



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

BASIC PROJECT PLAN 10/ADM/2023

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1. PREAMBLE

1.1. The purpose of this Basic Project Plan is the contracting of a specialized company for the services of relocation of unaccompanied baggage hereafter referred as Household Effects (HHE), door-to-door, by sea, for PERSONNEL of the Brazilian Aeronautical Command when returning to Brazil at the end of their missions outside Brazil.

1.2. DEFINITIONS:

1.2.1. 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:

1.2.1.1. COMAER – Brazilian Aeronautical Command

1.2.1.2. CONTRACTED PARTY –Legal entity contracted to the services contemplated herein;

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

1.2.1.4. BACW: Brazilian Aeronautical Commission in Washington, DC;

1.2.1.5. 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.

1.2.1.6. 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.

1.2.1.7. 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.

1.2.1.8. DELIVERY CONFIRMATION TERM – Document issued by the USER attesting and accepting the HHE Relocation services.

1.2.1.9. USER – BRAZILIAN AIR FORCE PERSONNEL having is HHE being relocated to Brazil.

1.2.1.10. 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.



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:

ITEN	SPECIFICATION	AMOUNT	UN	AVERAGE UNIT PRICE (US\$)
01	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Prof WILLER GOMES DOS SANTOS Washington, DC – São José dos Campos, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 15,047.00(20ft) US\$ 19,239.50(40ft)
02	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: SO ALEXANDRE JACINTO DA COSTA San Antonio, TX – Guaratinguetá, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 18,974.25(20ft) US\$ 22,970.25(40ft)
03	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Ten Cel LEANDRO LUIZ DA SILVA VELOSO Washington, DC – São Paulo, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 14,950.25(20ft) US\$ 19,142.75(40ft)
04	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Maj GUILHERME JOÃO RAMOS DE SANCTIS Dayton, OH – São Paulo, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 17,454.25(20ft) US\$ 22,220.50(40ft)
05	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Ten Cel ROBERTA GRAZIELLY COSTA SOUZA Washington, DC – Brasília, DF Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 16,900.75(20ft) US\$ 20,892.50(40ft)
06	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Cel LUIS EDUARDO POMBO CELLES CORDEIRO New York, NY– Brasília, DF Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 18,859.00(20ft) US\$ 24,093.75(40ft)



07	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Maj LUCIANO BARBOSA DOS SANTOS Washington, DC – São Paulo, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 14,950.25(20ft) US\$ 19,142.75(40ft)
08	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Maj ANDREI HENNING SALMORIA New York, NY – Brasília, DF Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 18,859.00(20ft) US\$ 24,093.75(40ft)
09	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Cel WILSON PAULO CORREA MARQUES Washington, DC – Brasília, DF Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 16,900.75(20ft) US\$ 20,892.50(40ft)
10	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Ten Cel LUIZ EDUARDO DE FRANÇA SCOVINO Montreal – Canda – Curitiba, PR Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 19,062.00(20ft) US\$ 24,290.25(40ft)
11	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Cap WILLIAM MELO GUIMARÃES Monterey, CA – São José dos Campos, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 18,206.25(20ft) US\$ 23,004.00(40ft)
12	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Ten Cel ALAN ALMEIDA RAMALHO BARBOSA Washington, DC – São Paulo, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 14,950.25(20ft) US\$ 19,142.75(40ft)
13	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Maj ALESSANDRA LESSA DE VASCONCELLOS SCHMIDT Washington, DC – São Paulo, SP Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 14,950.25(20ft) US\$ 19,142.75(40ft)



14	Relocation of unaccompanied baggage, referring to the return to Brazil due to the end of a mission in the United States of America: Maj PAOLO AMORIM DOS REIS CARVALHO Monterey, CA – Brasília, DF Container 20 ft or 40 ft Insurance: up to 2.5% of the policy value	01	SV	US\$ 20,152.75(20ft) US\$ 25,136.25(40ft)
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2.2. It is noted that the services related to this 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.

3. SERVICE SPECIFICATION

3.1. SURVEY INSPECTION – There will be two types of surveys to be carried out on the HHE volume per USER: Sizing Survey Inspection and CONTRACTED PARTY Planning Survey.

