

**Standard Tender of Service (STOS)**

**Professional Packing, Crating, Clearing and forwarding and transportation Services**

**From 1 March 2023 until 29 February 2024**

**Tender Number 19SF7523Q0002/3**

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# SECTION 1: GENERAL

### **ITEM 1-1 TENDER ADMINISTRATION DATA:**

Tender Administrator: Beverley Paolini

Email: PaoliniBA@state.gov

Overview of Tender Transportation Officer (TO): Marjorie Rapp

Email: RappMJH@state.gov

Mailing address U.S. Embassy

877 Pretorius Street,

Arcadia, Pretoria, South Africa

Attention: GSO Shipping

### **ITEM 1-2 SCOPE OF THE TENDER OF SERVICE (TOS)**

1. GENERAL: This Tender of Service (TOS) provides terms and conditions for the transportation and all related services within the U.S. Embassy, Pretoria, U.S. Consulate General Johannesburg, U.S. Consulate General Cape Town and U.S. Consulate General Durban. All Transportation Service Providers (TSP) must provide evidence of their observance of standard industry practices and business principles (example membership of any mover’s association. All Customs brokers used should be registered with South African Association of Freight Forwarders (SAAFF), must be customs compliant and be in good standing with the Credit Bureau.

1. At no cost to the U S Government, the TSP shall obtain all permits, licenses and appointments required perform the work set out in the TOS. The TSP shall obtain these permits, licenses and appointments in compliance with applicable host country laws. The TSP shall provide evidence of possession or status of an application for such permits, licenses, and appointments with its proposal.
2. TENDER SERVICE PROVIDER LIABILITY: All property transported under provisions of this TOS shall be valued at the full replacement value. Full replacement value is defined as the full cost of repair or replacement of the actual value of the property at time of loss or damage. The participant must offer all shipments being released at a base value of $8.50 times the net weight of the surface shipment and gross weight for UAB and HHE shipments. All measurements are calculated in pounds.
3. No guaranteed loads are given under this Tender of Service.

### **ITEM 1-3 REVISING TOS PROVISIONS AND METHOD OF CANCELING ORIGINAL OR REVISED PAGES**

The TOS maybe revised and reissued, as necessary. This will be done through electronic publication of the changes and the re-issuance of the document.

### **ITEM 1-4 UNINTENTIONALLY ACCEPTED TENDER RULE**

Tenders that are unintentionally accepted and distributed for use, which are later found not to be in compliance with the TOS, are subject to immediate removal by the tender accepting agency. The carrier will be notified when tenders are removed under these circumstances and will be advised on the basis for their removal. Even though a tender was unintentionally accepted, such tender may be used until the carrier cancels it. The TSP is not authorized to solicit or distribute this tender to unauthorized parties.

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# SECTION 2: PARTICIPATION

### **ITEM 2-1 GENERAL**

Participation in the United States Government (USG) TOS is open to any household goods carrier or freight forwarder possessing the operating authority and insurance in terms of local laws of South Africa.

### **ITEM 2-2 APPROVAL TO PARTICIPATE**

A TSP must meet the below requirements to become eligible to participate and perform services under this TOS. The applicable approval documentation with a complete tender package must be delivered to the attention of Beverley Paolini. The applicable documents must be express mailed or hand delivered with this Tender to General Services Office (Shipping), U.S Embassy, 877 Pretorius Street, Arcadia, Pretoria, South Africa. Questions relating to the approval requirement may be directed to Marjorie Rapp by e-mail at RappMJH@state.gov. Closing date of the tender is December 14th, 2022 @ 16h00. No e-mailed documentation and rates will be acceptable for this TOS.

Any documents not included within the proposal will be automatically disqualified from the bidding process. No late submissions will be considered.

**APPROVAL REQUIREMENTS**:

* Evidence that the offeror has all the licenses and permits required by South African legal requirements.
* Local company registration. (The company’s business registration).
* Evidence that the transporting companies and the TSP operate an established business within the country e.g., telephone, utilities bill.
* Warehouse location, including any subcontracted warehouse locations that will be used as part of this tender.
* The TSP shall provide details on how they will maintain operations consistent with the standard industry practices such as industry association memberships, so that an acceptable level of service can be provided.
* List three largest clients in the past three years demonstrating prior experience with relevant past performance reports. Reference information shall include client contact information (Name, position, phone number, e mail and address).
* Names of transporting companies if sub-contracted that are used for road freight assignments
* Certificate of insurance for goods in transit and whilst in warehouse facilities. If the insurance expires during the tender, a renewed proof of insurance should be provided, or you will be withdrawn for the TOS.
* Evidence that the TSP has the equipment, personnel and financial resources needed to perform this work requested within this TOS.
* Current financial statements and auditor’s report for the past 3 years.
* Rate sheet attached (see attachment 9-5)
* Evidence that the customs broker is customs compliant.
* Current and valid pest control certificates for **each** location of the warehouse within South Africa (including bond stores).
* Statement from cognizant fire insurance rating organization or insurance company determining the sufficiency and adequacy of firefighting water supply.
* Current and valid fire extinguisher or sprinkler system certificate for each warehouse within South Africa.

The TSP shall provide the name, mailing address, telephone number(s) and e-mail addresses of any operations points of contact, which will be responsible for tracing of shipments and advising on the road freight, shipping and delivery information at all times and also provide a group email address to include all key contacts. The U.S Embassy intends to send all documents electronically or via courier service when original documents are required.

TSP may only be represented under the name of one company. Multiple solicitations will produce automatic disqualification for all associated companies.

