



**Embassy of the United States of America**

**Tokyo, Japan**

June 27, 2022

First Set of Questions and Answers

Request for Quotations (RFQ) No. 19JA8022Q0029  
Furniture Moving Services (BPA) for U.S. Embassy Tokyo, Japan

**Question 1:**

"I don't think a mission should take all day, but is it a mission that always requires the provision of services in the morning?"

**Answer 1:**

We plan to work during working hours from 9:00 to 17:00. We may request work to start early depending on the project or work overtime, but rarely.

**Question 2:**

"Is it a problem that the mission will always be attended by one Vendor employee and that the workers will use external labour arranged by Vendor?"

**Answer 2:**

No problem.

**Question 3:**

"Is English language support mandatory for the mission?  
(Do all Vendor employees and workers need to be fluent in English conversation?)"

**Answer 3:**

No, conversation in Japanese.

**Question 4:**

"We assume that the furniture will be moved in and out of the embassy,  
but since this is a task managed by the embassy, will the way we, as  
service providers,  
think about how the task should be carried out be acceptable?  
Or  
will we be tasked with respecting the way the service providers have  
traditionally handled the task?"

**Answer 4:**

Basic furniture movement only. If you want to do any special work,  
we will consult with you in advance.

**Question 5:**

"What is the expected turn-around time when scheduling new work with the BPA holder?"

**Answer 5:**

We only need to confirm the date and time and the number of people availability. Turn-around time is approximately 2-3 business days.

**Question 6:**

"Will there be any special security procedures (ig. ID requirements, etc.) for BPA holder staff to enter the venues?"

**Answer 6:**

Staff only need pre-named security registrations.

**Question 7:**

"Is there any especially heavy furniture that may require the use of a hydraulic lift for loading / unloading into 2t/4t trucks?"

**Answer 7:**

When handling heavy luggage such as safes, the Embassy will provide forklifts and other equipment as required. If additional equipment is required for any projects, we will consult/coordinate with the vendors.

**Question 8:**

"Will English be the primary language when liaising with Embassy staff, holding meetings, creating invoices, etc?"

**Answer 8:**

The Property section project coordinators will correspond with the vendor in Japanese. The vendors will only communicate with Property staff and there will be no requirements to communicate with other customers in the Embassy.

-End of First Set of Questions and Answers-