3.1.1. Sizing Survey Inspection: Prior to the Bid, the BIDDER representative shall perform the Survey Inspection to identify the weight and volume, the type and quantity of packing material needed, and any special service related to the correct sizing of the proposal and indication of the most suitable container to pack the USER's HHE. USER information is available in Annex A, and the company must contact the USER and schedule the date of the visit. The data collected: weight, volume and most suitable container must be included in the company's proposal for the bidding process;

3.1.2. CONTRACTED PARTY Planning Survey: After being declared the winner of the contest, the CONTRACTED PARTY may carry out a new inspection to plan and manage all the details to guarantee the absolute safety of the household goods from the packaging at the USER' origin to the delivery at the final destination of the USER.

3.2. In all interactions with the USER, the CONTRACTED PARTY representatives and their sub-contractors shall wear uniforms and proper identification.

3.3. The CONTRACTED PARTY agrees to disassembly and package all household goods at the USER's address (point of origin), load container, provide custom clearance, transport between port, airport and bus or trucking terminals all the way to USER's new address (final destination city), unload household goods, unpacking and cleaning of all packaging material from the USER's residence (destination).

3.4. The CONTRACTED PARTY shall provide and deliver, at USER's residence, all the packing material needed. After the first delivery, if needed, the USER may request additional packing material, in a reasonable quantity, at no additional cost to the BACW or the USER. All packing material shall be new and specifically designed for international moving.

3.5. The CONTRACTED PARTY shall provide all necessary tools to disassemble and pack all household goods with care.

3.6. The CONTRACTED PARTY shall provide at least 03 (three) qualified employees, being at least one able to speak Portuguese or Spanish fluently.



3.7. The CONTRACTED PARTY shall use the following packing procedure as a minimum required standard, to maximize the safety and guarantee the quality of the items being transported:

3.7.1. Sofas must be first wrapped with KRAFT paper, then packed with corrugated paper, and finally tied with the appropriate tapes and ropes;

3.7.2. Small marble pieces must be packed with bubble wrap, and the larger pieces, as well as tabletops, must be boxed in a customized crate;

3.7.3. Refrigerators, ranges, and washing machines must be packed with corrugated, as well as bubble wraps;

3.7.4. Clothing must be packed in appropriate paper or wood boxes. It is mandatory that these boxes be new and unused;

3.7.5. China and crystal must be individually wrapped in newspaper, then in KRAFT paper, and finally cushioned in a box with straw or peanut packing;

3.7.6. Books, albums and CD must be packed in appropriate paper boxes. It is mandatory that these boxes be new and unused;

3.7.7. Framed pictures must be first packed with KRAFT paper, then with double face corrugated wrap, and finally tied them with the appropriate tapes;

3.7.8. Paintings must be packed in special crates or individually wrapped with KRAFT paper, and then followed by bubble wrap;

3.7.9. TV sets, audio systems and appliances, if of regular size must be in proper boxes with wood frame, and those of large size packed with bubble wrap; and

3.7.10. China closets and cabinets must be packed with four ply overseas furniture moving pads. These items must be bundled with appropriate belting for the purpose of loading and unloading.

3.7.11. **Important note:** Any change to the requirements above must have prior authorization from the **BACW**. Unauthorized changes may subject the CONTRACTED PARTY to Administrative Sanctions foreseen in the Invitation for Bid.

3.8. PACKERS responsibilities at PICKUP location:

3.8.1. Packers must individually wrap every article, except for clothing and blankets, for sufficient protection. Every article must also be properly packed in a suitable container. Clothing and blankets must be neatly folded and placed in boxes properly lined with clean Kraft paper. Clothing should be packed in wardrobe boxes or cartons without hangers.

3.8.2. Each carton must be marked on the outside, in general terms, as to its contents (e.g., kitchen utensils, books, dishes, clothing, linens, etc.). Each individually wrapped piece (such as a couch), as well as each carton, and must also be identified with a lot and an inventory number. These numbers must be written on the outside of each piece of furniture, article, or carton after it is wrapped or sealed for shipment.