### **ITEM 2-3 CONTINUED PARTICIPATION**

Once a TSP has been awarded/accepted to participate under this TOS, continued participation depends upon:

* The TSP showing a willingness and ability to meet the transportation requirements of the U.S. Embassy and Consulates throughout South Africa.
* The TSP maintain required Insurance and licenses

This TOS is performance based. Failure to perform agreed services may result in immediate termination of this TOS as determined by the Transportation Officer as defined in **ITEM 1-1 Tender Administration Data**. USG’s expectation of a TSP is to provide consistent and satisfactory work that meets all requirements in this Tender of Service. Performance measures may include but are not limited to:

* Percentage of on-time deliveries
* Percentage of shipments documentation provided in a timely manner
* Percentage of billing improprieties
* Average response time
* Acceptable service levels based on customer satisfaction reports
* Accuracy of tracking and tracing of shipments.

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# SECTION 3: OFFERS OF SERVICE

### **ITEM 3-1 SUBMISSION OF RATES**

TIME OF FILING: A complete rate package as listed on **ITEM 2-2 Approval to** **Participate** must be included in the proposal package. A complete tender package must be submitted in a single package with all requirements attached. Packages must be express mailed or hand delivered (FedEx, DHL etc.) to the reception desk, U.S. Embassy 877 Pretorius Street, Arcadia, Pretoria, South Africa for the attention of Beverley Paolini, General Services Office – (Shipping) before 16.00 December 14th, 2022.

The rate sheet is attached for your rate submission (see attachment 9-5). Assessorial charges must be all-inclusive under the Tender of Service: Terminal handling charges, security fees, documentation and toll gates fees. All Assessorial charges must have supporting documentation. Rates must be quoted in South African rand with exception for rates given from the air carriers and vessel shipping lines, which must be quoted in United States Dollar (USD).

The Contracting Officer can establish which Contractor price will result in the lowest price for the individual order without requesting a pre-shipment survey, the U.S. Government will make its award based upon the prices set forth in the TOS and past performance information gained as a result of contractor performance under previous Tender.

The U.S. Government will request each contractor to perform, at no cost to the U.S. government, a pre-shipment survey after which the contractor will present an estimate to the U.S. Government.

Whether or not the contractor is selected for an individual order, the U.S. Government shall not be liable for any claim from the contractor for the costs of performing a pre shipment survey. Selection will be based on a combination of estimated price and past performance information.

If the Contracting Officer can establish which contractor price will result in the lowest price for the individual order without requesting a pre-shipment survey, the U.S. Government will make its award based upon prices set forth in the TOS and past performance information gained as a result of the contractor’s performance based under previous tenders.

Exceptions to the procedures above:

* The agency need for the required services is of such urgency that providing such competitive opportunity would result in unacceptable delays;
* The BOL should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow- on to an order already issued under this TOS, provided that the awardees were given fair opportunity to be considered for the original GBL.
* No work shall commence without a funded GBL being provided to the TSP issued by the USG Transportation Officer (TO).

The Department of State does have an Acquisition Ombudsman who will review any complaints by contractors to ensure that all contractors are afforded a fair opportunity to be considered for the GBL awards, pursuant to the procedures for award of GBL.

### **ITEM 3-2 MODIFICATIONS TO TENDER**

A TSP may not modify this tender by adding or removing services. Such modifications will render TSP offer void and subject to termination by the TO.

# SECTION 4: STATEMENT OF WORK

### **ITEM 4-1 SCOPE OF WORK**

The TOS requirements include non-personal services, providing all necessary labor, materials and facilities for the customs clearance, transportation to and from ports pickup, receipt, weighing, re-weighing, preparation of packing list(s), inventories, or other appropriate documentation, placement into temporary storage, bond store, export packing, delivery, unpacking and all other related services.

**Services included in the rate**

1. Packing, at origin using proper materials, e.g. cartons, containers, padding, etc.
2. All lift vans must be made of new wooden lift vans which are compliant with the ISPM15 Standards.
3. Removal of all debris and lift vans.
4. All clearing and forwarding and transportation.
5. Extra Mileage/Trip Fees.
6. Inside (internal) and outside (external) lift charges.
7. All charges associated with heavy or bulky items to include piano/organ.
8. All charges associated with Motorcycle Crates to include Clip Lock and Snap-Tight Crates.
9. All boxing or crating charges for LCD, LED, Plasma and any flat panel TV.
10. Extra labor, long carry and all charges associated with mini storage.
11. All charges for shuttle service.
12. All charges for toll gates.
13. All charges associated with assembly/ disassembly of furniture, athletic/ exercise equipment.
14. All charges for uncrating of any type of container.
15. All charges associated with servicing grandfather/Cuckoo Clocks and Chandeliers.
16. Unpacking, removal of debris as requested by the employee.
17. Place into bond store and storage.
18. On site pre move surveys.

1. OUTBOUND SERVICES

**Export Packaging of Unaccompanied Air baggage (UAB)**

The TOS requirements include but are not limited to packing unaccompanied baggage packing into tri-wall containers and hauling to TSP’s facility. Services include but are not limited to loading, providing shipping containers, packing, banding, weighing on calibrated scale, marking, preparation of standard packing list/inventory, security labels and storage at TSP facility and weight certificate.

Effects must be packed in Tri-wall measuring 5, 10, or 15 CUFT only. Each piece or Tri-wall container must not exceed 200 lbs. Multiple pieces cannot be shrink-wrapped or palletized outside the Tri-wall container. All the effects must fit into the Tri-wall container.

If the UAB shipment weighs in excess of the employees authorized allowance, the TSP must notify the Tender Administrator as soon as it becomes apparent. TSP must permit the employee a one-time opportunity to remove items from the shipment at the TSP warehouse. TSP will not move the shipment until getting approval from the Tender Administrator.

Services will include all export documentation, clearing and forwarding at origin.

WHEN SERVICES ARE REQUIRED FOR SHIPMENTS WEIGHING LESS THAN 100LBS A MINIMUM CHARGE MAY BE ASSESSED FOR 100LBS AT THE APPLICABLE RATE.

