

Embassy of Pakistan Abu Dhabi

Tender Requirements

Transportation of Personal Household Belongings

Door-to-Door Sea Freight (20-ft Container)

Origin: Abu Dhabi, United Arab Emirates

Destination: Islamabad, Pakistan

1. Objective

To appoint a qualified international freight forwarding/moving company to provide complete door-to-door relocation services for transporting personal household belongings from Abu Dhabi to Islamabad using one (1) dedicated 20-ft Full Container Load (FCL).

2. Scope of Services

The successful bidder shall provide the following services:

- Pre-move survey (physical or virtual)
- Supply of packing materials
- Professional export packing
- Dismantling of furniture where required
- Loading at residence
- Transportation to UAE port
- Customs export clearance
- Container stuffing and sealing
- Ocean freight (FCL 20-ft container)
- Import customs clearance in Pakistan
- Port handling charges
- Inland transportation to Islamabad
- Delivery to final residence
- Unloading
- Unpacking
- Reassembly of furniture
- Removal of packing debris

The container stuffing process should comply with applicable port procedures and documentation requirements.

3. Container Specification

- One (1) x 20-ft General Purpose Dry Container
- Exclusive use (FCL)
- Weatherproof
- Cargo-worthy
- Container sealed after loading
- Container number and seal number to be provided

4. Cargo Description

Approximate cargo includes:

- Household furniture
 - Clothing
 - Kitchenware
 - Electronics
 - Books
 - Personal effects
 - Home appliances
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No hazardous, prohibited or commercial goods.

5. Packing Requirements

Contractor shall:

- Use export-quality cartons
 - Bubble wrap fragile items
 - Wooden crate fragile/high-value items where necessary
 - Wrap furniture with protective blankets
 - Waterproof packing where required
 - Label every package
 - Prepare detailed packing inventory
 - Number each carton
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6. Documentation

Contractor shall prepare and/or assist with:

- Packing List
- Inventory List
- Bill of Lading
- Export Customs Declaration
- Import Customs Documentation
- Delivery Order
- Container Seal Details
- Insurance documents (if applicable)

Packing lists and export declarations are commonly required for container stuffing and customs processing.

7. Customs Clearance

Contractor shall arrange:

UAE

- Export customs clearance
- Port documentation
- Terminal handling

Pakistan

- Import customs clearance
 - Coordination with Pakistan Customs
 - Delivery release
 - Inland transport to Islamabad
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8. Insurance

Bidder shall offer:

- Optional All Risk Marine Cargo Insurance
- Coverage for total loss
- Damage during transit
- Theft
- Fire
- Water damage

Insurance premium shall be quoted separately.

9. Transit Time

Expected transit:

- Pickup to vessel departure
 - Ocean transit
 - Customs clearance
 - Door delivery
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Estimated total transit:

15-20 days, subject to vessel schedules and customs clearance.

10. Contractor Qualifications

Bidder shall:

- Have minimum 5 years' experience in international household relocation.
 - Be licensed freight forwarder in UAE.
 - Have experience in UAE–Pakistan shipments.
 - Provide customer references.
 - Have cargo liability insurance.
 - Provide dedicated shipment coordinator.
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11. Pricing

The quotation shall clearly indicate:

- Packing charges
 - Labour
 - Loading
 - Inland transportation (UAE)
 - Export customs clearance
 - Ocean freight
 - THC (Origin)
 - THC (Destination)
 - Documentation fees
 - Customs clearance
 - Delivery to Islamabad
 - Unpacking
 - Reassembly
 - Insurance (optional)
 - Any exclusions
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Prices shall be **firm** and **all-inclusive**, clearly identifying any exclusions.

12. Bid Submission

Bid shall include:

- Company profile
 - Trade license
 - Experience certificates
 - References
 - Method statement
 - Delivery schedule
 - Detailed commercial quotation
 - Insurance details
 - Validity of quotation (minimum 60 days)
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13. Evaluation Criteria

Criteria	Weight
Technical capability	30%
Relevant experience	20%
Delivery schedule	10%
Financial proposal	30%
Customer references 10%	

14. Deliverables

The contractor shall provide:

- Packing inventory
- Container number
- Seal number
- Bill of Lading
- Shipment tracking updates
- Customs clearance confirmation
- Proof of delivery
- Final signed delivery report

15. Payment Terms

Suggested:

- 20% upon award
- 50% after loading and shipment
- 20% upon arrival in Pakistan
- 10% after successful door delivery and completion of unpacking

Special Conditions

- Door-to-door service only.
- No consolidation with other customers' cargo.
- Shipment shall be transported in one dedicated 20-ft FCL container.
- Contractor shall be responsible for all coordination until final delivery in Islamabad.



Admin Officer
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