3.8.3. The inventory shall be provided by the packers after the boxes are packed and sealed.

3.8.4. The packing crew must prepare, in duplicate, and accurate, legible inventory list of each piece of furniture or carton packed. The inventory must reflect the true condition of the property, describing the degree and location of any existing damage, if any



3.8.5. The USER or someone authorized by the USER shall appoint the value of the items listed in the official inventory in order to determine the HHE value for insurance purposes.

3.8.5.1. The CONTRACTED PARTY shall inform the USER to present the value of the items in U.S. Dollars, in accordance with the cost of the item in Brazil, since that in case of claims due to damages or other circumstances covered by the insurance, the item must be replaced or reimbursed to the USER in Brazil.

3.8.5.2. The USER or someone authorized by the user shall be asked to sign the inventory when it is completed.

3.8.6. A copy of the inventory duly signed by the USER, must be sent to the CONTRACTING PARTY with the copy of the INSURANCE POLICY, in accordance with the INSURANCE, item 5 of this Basic Project.

3.9. After all packaging is completed; all HHE must be loaded in an undamaged container at the user's residence, locked in the presence of the USER and seal number provided for USER's records.

3.9.1. In case the CONTRACTED PARTY could arrive at the USER's residence with the container at origin or destination, the CONTRACTED PARTY must communicate with the CONTRACTING PARTY providing a solution for the loading at the USER's residence at origin and/or unloading at the USER's residence at destination seeking the authorization of the CONTRACTED PARTY to perform any procedures.

3.9.2. In the case aforementioned, no expenses should be transferred to the CONTRACTING PARTY or the USER.

3.10. MOVERS' responsibilities at final destination:

3.10.1. Placing items of furniture in appropriate rooms (the company is not required to move furniture around within a room more than once);

3.10.2. Laying rug pads and rug. This is not applicable if furniture is already in place from a previous shipment. The company will not move furniture to lay rugs or pads;

3.10.3. Opening and unpacking all containers and placing kitchenware, chinaware, glassware, silverware, linens, etc., on flat surfaces—not on shelves or in cabinets, cupboards or drawers. (the USER may also elect to unpack containers himself so as to know where the contents are placed.)

3.10.4. Setting up beds, including placing springs and mattresses on bed frames and installing mirrors on dressers;

3.10.5. Unpacking crates containing pictures and mirrors. The USER, however, is responsible for hanging them, not the CONTRACTED PARTY; and

3.10.6. Removing from your premises all trash, empty cartons and debris that result from the unpacking process. However, if the USER choose to unpack some or all the containers later, the CONTRACTED PARTY is not required to make a second trip to the residence to dispose of the empty containers and packing materials.

3.11. The CONTRACTED PARTY has 60 (sixty) days after the pick-up date to deliver the household goods to the final destination.

3.12. In addition to the time required to carry out all steps of transporting unaccompanied baggage, limited to the period stipulated in item 3.11, the USER will have the option of using the CONTRACTED PARTY's warehouse, at the origin or at the destination, for a maximum period of 60 (sixty) days. These 60 (sixty) days are optional for storage in a warehouse and the resulting charges are under the CONTRACTED PARTY's responsibility.



3.13. Failure to comply with the maximum period for completion of the service, as defined in item 3.11, except for the use of the warehouse at the USER's optional request as per item 3.12, can result in a daily fine equivalent to 0.05% of the HHE contracted value. This amount could be deducted by the CONTRACTING PARTY from the invoice. Any delays do not exempt the CONTRACTED PARTY from complying with all other obligations. Penalties will not be applied in cases caused by force majeure, proved by the CONTRACTED PARTY.

3.13.1. FORCE MAJEURE events may include the following:

3.13.1.1. War;

3.13.1.2. Catastrophic environmental hazards, such as fire, hurricanes or similar events beyond the MOVING and/or SUB-CONTRACTED Companies' control; and

3.13.1.3. Public calamity.

3.14. If it is necessary to extend the storage period, the CONTRACTED PARTY shall request a written notification from the USER requesting an extension of the storage period, 5 (five) business days before the end of the period provided for in items 3.11 and 3.12 of this Basic Project. The CONTRACTED PARTY shall forward the USER's written notice to the CONTRACTING PARTY and the USER shall be responsible for any additional charges resulting from the extension agreed by both parties.