**Export Packing of Effects from Residence/Vendor**

This TOS requires the complete services for preparing household and personal effects for shipment including but not limited to packing; inventory; crating; loading into new wood lift vansat the residence. The requirements include preliminary packing, inventory, crating, labelling, TV Cartons, providing shipping lift vans made of solid new wood, stowing effects into lift vans at the residence. Haulage of lift vans back to TSP facility to weigh, cube and band. The stenciling on the lift vans should include the name of the employee, the net, tare and gross weights (in LBS and KGS) and cubic measurement. The hauling of containers to port to be stowed on a vessel to the final destination as instructed on GBL.

**All wood/plywood container(s) must meet ISPM 15 (USDA/APHIS) requirements, be heat-treated, and bear the IPPC stamp** **on all sides of the lift van(s).** SIZE MAY NOT EXCEED 96"L BY 46"W BY 87"H. TSP MUST PROVIDE DIMENSIONS, NET/GROSS WEIGHT AND PACKING AUTHORIZATION # TO DESPATCH AGENT BELOW \*ONLY AFTER RECEIPT OF PACKING LIST WILL A BOL BE ISSUED.

**HHE by Air Export Packing from Residence**

The TSP shall pack the household and personal effects into Tri-wall containers. If the shipment uses an entire contour type air container, registered and approved by the International Air Transport Association (IATA), and can be accommodated by aircraft servicing the post, the contour-type "IATA 5" container must conform to United States Department of Agriculture, Animal and Plant Health Inspection Service ([www.](http://www.APHIS)aphis.usda.gov) specifications for the destination designated on the TSP’s Authorization. All Wood/plywood container(s) must meet ISPM 15 (USDA/APHIS) requirements be heat-treated and bear the IPPC stamp on all sides of the container(s). Only the Transportation Officer (TO) may authorize, subsequently approve, or request the use of another container of different size and/or construction of HHE by Air Export Packing. No restricted items by airlines should be packed in UAB or HHE by air. Failing to meet this requirement may result in a violation.

All export clearing and forwarding at origin.

WHEN SERVICES ARE REQUIRED FOR SHIPMENTS WEIGHING LESS THAN 100 POUNDS, A MINIMUM CHARGE MAY BE ASSESSED ON 100 POUNDS AT THE APPLICABLE RATE.

**Special Crates authorized to be constructed**.

The TSP must supply the Tender Administrator with a copy of the special request/accessorial form. The authorization must include a description of the items to be crated, whether the items are being exported or placed in storage, if the crate is required for safe transport, or if the employee requested it and the total cost. (**See attachment 9-4 14FAM Exhibit 611.6 Limitations**). Please include the shipper’s name, Shipment number along with the Tender Administrator’s name on all requests. Crate(s) must conform to United States Department of Agriculture, Animal and Plant Health Inspection Service ([www.](http://www.APHIS)aphis.usda.gov) specifications for the destination designated on the TSP’s Authorization. All wood/plywood container(s) must meet ISPM 15 (USDA/APHIS) requirements be heat-treated and bear the IPPC stamp on all sides of the container(s). Please use crating/accessorial forms included in this Tender of Service **(See attachment 9-3)**. The TSP must email a copy of the special request/accessorial form prior to the pack out date to [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov), which will be approved by TO and returned by e-mail. Please contact the Tender Administrator(s) as defined in **ITEM 1-1 Tender**

**Prohibited Actions**

TSP employees shall not

* Attempt to disassemble, assemble or repair any electrical appliances or mechanical items.
* Disconnect or connect any gas items.
* Touch lampshade coverings or other items that could suffer stains.
* Place picture between bedding and linen without proper packaging.
* Pack heavy items on top of shoes or other fragile items.
* Wrap books, lampshades, linens, or other light-colored items in newspaper as the newspaper rubs off and stains.
* Pack cleaning compounds, soap, furniture polish and medicines in the same cartons as clothing, paper or groceries.
* Place any other items in cartons with lampshades or load any boxes beyond their capacity.

**Prohibited items**

See attachment 9-6 for a list of items that shall not be packed or transported at U.S. government expense.

**International transport of Privately owned vehicle (POV) or Government owned vehicle (GOV)**

This tender requires the complete services for vehicle transportation from the embassy or employee’s residence to TSP warehouse. Including but not limited to preparation of condition reports, temporary storage, loading and lashing of the vehicle within the container.

2. INBOUND SERVICES

**Receipt of Incoming Unaccompanied Air Baggage (UAB) and Household effects HHE Shipments and release to Government, Owner, or Agent**

Services will include all import documentation, clearing, transportation and delivery.

Receipt of incoming shipments of packed and/or crated Unaccompanied Air Baggage (UAB) or Household effects (HHE) include, but are not limited to, preparation of customs clearance documents and declaring (manifest) shipments, loading; weighing; hauling; unloading; unpacking. Furthermore, other required services consist of one-time placement of effects, debris removal, and re-weighing (if required).

The UAB/HHE shipment will be loaded by the Transportation Service Provider’s vehicle, designated by the Government to receive the UAB/HHE shipment, at the TSP’s facility or released to the owner or his authorized representative. Only closed trucks or vans shall be utilized to haul UAB and flatbed trucks for HHE within lift vans.

WHEN SERVICES ARE REQUIRED FOR SHIPMENTS WEIGHING LESS THAN 100 POUNDS, A MINIMUM CHARGE MAY BE ASSESSED ON 100 POUNDS AT THE APPLICABLE RATE (UAB)

WHEN SERVICES ARE REQUIRED FOR SHIPMENTS WEIGHING LESS THAN 1000 POUNDS, A MINIMUM CHARGE MAY BE ASSESSED ON 1000 POUNDS AT THE APPLICABLE RATE (HHE)

**Temporary Storage of Effects**

Extra cost per month for temporary storage of incoming shipments of inbound household effects (HHE) and Unaccompanied Air Baggage (UAB) may be charged

**Extra Pick Up or Delivery**

Some employees may have a secondary pack out location. This negotiated code will cover any secondary pickups within 25 kilometer of the primary pack out location. Any pickups exceeding this kilometer will be negotiated on a case-by-case basis.

