

TERMS OF REFERENCE / ORDER DESCRIPTION

“Propaganda posters and historical object packing and delivery”

FOR ROSA-LUXEMBURG-STIFTUNG SOUTHEAST ASIA (RLS SEA) – REPRESENTATIVE OFFICE IN VIETNAM

Client: Rosa-Luxemburg-Stiftung Southeast Asia (RLS SEA) is a registered international Non-Government-Organization (INGO) with a Representative Office in Vietnam.

Representative: Liliane Danso-Dahmen, Director of RLS SEA

Address: 72 Xuan Dieu, Tayho, Hanoi, Vietnam.

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Email: hanoi@rosalux.de

Website: www.rosalux.vn

Scope of service:

Order Description: RLS SEA seeks a company in packing and delivering 23 propaganda posters and 1 historical object from Vietnam to Berlin and return for an art Exhibition in Berlin, Germany from January to March 2018 in Berlin, Germany.

Requirements of the requested products:

- Provide qualified service that keeps 23 propaganda posters and 1 historical object in their original conditions during packing and delivery process.
- Airline delivery.
- Be in charge of all the customs procedures, permission for the objects temporary export and customs checking in Vietnam and in Germany.
- Pack 23 propaganda posters and 1 historical object properly according to international standard for air delivery and to avoid moisture, shock, tear and wear.
- Of 23 propaganda posters and 1 historical object from Vietnam to Germany and return: “Door to delivery door”.
- Providing transport insurance

Requirements of service provider:

- Proven strong practical experience in delivery service, especially for exhibitions;
- Experience in international delivery and related procedures;
- VAT invoice.

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Please send your offer including service description and detailed price list to Ms. Nguyen Thi Trinh, RLS SEA Event Officer, via email to the below mentioned e-mail address, by 22 December 2017, lunch time. If you have any question, please contact Ms. Nguyen Thi Trinh via email and or phone.