3.14.1. If the CONTRACTED PARTY does not make such a request and does not forward the written notification to the CONTRACTING PARTY, any period beyond the initial 60 (sixty) days will be considered a delay in delivery.

3.15. Upon delivery at USER's destination, the **CONTRACTED PARTY** shall unload, unpack and reassemble all HHE, and remove all packing material used from **USER's** residence. After completion, the **USER** must provide directly to the **BACW'S ADMINISTRATIVE DIVISION** within 15 (fifteen) calendar days with his copy of the **DELIVERY CONFIRMATION RECEIPT, Annex C of this Basic Project**, stating that the services have been satisfactorily performed, after both parties have verified the condition of all household goods. In case part of or all household goods have been damaged or lost, it must be reported in Official Letter attached to the DELIVERY CONFIRMATION RECEIPT.

3.16. Customs charges, dock fees, storage charges and other expenses from the point of origin as well as to the point of destination, shall be included as part of the proposed price for each USER HHE Relocation.

3.17. The CONTRACTED PARTY shall be responsible for all transportation expenses related to the HHE relocation.

4. CUSTOMS CLEARANCE

4.1. The CONTRACTED PARTY shall be fully responsible for clearing all HHE through customs within 20 (twenty) days after their arrival at the destination port (period included in the total term of 60 calendar days for the delivery).

4.2. If customs clearance cannot be obtained within the time frame set forth the CONTRACTED PARTY must notify the BACW in writing, 05 (five) days before the mentioned period ends.

4.3. The USER shall not be authorized to extend the period given to the CONTRACTED PARTY for customs clearance without prior authorization from the BACW.

4.4. The CONTRACTED PARTY must notify the BACW, when requested, of the status of each HHE Relocation in progress.



4.5. The CONTRACTED PARTY shall defend, indemnify and hold the BACW harmless, from and against any charges or fees that might result from any delay in the return of containers after the delivery of the HHE.

5. INSURANCE

5.1. The CONTRACTED PARTY shall provide insurance coverage for all household goods. Such insurance shall cover all household goods against “**All Risks**”, without any exception, from the point of origin in the USA to the destination point in Brazil.

5.2. The CONTRACTING PARTY shall be responsible for the payment of the Insurance Coverage up to 2.5% (two point five percent) of the declared HHE value presented in the Inventory, having as a limit the maximum allowed HHE Value presented at the USER’S INFORMATION, Annex A.

5.2.1. In case, the HHE value informed in the inventory is higher than the maximum amount allowed as presented in the USER’S INFORMATION, Annex A, the USER shall be responsible for the payment of the difference. Under no circumstances will the burden of insurance declared above the amounts described in the USER’S INFORMATION, Annex A, be the responsibility of BACW.

5.2.2. The value of each item declared by the user should be considered for insurance purposes. Proof of the values (market value practiced in Brazil for the item / similar) should only be required if there is any damage reported by the user.

5.2.3. **The Insurance cost shall not be included in the Price Proposal.**

5.3. After the container is loaded and sealed at the USER’s origin, the CONTRACTED PARTY must present the insurance policy, with the respective registration with the insurance company, presented in the Qualification Envelope, containing the description of what is being insured in accordance with the inventory signed by the USER.

5.3.1. The insurance policy and the copy of the inventory signed by the USER shall be sent to the BACW’s Administrative Division.

5.4. 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.

5.5. Indemnification to the USER by the insurance company of any damages caused during the execution of the object shall be performed within 30 days of the USER’s formal communication to the CONTRACTED PARTY.

5.5.1. The CONTRACTED PARTY shall provide all the necessary assistance regarding any claims with the Insurance Company.

5.6. The amount to be reimbursed may be held from the final payment of the service until proof of the reimbursement is presented by the CONTRACTED PARTY to the USER, of damages to the HHE caused during the performance of the services.

6. ENFORCEMENT REGIME

6.1. The services resulting from this Basic Project Plan must be contracted based on the **Lowest Unit Price per relocation** criterion. The form of execution will be by contract for global price for reallocation of HHE.

6.2. For this specific hiring, the CONTRACT shall be formalized through the Term of Contract, with this Basic Project being linked to it.