**Receipt and release of privately or Government owned vehicle (POV or GOV) or Government owner or agent.**

Requirements herein include but are not limited to the complete receiving services and unloading of POV or GOV, preparation of documentation and customs clearance, temporary storage, towing of vehicle, handling charges, preparation of condition reports, and undertaking pre delivery reports. Pre-delivery services shall include starting the engine and recharging the battery if necessary.

### **4-2 PERFORMANCE OF SERVICES**

1. General

All services ordered under this TOS shall be performed in accordance with the provisions and requirements set forth herein. It is the responsibility of the TSP to dispatch the appropriate number of personnel and/or equipment to complete jobs as scheduled. Labor employed to perform services under this Tender shall be experienced and competent in the performance of such services. The crew must have at least one employee that is fluent in the English language and who will remain at the job site from commencement to conclusion. Those employees who perform services at the owner's residence shall be neat and in proper uniform identifying them as employees of the TSP; TSP equipment should readily identify the firm performing the Tender services. The TSP shall be subject to U.S. Government approval requiring a police check covering criminal and /or subversive activities. THE TSP SHALL NOT USE ANY EMPLOYEES UNDER THIS TOS THAT HAS NOT BEEN CLEARED BY THE REGIONAL SECURITY OFFICE (RSO) AT THE U S EMBASSY. It is preferred that the TSP provide teams of personnel for U. S. Embassy pack outs who are vaccinated against Covid-19 and must always wear approved cloth masks throughout the pack out when requested. The TSP employees must have in their possession forms of current ID that has a current photo, name, and their signature. Acceptable forms include:

* 1. A valid driver's license.
  2. Photo ID document issued by the Department of Home Affairs or.
  3. Valid passport.

During the first 90 days of performance, the TSP shall not make any substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The TSP is responsible for strict adherence to all instruction and quality requirements stated in this TOS and shall provide the appropriate management effort to ensure that all services are performed properly. Each TSP team shall have a team leader to supervise the workforce and serve as a liaison with the Tender Administrator. This designated person shall have supervision as his/her function during the time the TSP is in the client’s facility or residence and when household effects, Unaccompanied baggage, or other cargo is being loaded into lift vans or shipping containers. The TSP shall ensure that all personnel assigned to this TSP possess the work and skill experience necessary for accomplishing their individual tasks. A trained TSP supervisor shall be onsite for every pack out and delivery to manage and supervise the crew. Tools and equipment shall be provided to every assigned delivery and TSP team to perform the services under this Tender. Equipment should include but is not limited to knives, hammers, screwdrivers, nails, packing tape, markers, calculators and scale. The TSP employees shall always be courteous, arrive promptly with materials, and be clean and neatly dressed. The packing crew shall not smoke within the client’s residence, shall not arrive under the influence of drugs or alcohol, nor drink alcoholic beverages whilst on duty. The TSP crew shall not request gratuities from the client for work performed under this Tender. The TSP crew should be in possession of a large calculator to add the weights on all written packing inventories. The TSP loading crew should be provided with proper safety shoes and wear weight belts when carrying heavy items.

1. **Export Packing of Household Effects and Unaccompanied Air Baggage**

Except as otherwise provided in this TOS, the TSP shall perform the required services relating to export packing of household and personal effects on the date and time mutually agreed upon between the TSP and Tender Administrator. The owner of the effects shall be any person the authorizing Agency specifies as the owner in the document authorizing service. All services to be performed at the owner's residence shall be performed on normal workdays (Monday through Friday) between the hours of 9:00 a.m. and 4:00 p.m**.** If the pack-out service cannot be completed by 4:00 p.m. of the scheduled pack-out day, the TSP must notify the Tender Administrator that: the owner has agreed to proceed after 4:00 p.m., OR, the owner or his authorized agent and the TSP have mutually agreed on a date and time to finish the packing service with the final workday not to be more than 48 hours from the originally scheduled day. The TSP crew will take 1-hour lunch.

If for any reason this schedule cannot be met, the TSP(s) shall notify the owner and the appropriate Transportation Office of the change and the reason, therefore. Any services performed outside normal business days/hours agreed upon between the TSP and the owner of the effects or his authorized representative shall be for the mutual convenience of the parties and shall create no liability on the part of the U.S. Government for overtime or premium pay charges. Requests for approval of additional special services not covered by this Tender should be a written request emailed to [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) for approval by the TO. TSP or Crew Chief must have a working cellphone while performing work at residence.

1. **Inaccessible Locations**:

The Tender Administrator must, prior to commencement of performance, authorize and approve in writing the removal or placement of property from or to attics, basements, and other locations, and to make property available to the TSP where the location of property and goods to be shipped or delivered is: (1) Not accessible by a permanent stairway (Including ladders of any type), (2) Not adequately lighted, (3) Does not have a flat continuous floor, or (4) Does not allow a person to stand erect, (5) Any area that is deemed unsafe, unhealthy for crew.

1. **Effects to be Packed/Stowed in Containers/Lift Vans at Residence**

All household and personal effects must be packed and stowed into approved shipping containers or lift vans at the owner's residence. The shipping containers must be closed securely before being removed from the owner's residence. When adverse weather could create a potential hazard to the effects, such packing and/or stowing of container or lift vans must be suspended until more favorable weather conditions exist.

The TSP shall take photographs before and after the closing of the lift vans and tri wall cartons at the residence and send it with the packing list and weight certificate to the Tender Administrator.

Loose loading of personal effects is prohibited. Building materials, live plants including bulbs, boats, kayaks, and canoes of any kind are not authorized.

Specific to shipment for the DOD and USCG requests to ship building material, live plants, boats, kayaks and canoes, motorcycle, mopeds, hand gliders, golf carts, snow mobiles, utility trailers and ultralight vehicles must be authorized by the Transportation Officer at least 3 workdays prior to the pack out.

