** The bidders shall be responsible for all costs associated with the preparation and presentation of their proposal. The Administration (BACW) shall not in any way be responsible for those costs, regardless of the proceedings and outcomes of the bidding process.





**23.4.** Participation in this INVITATION FOR BID implies full acceptance of the terms and conditions established in this INVITATION FOR BID and its Annexes, as well as with the requirement to comply with the provisions herein.

**23.5.** Any changes or amendments to this INVITATION FOR BID will require its dissemination in the same publication that the original solicitation was posted, with the initial term being postponed, except when the changes do not in any way affect the formulation of proposals.

**23.6.** If it is not a business day or if there is any event that prevents the bidding process from being held on the scheduled date, the session will be automatically rescheduled to the following business day at the same time and place previously indicated, unless communicated otherwise by the Bidding Commission.

**23.7.** In any stage during the bidding process, the Bidding Commission or the BACW's Chief may promote diligence intended to clarify or complement the process, provided it does not involve the later inclusion of any document or information that should be made available at the public bidding session.

**23.8.** The approval of the outcome of this bidding process does not imply a right to being contracted.

**23.9.** The BACW reserves the right to revoke or annul the INVITATION FOR BID in cases clearly in the public interest, e.g.:

**23.9.1.** Where there is no longer a requirement for the supplies or services; or

**23.9.2.** Where amendments to the INVITATION FOR BID would be of such magnitude that a new INVITATION FOR BID is desirable.

**23.10.** If this INVITATION FOR BID is cancelled, bids that have been received shall be returned unopened to the bidders and notice of cancellation shall be sent to all prospective bidders to whom INVITATION FOR BID were issued.

**23.11.** Preservation of the integrity of the competitive bid system dictates that, after bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, unless there is a compelling reason to reject all bids and cancel the INVITATION FOR BID.

**23.11.1.** INVITATION FOR BID may be cancelled and all bids rejected before award but after opening, only when formally and in writing, by the Chief of the BACW, in the following circumstances:

**23.11.1.1.** Inadequate or ambiguous specifications were cited in the INVITATION FOR BID;

**23.11.1.2.** Specifications have been revised;

**23.11.1.3.** The supplies or services being contracted for are no longer required;

**23.11.1.4.** The INVITATION FOR BID did not provide for consideration of all factors of cost to the Government;

**23.11.1.5.** For other reasons, cancellation is clearly in the Brazilian public's interest;

**23.12.** The terms established in this INVITATION FOR BID and its Annexes do not include the first day, but include the last day. Deadlines shall fall on regular business day for the Administration (BACW).



**23.13.** The rules which govern the bidding process shall always be interpreted so as to increase competition among the bidders, provided that it does not jeopardize the interest of the Administration (Brazilian Public Administration), or the principles of equal rights, the purpose and security of the contracting.

**23.14.** In the event of discrepancies between the provisions of this INVITATION FOR BID and the other documents of the bidding process, the INVITATION FOR BID will prevail, with the exception of the CONTRACT executed by the winning bidder (CONTRACTED PARTY) shall govern its relationship with the BACW.

**23.15.** The INVITATION FOR BID and its Annexes may be read and/or obtained at BACW at the address indicated below, during business days, from 8:30 a.m. to 11:30 a.m., and 1:30 p.m. to 3:00 p.m. (EST).

**23.16.** The records of this administrative proceeding will remain available to all interested parties at the agency located at the address below, during business days from 8:30 a.m. to 11:30 a.m., and 1:30 p.m. to 3:00 p.m. (EST), after previously scheduled time.

**1701 22<sup>nd</sup> St N.W.**

**Washington, D.C. 20008**

**Ph.: (202) 518 7343**

**Fax: (202) 518 7354**

**E-mail: [chf.dlc.cabw@fab.mil.br](mailto:chf.dlc.cabw@fab.mil.br)**

**23.17.** The United States District Court for the District of Columbia or the Superior Court in Washington, D.C., shall be the court in which any action or proceedings that might arise in connection with the bidding process must be filed and adjudicated, and the parties irrevocably submit to the exclusive jurisdiction of such court. This INVITATION FOR BID and the bidding process shall be construed and interpreted in accordance with the principles of Brazilian Law No. 8,666/93 and any other applicable laws and regulations of the Federative Republic of Brazil, and shall be governed by and enforced in accordance with the laws of the District of Columbia.

**23.18.** It is hereby agreed by the parties that the language of this INVITATION FOR BID, for the purpose of documentation, correspondence, and any other interests shall be ENGLISH.

Washington, D.C., April 27<sup>th</sup>, 2023.

(electronic signature)

Leandro Luiz da Silva Veloso Lt Col Int  
BACW's President of the Bidding Commission

(electronic signature)

Roberta Grazielly Costa Souza Lt Col Int  
Chief of BACW's Bidding and Contracts Division