7. PRICE PROPOSAL

- 7.1. The BIDDER shall quote the UNIT PRICE per HHE relocation from origin to destination presented in the USER'S INFORMATION, Annex A.
- 7.2. Bidders are not obligated to present proposal for all relocations.
- 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.

8. TERMS

8.1. Collection of the HHE

8.1.1. 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.

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

8.1.2. 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.

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

8.2. HHE Relocation

8.2.1. 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.

8.2.1.1. 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.

8.3. Storage

8.3.1. 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.

8.3.2. 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.

8.3.3. 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.



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

8.4. Acceptance

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

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

8.5. Payment

8.5.1. In case the USER does not send the DELIVERY CONFIRMATION RECEIPT, Annex C of this 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.

9. OBLIGATIONS

9.1. CONTRACTING PARTY'S OBLIGATIONS:

9.1.1. Provide all conditions enabling the CONTRACTED PARTY to perform the services herein in accordance with the terms of this Basic Project and the Term of Contract.

9.1.2. Notify the CONTRACTED PARTY, in writing, of any possible imperfections occurred during the performance of the services, determining a timeline for their correction;

9.1.3. Pay the CONTRACTED PARTY the amount resulting from the rendered services, in accordance with contractual terms;

9.1.4. Provide the pertinent information and clarifications that may be requested by the CONTRACTED PARTY's representative.

9.2. CONTRACTED PARTY'S OBLIGATIONS:

9.2.1. Use qualified employees with knowledge of the services to be performed, in accordance with the rules and regulations in force;

9.2.2. Employees, when on duty, must wear proper working clothes and identification, and be equipped with Personal Protective Equipment (PPE), when applicable;

9.2.3. Cover the expenses arising from the execution of the services, including the necessary equipment, transportation, accident insurance, taxes, social security contributions, labor costs, any other due and others that may be created and required by the pertinent legislation;

9.2.4. Report to the CONTRACTING PARTY any irregularities that occur during the rendering of services;

9.2.5. Respond for damages caused directly to the CONTRACTING PARTY or to third parties, resulting from their guilt or fraud, during the execution of the services;

9.2.6. Be responsible for any and all damages that may be caused during the execution of the services in the places of origin and destination (glass, floors, walls, appliances, vehicles, etc.), assuming the burden and the performance of the



respective repairs or replacing the affected areas with similar materials, always observing the quality of the previous finish;

9.2.7. Comply with all directions of the CONTRACTING PARTY for the faithful performance of the services;

9.2.8. Communicate to the CONTRACTING PARTY any eventuality that may interfere with the provision of the service and provide the necessary clarifications;

9.2.9. Adopt all safety criteria for both employees and services.

9.3. Partial or total non-compliance with the responsibilities undertaken by the CONTRACTED PARTY shall result in the application of administrative sanctions, established in the PURCHASE ORDER including fines, and may culminate in contract termination.

10. SUBCONTRACTING

10.1. The CONTRACTED PARTY may subcontract part of the execution of the service;

10.2. The subcontracting must be previously informed to BACW, for analysis and approval;

10.3. The responsibility for the subcontracted service it will be entirely up to the CONTRACTED PARTY

11. BUDGET ALLOCATION

11.1. All expenses arising from the contracting of this Basic Project shall be covered by resources from the Special Charges Advisory (AESP) of the Personnel Administration Board (DIRAP), in the Nature of Expense 339033, of the National Treasury Management.

11.2. The payments of the rendered services shall be made by BACW in U.S. Dollars.

12. FINAL DISPOSITIONS

12.1. The BACW Administrative Division will be responsible for monitoring the execution of the service, and the USER will be responsible for receiving, accepting and certifying the services.

12.2. The CONTRACTED PARTY shall be accessible daily to BACW, by telephone / cellular of a representative, for possible coordination / exchange of information, between 8 a.m. and 5 p.m. (EST).

12.3. The omissions shall be submitted to the BACW Chief.

13. ANNEXES

13.1. ANNEX A – USER'S INFORMATION;

13.2. ANNEX B – SHIPMENT COLLECTING TERM; and

13.3. ANNEX C – DELIVERY CONFIRMATION TERM

Washington DC, November 14, 2023.