1. **Delivery of Inbound Household Effects and Unaccompanied Air Baggage**

Except as otherwise provided in this TOS, the TSP shall perform the required services relating to the delivery and unpacking of household and personal effects on the date and at the time mutually agreed upon between the TSP and the owner or Tender Administrator. All services to be performed at the owner's residence shall be performed on normal workdays (Monday through Friday) between the hours of 9:00a.m. and 4:00 p.m**.** If the delivery service cannot be completed by 4:00 p.m. of the scheduled delivery day, the TSP must notify the Tender Administrator that: (1) The owner has agreed to proceed after 4:00 p.m., OR, (2) The owner or his authorized agent and the TSP have mutually agreed on a date and time to finish the delivery service with the final workday delivery date not to be more than 48 hours from the originally scheduled day. The TSP shall provide a two (2) hour window during which the owner of the goods can expect his household effects and/or unaccompanied air baggage to be delivered.

If for any reason this schedule cannot be met, the TSP shall notify the owner and the Tender Administrator of the change and the reason, therefore. The re-scheduled delivery shall be at the mutual convenience of the parties and shall create no liability on the part of the U.S. Government for overtime or premium pay charges or as stated in number 2 above – export packing of household effects and unaccompanied air baggage.

1. **Adverse Weather Conditions**

When services are scheduled and adverse weather conditions may create a potential hazard, such pick-up or delivery of containers or lift vans may be suspended or postponed until more favorable weather conditions exist. The TSP and owner must agree on a new pick-up date and time. The TSP must also inform the Tender Administrator. Re-scheduling of pick-up must be within two (2) working days of the workday previously suspended because of the adverse weather conditions and must not result in any liability on the part of Tender Administrator for overtime or premium pay charges.

1. **Protection of Household Effects and Unaccompanied Air Baggage**

All articles of household goods and personal effects must be wrapped, crated (with prior USG approval or at owners’ cost), packaged, packed, or padded properly before the article(s) is/are moved within, or moved from, the residence or premises. All liftvans must include moisture bags due to the weather dynamics worldwide and excessive delays with trans shipped cargo. This will prevent mildew and other damages if cargo is delayed.

All movements of household and personal effects shall be by a method which shall insure the protection of the effects. Pre-trip inspection of the trucks should be conducted to prevent any breakdowns of vehicles. The interior of all vehicles and containers shall be clean and dry and be provided with an enough quantity of clean pads, covers, and other protective equipment to insure safe transit and delivery of the effects. All vehicles used to transport HHE, UAB and POV to and from residence should have tracking devises within the vehicles which are always monitored.

1. **Delivery Requirements and Responsibilities**

The TSP, at the time that the arrangements for the delivery of the goods are made, should solicit from the owner or his representative all pertinent information regarding the delivery. For example, whether a piano or any unusually heavy object is in the shipment; whether or not there are any large rugs in the shipment which should be carried into the residence prior to bringing in the furniture; whether the shipment is to be delivered to a high-rise; the distance the goods shall have to be carried/pushed; whether the driveway is steep and/or long, necessitating a shuttle; and number/type of items requiring special handling. At this time, the TSP should explain to the owner of the goods the owner's responsibilities in preparing for the delivery, such as making the necessary arrangements for parking, and reserving the elevator in the event the goods shall be delivered to a high rise, advising the owner that should he decide to do some unpacking on his own, waiver of un-packing must be received in writing by the TSP. The TSP must tell the owner that if the owner or Tender Administrator shall not be able to receive the goods at the time and place agreed upon, the owner or his representative should notify the TSP of this problem no later than the close of business on the day prior to the scheduled delivery. Failure to do so could result in the owner of the goods paying for second or subsequent attempts to deliver. The owner/agent of the goods shall be furnished with a copy of the TSP’s inbound receiving report upon completion of the delivery. All debris shall be removed unless otherwise requested by the owner.

1. **Damage to Owner's Effects and/or Residence**

The TSP shall, immediately upon becoming aware of any damage done to an employee's goods or to his residence, notify the Tender Administrator (TA) by telephone. This is to be followed by a written report of the same information within twenty-four (24) hours of the incident.

* The floor, stairwells, banisters, and carpeting of the employee’s residence shall be appropriately covered during packing, loading, and/or delivery to prevent damage or soiling.
* Banisters and main entry doors of the employee’s residence shall be appropriately covered with clean protective padding. "Appropriately covered" is defined as substantial protection from scratching, gouging, and/or soiling the floor or carpet of an employee. In case of theft, a written police report must follow within (5) five days of the incident.

1. Commingling of Effects

It shall be the responsibility of the TSP, at his expense, to have articles of household and personal effects, which he inadvertently packed with goods of other than the rightful owner, forwarded to the rightful owner by the quickest means of transportation as selected by the Tender Administrator.

1. Mismarking of Effects

Furthermore, it shall be the responsibility of the TSP to ensure that all shipments have been stenciled or marked correctly. When a shipment is forwarded to an incorrect address due to incorrect stenciling or marking by the TSP or his personnel, the shipment shall be forwarded, with the least possible delay, to its rightful owner by a mode of transportation selected by the Tender Administrator. The TSP shall be liable for all costs incurred, including charges for preparation, drayage, and transportation.

1. Delays in Packing

The packing of household and personal effects shall not be delayed pending receipt of articles from vendors, unless specific written approval for such delay has been given by the authorizing Government Agency. Articles received after the packing has been completed shall be packed as a separate shipment within seven (7) working days after their receipt, unless a delay beyond that period has been specifically approved in writing by the authorizing TO. Articles located after the shipment has been made available should be packed immediately as a separate shipment and a new packing authorization requested.

