

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.

Phone: +83 4 3 718 5836

Fax: +84 4 3 718 5834

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 Ha Noi city to Quang Tri province and return for an art Exhibition from 21st and 22nd May 2018 in Quang Tri Province.

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.
- Truck transport delivery.
- Be in charge of all the transport procedures, permission for the objects during transportation time.
- Pack 23 propaganda posters and 1 historical object properly according to international standard for truck transport delivery and to avoid moisture, shock, tear and wear.
- Delivery mode: “Door to door”.

Requirements of service provider:

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

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 4 May 2018, lunch time. If you have any question, please contact Ms. Nguyen Thi Trinh via email: nguyen.thitinh@rosalux.vn.