Prepared by:

DANIEL DE SOUZA RAMOS, Lt Col
Chief of Administrative Division



Reviewed by:

MICHELE DE SOUZA SIQUEIRA, Lt Col
Chief of Internal Control

Approved by:

WILSON PAULO CORRÊA MARQUES, Col
Chief of the BACW



MINISTÉRIO DA DEFESA
COMANDO DA AERONÁUTICA

CONTROLE DE ASSINATURAS ELETRÔNICAS DO DOCUMENTO

Documento:	BASIC PROJECT
Data/Hora de Criação:	17/11/2023 15:26:13
Páginas do Documento:	13
Páginas Totais (Doc. + Ass.)	14
Hash MD5:	2ab7f362ca4b94c998b242e6c8b69140
Verificação de Autenticidade:	https://autenticidade-documento.sti.fab.mil.br/assinatura

Este documento foi assinado e conferido eletronicamente com fundamento no artigo 6º, do Decreto nº 8.539 de 08/10/2015 da Presidência da República pelos assinantes abaixo:

Assinado via ASSINATURA CADASTRAL por Ten Cel Int DANIEL DE SOUZA RAMOS no dia 17/11/2023 às 10:54:32 no horário oficial de Brasília.



**MINISTRY OF DEFENSE
AERONAUTICAL COMMAND
BRAZILIAN AERONAUTICAL COMMISSION IN WASHINGTON**

**BASIC PROJECT PLAN 10/ADM/2023
USER'S INFORMATION– ANNEX A**

The purpose of this USER INFORMATION is to provide origin address and destination city, the maximum allowed insurance coverage regarding the Household Effects (HHE) for relocation, and the allowed container size of **Household Effects (HHE)**, door-to-door, by sea, for **PERSONNEL** of the Brazilian Aeronautical Command when returning to Brazil at the end of their missions outside Brazil, as described below:

USER's:

1.

- 1.1. RANK/NAME:** Prof WILLER GOMES DOS SANTOS;
- 1.2. ORIGIN CITY:** Washington, DC;
- 1.3. DESTINATION CITY:** São José dos Campos, SP;
- 1.4. ESTIMATED DATE FOR THE RELOCATION:** 1/08/2024;
- 1.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 1.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

2.

- 2.1. RANK/NAME:** SO ALEXANDRE JACINTO DA COSTA;
- 2.2. ORIGIN CITY:** San Antonio, TX;
- 2.3. DESTINATION CITY:** Guaratinguetá, SP;
- 2.4. ESTIMATED DATE FOR THE RELOCATION:** 12/18/2023;
- 2.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 2.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$41,499.08.

3.

- 3.1. RANK/NAME:** Ten Cel LEANDRO LUIZ DA SILVA VELOSO;
- 3.2. ORIGIN CITY:** Washington, DC;
- 3.3. DESTINATION CITY:** São Paulo, SP;
- 3.4. ESTIMATED DATE FOR THE RELOCATION:** 2/01/2024;
- 3.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 3.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

4.

- 4.1. RANK/NAME:** Maj GUILHERME JOÃO RAMOS DE SANCTIS;
- 4.2. ORIGIN CITY:** Dayton, OH;
- 4.3. DESTINATION CITY:** São Paulo, SP;
- 4.4. ESTIMATED DATE FOR THE RELOCATION:** 1/11/2024;
- 4.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 4.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