1. Completion of Services

It shall be the responsibility of the TSP, at his own expense, to pay any costs for redelivering and storage that results from the TSP’s failure to release to the trucker the items specified on the authorization. The TSP shall be required to complete all services within the time frames specified in [Section 6, DELIVERIES OR PERFORMANCE, and TIME OF DELIVERY]. Those services calling for export-packing of loose-packed effects from storage/vendor or release of export-packed or crated effects from storage for shipment (Including remarking, re-banding, re-coopering and repacking) **shall not be deemed complete until computer updates and/or manual reports are finished and packing lists are forwarded to the Tender Administrator, within 2 days of pack out completion.**

1. Repacking Cost

It shall be the responsibility of the TSP to ensure that all shipment containers are built to the size restrictions outlined in the TSP’s Authorization. When a shipment is forwarded in the wrong size lift van or are not conforming to the USDA guidelines, the TSP will be required to reimburse the USG for any repacking or additional freight costs incurred. TSP will be responsible for any changes associated to repack/redeliver of shipment.

1. Prohibited Items

Building materials, Live Plants and bulbs, Light aircrafts, Boats, Kayaks, and Canoes are prohibited. DOS will not authorize the shipment of Light aircrafts, Boats, Kayaks, Canoes, Live Plants or Building Materials. The Boats, Kayaks, Canoes and light aircrafts items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of Boats, Kayaks, Canoes, Light aircrafts, Building materials or live plants and bulbs. Acceptance of any item listed herewith; the TSP is solely responsible for all handling costs associated with returning the item back to its original pickup location. Coins, currency, valuable papers or jewelry must remain in the custody of the client. Any hazardous cargo i.e., flammables, paints, acids etc. should not be packed within HHE or UAB. Failing to meet this request could result in a violation.

In accordance with Department of Defense (DOD) and United States Coast Guard (USCG) shipments; Tender Administrator must authorize pre-approval no later than three workdays prior to the pack out for the receipt, handling, shipment of Boats, Kayaks, and Canoes. To include a motorcycle, moped, hand glider, golf cart, snowmobile (associated trailer), Ultra-light vehicles (defined in 14 CFR §103 as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if un-powered or less than 254 pounds if powered, having a fuel capacity NTE five gallons, airspeed NTE 55 knots, and power-off stall speed NTE 24 knots), utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire), side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four feet (unless detachable).

1. Motorcycle Crates

The use of prefabricated motorcycle shipping containers (to include Trikes) is mandatory for all DOS/DOD shipments containing a motorcycle. The motorcycle key should remain with the owner and for no reason should the TSP take possession of the motorcycle key.

1. Flat Panel TV Cartons (LCD, LED and Plasma)

The use of Flat Panel TV cartons is mandatory for all DOS shipments containing a Flat Panel TV (LCD, LED, and Plasma). (**See ITEM 4-1 Scope of Work**).

### **ITEM 4-3 REPORTS**

Reports for this TOS will be done via email. All weekly status reports, including pre move surveys, must be addressed to the following email address [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) for (Johannesburg and Pretoria) or in other regions to the responsible person at the Consulate in Durban, Dawn Nel ([NelDE@state.gov](mailto:NelDE@state.gov)) and the Consulate in Cape Town, Scott Taylor (TaylorMS@state.gov). Pre move survey results should be provided within 24 hours of the survey.

For shipments that are on hold because of being overweight or awaiting additional items or for other reasons, written notification must be furnished electronically via email to the [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) for Johannesburg and Pretoria, or in other regions to the responsible person at the Consulate in Durban, Dawn Nel ([NelDE@state.gov](mailto:NelDE@state.gov)) and the Consulate in Cape Town, Scott Taylor (TaylorMS@state.gov).

The TSP will be responsible to track and trace shipments until delivered to door.

### **ITEM 4-4 INVENTORY**

1. General Requirements

In conjunction with the owner or his representative, the TSP shall prepare, in triplicate, an inventory list of all articles received. The TSP shall record in the inventory any defects of the goods received. The inventory shall list the articles of furniture, and words such as "Household Goods" or other general descriptive terms shall not be used. Special care shall be exercised to ensure that the inventory reflects the true condition of the property. General terms such as "marred," “liquids”, “car parts”, “bags”, “baby items”, “scratched", "soiled", "worn", "gouged," and the like shall be avoided unless they are supplemented with a detailed statement describing the degree and location of the exception. Packing list should have legible descriptions and weights on all inventories.

All containers such as suitcases, bags, plastic containers, totes, etc., will be indicated as either empty on inventory or the contents will be noted.

Rugs which are 2.75 meters by 3.65 meters (9FT x12FT) or larger must be identified on the inventory by color and size.

1. Firearms/Locked cabinets/Safes

The TSP is not authorized to accept locked cabinets and other similar safes etc.  Items annotating FIREARMS or unauthorized items such as locked containers fall under the same provisions as PBO’s. **Firearms are prohibited in UAB and HHE. The TSP shall ensure that packing lists do not include any items listed as “locked gun safe” or any other locked container.**

1. Packed by Owner

The TSP must ensure that packing lists does not include any items listed as “Packed by Owner (PBO)”, miscellaneous or “contents unknown.” Such descriptions are an immediate flag for close attention by Customs, who could place shipments on hold pending search, which will severely delay delivery. Under no circumstances should the inventory reflect Packed by Owner Cartons (PBO).

PBO cartons are not acceptable and TSP acceptance of PBO cartons will result in reimbursement to the USG for labor charges associated with correcting inventory and repack. If a carton is PBO, it should remain open for inspection of packing, re-packing, and inventory inspection.

1. Exceptions

All exceptions as to the condition of the goods listed on the inventory must be brought to the attention of the owner or his representative before the goods are received by the TSP. The inventory must be signed by the representative of the TSP and the owner or his representative, both certifying to the correctness of the inventory.