5.
 - 5.1. **RANK/NAME:** Ten Cel ROBERTA GRAZIELLY COSTA SOUZA;
 - 5.2. **ORIGIN CITY:** Washington, DC;
 - 5.3. **DESTINATION CITY:** Brasília – DF (Brazil);
 - 5.4. **ESTIMATED DATE FOR THE RELOCATION:** 1/27/2024;
 - 5.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 5.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.
6.
 - 6.1. **RANK/NAME:** Cel LUIS EDUARDO POMBO CELLES CORDEIRO;
 - 6.2. **ORIGIN CITY:** New York, NY;
 - 6.3. **DESTINATION CITY:** Brasília, DF;
 - 6.4. **ESTIMATED DATE FOR THE RELOCATION:** 2/06/2024;
 - 6.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 6.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.
7.
 - 7.1. **RANK/NAME:** Maj LUCIANO BARBOSA DOS SANTOS;
 - 7.2. **ORIGIN CITY:** Washington, DC;
 - 7.3. **DESTINATION CITY:** São Paulo, SP;
 - 7.4. **ESTIMATED DATE FOR THE RELOCATION:** 3/19/2024;
 - 7.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 7.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.
8.
 - 8.1. **RANK/NAME:** Maj ANDREI HENNING SALMORIA;
 - 8.2. **ORIGIN CITY:** New York, NY;
 - 8.3. **DESTINATION CITY:** Brasília – DF;
 - 8.4. **ESTIMATED DATE FOR THE RELOCATION:** 3/14/2024;
 - 8.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 8.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.
9.
 - 9.1. **RANK/NAME:** Cel WILSON PAULO CORREA MARQUES;
 - 9.2. **ORIGIN CITY:** Washington, DC;
 - 9.3. **DESTINATION CITY:** Brasília – DF;
 - 9.4. **ESTIMATED DATE FOR THE RELOCATION:** 3/18/2024;
 - 9.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 9.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.
10.
 - 10.1. **RANK/NAME:** Ten Cel LUIZ EDUARDO DE FRANÇA SCOVINO;
 - 10.2. **ORIGIN CITY:** Montreal - Canada;
 - 10.3. **DESTINATION CITY:** Curitiba, PR;
 - 10.4. **ESTIMATED DATE FOR THE RELOCATION:** 3/04/2024;
 - 10.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 10.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.
11.
 - 11.1. **RANK/NAME:** Cap WILLIAM MELO GUIMARÃES;
 - 11.2. **ORIGIN CITY:** Monterey, CA;
 - 11.3. **DESTINATION CITY:** São José dos Campos, SP;
 - 11.4. **ESTIMATED DATE FOR THE RELOCATION:** 1/09/2024;
 - 11.5. **CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
 - 11.6. **MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

12.

- 12.1. RANK/NAME:** Ten Cel ALAN ALMEIDA RAMALHO BARBOSA;
- 12.2. ORIGIN CITY:** Washington, DC;
- 12.3. DESTINATION CITY:** São Paulo, SP;
- 12.4. ESTIMATED DATE FOR THE RELOCATION:** 4/03/2024;
- 12.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 12.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

13.

- 13.1. RANK/NAME:** Maj ALESSANDRA LESSA DE VASCONCELLOS SCHMIDT;
- 13.2. ORIGIN CITY:** Washington, DC;
- 13.3. DESTINATION CITY:** São Paulo, SP;
- 13.4. ESTIMATED DATE FOR THE RELOCATION:** 4/06/2024;
- 13.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 13.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

14.

- 14.1. RANK/NAME:** Maj PAOLO AMORIM DOS REIS CARVALHO;
- 14.2. ORIGIN CITY:** Monterey, CA;
- 14.3. DESTINATION CITY:** Brasília – DF;
- 14.4. ESTIMATED DATE FOR THE RELOCATION:** 3/14/2024;
- 14.5. CONTAINER ALLOWED SIZE:** container 20ft or 40ft (Size inspection);
- 14.6. MAXIMUM HHE VALUE ALLOWED FOR INSURANCE COVERAGE:** \$103,747.70.

DANIEL DE SOUZA RAMOS Lt Col
Chief of Administrative Division



MINISTÉRIO DA DEFESA
COMANDO DA AERONÁUTICA

CONTROLE DE ASSINATURAS ELETRÔNICAS DO DOCUMENTO

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Assinado via ASSINATURA CADASTRAL por Ten Cel Int DANIEL DE SOUZA RAMOS no dia 17/11/2023 às 10:54:32 no horário oficial de Brasília.

ANEXO B - TERMO DE COLETA DE MUDANÇA (SHIPMENT COLLECTING TERM)

Número do Ofício <i>USER number</i>	Nome do Militar <i>Military Staff</i>
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Origem/ Destino da mudança <i>(Origin/Destination)</i>	Data de coleta da mudança: <i>(Pick-up date)</i>
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Empresa local responsável <i>(Local agent)</i>
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Empresa responsável no Brasil: <i>(Agent in Brazil)</i>

Quantidade de volumes coletados: <i>(Number of items collected)</i>	Volume estimativo coletado (em m³)*: <i>estimated volume collected (in m³)</i>
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<i>(to be answered by the Military)</i>	
A ser preenchido pelo USUÁRIO:	
1. A empresa efetuou vistoria prévia e prestou informações relativas a seguro, embalagem e documentação necessária ? S, N* <i>Did the company make you a previous visit and give you the necessary information regarding insurance, packing and necessary documentaion ? Y, N *</i>	
2. A transportadora entregou a apólice de seguros antes do início da mudança? S, N* <i>Did the company deliver the insurance policy before the beginning of the packing procedures? Y, N*</i>	
3. A embalagem teve início na data marcada, conforme acordado com a empresa? S, N <i>Did the packing services begin in the date scheduled ? Y, N*</i>	
4. A empresa disponibilizou um mínimo de 03 (três) trabalhadores bem treinados para execução dos serviços de embalagem ? S, N* <i>Did the company supply at least three well trained employees dfor the packing and loading procedures? Y, N*</i>	
5. A embalagem ocorreu de forma adequada? S, N* <i>Was the packing done adequately Y, N*</i>	
6. Houve danos a algum item durante a embalagem? S*, N <i>(Was there any damage to any of the items during packing? Y*, N</i>	
7. Em caso positivo, a empresa agiu de forma satisfatória na resolução do dano? S, N* <i>In case of damage, did the company present a satisfactory solution to the issue?) Y, N*</i>	
8. A empresa disponibilizou contêiner na porta de sua residência no dia do carregamento? S, N* <i>In the day of the dispatch, was a container placed in front of your residence ? Y, N*</i>	
9. Os volumes foram bem acondicionados dentro contêiner, deixando poucos espaço vazio entre as caixas? S, N <i>Were volumes well conformed inside the container, leaving little empty space between items? Y, N*</i>	
10. Comente as respostas com (*) ou outras observações no espaço abaixo <i>Please comment answers with (*) or other remarks using the space bellow.</i>	

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Assinatura do USUÁRIO <i>(Military's signature)</i>	Assinatura do representante local <i>(Local company agent's signature)</i>
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(*) os volumes declarados em m³ são estimativos, sujeitos a posterior confirmação pela CABW.
The volumes declared in m³ are estimates, subject to confirmation by clients auditing



MINISTÉRIO DA DEFESA
COMANDO DA AERONÁUTICA

CONTROLE DE ASSINATURAS ELETRÔNICAS DO DOCUMENTO

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ANEXO C – TERMO DE RECEBIMENTO DA MUDANÇA
(DELIVERY CONFIRMATION TERM)



MINISTÉRIO DA DEFESA
COMANDO DA AERONÁUTICA
COMISSÃO AERONÁUTICA BRASILEIRA EM WASHINGTON

CERTIFICADO DE RECEBIMENTO
(DELIVERY CONFIRMATION RECEIPT)

- **MILITAR:**
(MILITARY PERSONNEL)
- **ORIGEM:**
(ORIGIN)
- **DESTINO:**
(DESTINATION)
- **SERVIÇO:** Transporte de Bagagem Desacompanhada (Término de Missão).
(UNACCOMPANIED BAGGAGE)
- Certifico que o serviço acima descrito foi prestado e toda a bagagem desacompanha foi entregue: *(I certify that the service described above has been provided and all unaccompanied baggage has been delivered:)*
 - No endereço indicado pelo USUÁRIO, conforme licitado.
(At the address indicated by the USER, as bid)
 - Com as observações em anexo (confeccionar Ofício descrevendo as discrepâncias, os dados de acionamento do seguro e o relato dos bens avariados para constar no PAG).
(With the notes attached)

Local / Data _____ / _____ / _____
(Local / Date)

NOME DO MILITAR – POSTO/GRADUAÇÃO
(Military Staff Name – Rank)



MINISTÉRIO DA DEFESA
COMANDO DA AERONÁUTICA

CONTROLE DE ASSINATURAS ELETRÔNICAS DO DOCUMENTO

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