1. Inventory Forms

Inventory forms shall specify the name of the owner of the effects, the date the inventory is prepared, the shipment number, the name of the TSP, the container number, and an explanation of the condition symbols used, if applicable. The legible copy of the inventories will be given to the owner or his representative, one copy (not exceeding 3MB in size) must be emailed to [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) or to the responsible shipping office, GSO and country, SUBJECT: Inventory “SHIPMENT NUMBER”, and one legible original of the inventories will be retained by the TSP. **All inventories should have detailed descriptions of each line item; absolutely no PBOs should be accepted or annotated on the inventory**. Such descriptions are an immediate flag for close attention by Customs. The shipment could be placed on hold pending search, which will severely delay delivery. Should PBOs appear on the inventory, the TSP will be held responsible for all repack charges and any liability associated with it.Care in the preparation of the initial inventory will assist in protecting the owner of the property and the TSP in the event of loss and/or damage. When there are two (2) or more shipments, each shipment must have a separate inventory. Any items which are 'free flow' items should be noted as such on the inventory form. If access and segregation and/or partial removal are performed on the export shipment, the items on the inventory will be lined through.

Any consumables items must be listed/inventoried separately detailing the quantity and brand of the consumables. All consumables must be commercially sealed.

Weight certificates specifying weights in kilograms and pounds, piece count, dimensions, and cube for each lift van should be emailed to the [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) or responsible shipping office.

The TSP shall take photographs before and after the closing of the lift vans and tri wall cartons at the residence and send it with the packing list and weight certificate to the Tender Administrator.

1. Marking Requirements

All cartons must be marked in general terms as to contents, and this general identification of contents must be indicated in the inventory. Each piece must be identified with an inventory number, shipment number, and full name of employee including middle initial if known. These numbers and the employee's name must also be on the outside of each piece after it is wrapped for shipment or storage. No sticker may be placed on finished surfaces of furniture or on the inside of a wrapped item. A record (i.e., packing list) must be made at time of loading for each shipping container listing the contents of each container by inventory number (Bingo Card). Email both [to Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:to%20Pretoria_GSO_Shipping_LES-DL@state.gov) or responsible shipping office.

**ITEM 4-5 GOVERNMENT/TSP FURNISHED/INSTALLED EQUIPMENT**

1. Internet/Email Requirements

The TSP shall have and maintain for the Tender period, at its expense, internet and email capability for electronic transmission between the TSP and Tender Administrator for email, reports, etc., as applicable.

Telecommunication availability should always be available at service provider’s expense for both administrative staff within the office and TSP crew.

### **ITEM 4-6 FACILITIES**

1. Structural and Cleanliness Warehouse Requirement

Facilities used for the performance of services under this Tender shall be well constructed with watertight roofs, walls and floors, and shall be maintained in good condition. The building must be kept dry, clean, well ventilated, free of dampness (so to prevent the occurrence of mildew or other dampness related fungi), free of moths, roaches, rats, mice and other vermin, and must be kept in an orderly condition at all times. The frequency of this pest control is according to need but should be done at least twice a year. Facilities are subject to Inspections by Tender Administrator.

1. Sprinkler Requirements/Fire Content Rate

Each building used for storage under this Tender shall have as the minimum standard for qualification either:

1. An acceptable automatic fire detection and reporting system or
2. An acceptable automatic sprinkler system.

In addition, the facility must be protected by an adequate water supply for firefighting and a fire department that is responsive twenty-four hours (24 hrs.) per day. Statements from the cognizant fire insurance rating organization shall be used as a basis for determining the sufficiency or adequacy of a fire-fighting water supply and the responsiveness of a fire department to protect a facility.

1. Fire Prevention/Fire Control Plan Requirements

All installed fire protective systems must be accredited by the cognizant fire insurance rating organization for insurance rate credit. A definite fire prevention and control plan shall be posted and maintained in each building and the necessary fire extinguishers and/or approved type of firefighting apparatus shall always be available and in good working order.

1. Warehouse security

The warehouse should have enough security to prevent any burglaries whilst HHE/UAB/POV is being stored within warehouse. Security could be by 24-hour security guards, CCTV cameras or an alarm system whatever is notarized as a requirement within warehouse insurance policy for claims. A generator on site is required whilst South Africa has increasing load shedding times. Dedicated storage space for UAB and LCL cargo is requested.

1. Bond storage

Access to bond storage should be available on request at each destination.

1. Exterior of the warehouse premises

A secure fence or wall should surround the entire warehouse. Any containers stored, should be placed in a way that does not provide easy access into the container within the warehouse facility.

1. Hazardous cargo/materials stored within warehouse.
2. Sanitizers must be provided to all personnel within warehouse and trucks.

### **ITEM 4-7 AREA COVERED**

**All TSP must be able to support the entire country for which they were selected**.

All TSP must have the capability to provide the services outlined in the Standard Tender of Service for the U.S. Embassy and U.S Consulates assigned/selected. **TSP must notify the Tender Administrator immediately by (email/phone) in instances where services cannot be provided.** Refusal of shipment assigned to a TSP for a specific pack out may result in the TSP being excluded from the TOS.

# SECTION 5: PACKAGING AND MARKING

### **ITEM 5-1 PREPARATION OF OWNER AND TSP PACKED BAGGAGE (UAB) FOR SHIPMENT**

1. All articles shall be packed into a shipping container of suitable capacity, so all usable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to container or contents.
2. All cartons, boxes, wrapping, and cushioning materials and shipping containers used by the TSP in the performance of services under this Tender shall be new, clean, dry, and free from any substance injurious to the article to be packed.
3. All shipping containers provided by the TSP(s) for the protection of baggage shall be Tri-wall fiberboard boxes with minimum 900-pound test burst strength. Each piece or Tri-wall container must not exceed 200 lbs. Multiple pieces cannot be shrink-wrapped or palletized. No wood shall be used with air shipments because of the additional weight involved for all UAB shipments, excluding HHE by air.
4. The maximum weight of any packed container shall not exceed 68.0 Kilograms gross weight (200 lbs.) without prior approval of the authorizing Tender Administrator Office. Tri-walls MAY NOT EXCEED 15 CUBES. Charges related to moving any additional volume over the 15 cubes will be charged back to the TSP. There is one exception to this requirement - baby cribs can be shipped as UAB.  Baby cribs are authorized to be shipped in Tri-walls (airfreight cartons) larger than 15 cubes.  This policy does not include a small child’s bed, only baby cribs. The Tender Administrator who created the shipment should be notified when shipping baby cribs in UAB exceeding the 15 cubes requirement. No repacks will take place without employee/Government representative present or special permission granted by Tender Administrator.
5. All packed baggage must be completely wrapped in a reinforced asphalt-Kraft waterproof material prior to banding.
6. Metal/heavy duty plastic tension strapping of a minimum width of 1.905 CM (3/4 IN) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.
7. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing Tender Administrator. The gross weight in metric with the English equivalents in parenthesis of each and the serialized number (i.e. 1 of 1; 1 of 4; 2 of 4; 3 of 4; etc.) must also be stenciled on the outside of each piece of baggage. UAB Tri-walls MAY NOT BE PLACED ON SKIDS/PALLETS.

### **ITEM 5-2 REQUIREMENTS FOR PACKING OF HOUSEHOLD (HHE) AND PERSONAL EFFECTS AND PRIVATELY-OWNED VEHICLES /MOTORCYCLES (POV)**

The TSP(s) agrees to provide all packing, both for export and storage, and all related services in accordance with the requirements cited herein. Effects export-packed shall be stowed into a container of suitable capacity, so that all usable space is occupied, to ensure a shipment of the least tare weight and smallest cubic measurement that is compatible to safe transportation to destination without damage to the container or contents. Any overflow must be stowed into a container of proper size -- constructing one if necessary -- conforming to the USG container specifications (Sections 5-3 and 5-4).

*NOTE: The use of 'stretch wrap' Ultraviolet Inhibitor (UVI clear plastic type wrap) is prohibited as a cushioning wrap or covering for items to be exported or stored. In addition, cloth pads that bleed onto fabric or furniture finish shall not be used.*

1. All pieces or articles of marble OVER 25.4CM X 25.4CM X 50.8CM (10IN X 10IN X 20IN) and glass tables/tabletops must be properly padded and packed separately in mirror cartons as required for safe transport. The use of special wood crating containers should be considered only when there are no other safe methods of transportation. Crating of any other item(s) must be approved by the Tender Administrator or his representative (See attachment 9-3 – Special Crating Request) and can be emailed to: [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) for approval by TO.
2. Plasma TVs must be boxed in original packing boxes or in specially designed triple wall construction cartons with two types of foam for maximum protection for the sides as well as the screen. Cartons should be labeled “ship upright or this way up”.
3. All crating of any other item(s) must be approved by the Tender Administrator or their representative and may require a photo of the item to determine approval.
4. Grandfather/Grandmother clocks must be properly padded and packed separately into Grandfather clock cartons. Chandeliers must be properly padded and packed separately into cartons designed for this item.
5. Sofas will be packed in sofa cartons. Sofas will not be packed in crates standing on their arms for export and storage shipments.
6. All mirrors, paintings, flat glass, framed pictures, and similar articles exceeding 35.56 centimeters (14 IN) by 45.72 CM (18 IN) must be wrapped in protective paper pads, sealed with pressure sensitive tape, and properly padded. The article must then be placed in a mirror type carton that has inserts to support the article. Only one article shall be placed in each mirror type carton.
7. Note: All protective pads must consist of an outside layer that is of a heavier weight than standard pad, an interior cushioning layer and an inside layer made of a smooth, non-scratch material.
8. All rugs and carpets shall be moth flaked, rolled, and wrapped in Kraft paper, without folding, at the residence. Rugs which are 2.75 meters by 3.65 meters (9 FT X 12 FT) or larger must be identified on the inventory by color and size.
9. Clothing and blankets shall be neatly folded and packed in a suitable container properly lined with clean, new newsprint between every five (5) garments. Employees can choose either flat or hanging wardrobe boxes for HHE shipments, except where hanging wardrobe boxes will not fit into the lift van required for their shipment.
10. All shipping marks must be stenciled directly on the surface of the lift vans. Under no circumstances would the employee’s social security number be stenciled on the outside of the lift van.
11. When Cellulosic or Polyethylene cushioning material is used for the protection of the effects, it must be a minimum of 3/8 of an inch thick and must be perforated to prevent moisture from being trapped inside the wrapping.
12. All cartons, wrapping and cushioning material must be new and clean, and must conform to the minimum specifications contained herein.
13. The flaps of both ends of each carton shall be properly sealed with at least three (3) pieces of pressure sensitive tape at least 5.08 centimeters (2 IN) wide so that all edges and the portions of the flap which meet are completely sealed.
14. If the TSP chooses “Dolphin Foam” this may be utilized for wrapping instead of the materials listed above.
15. During completion of the stowing of the effects into shipping containers, the TSP shall prepare a packing list (Bingo cards) itemizing the contents of each lift van. A copy of this packing list shall be sent by the TSP to [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) or the responsible Tender Administrator who provided instruction,
16. If the TSP finds that it is necessary to utilize special packing materials for proper protection of items during shipment (i.e., Bubble wrap, crating, special cartons etc.), they must request authorization prior to services being performed from Tender Administrator. The request for authorization must include the shipper’s name, Shipment number, item, special service, and cost. The request (See attachment **ITEM 9-3** Special Crating Request) can be emailed to [Pretoria\_GSO-Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO-Shipping_LES-DL@state.gov) or to the responsible Tender Administrator who provided the shipping instruction.
17. Professional books, papers and equipment from U.S. Embassy or U.S. Consulates must be packed on a pre-approved time and date. The TSP and vehicles must be cleared with RSO at the post prior to packing of the effects.
18. Articles of extraordinary value. Packing shall be performed only in the presence of the client and the client should complete the relevant forms prior to the move. For the packing of U.S. Government articles of extraordinary value, the Tender Administrator shall provide specific instructions to the TSP.
19. Should the client wish to ship wine or alcoholic beverages to the U.S. it may not be shipped in UAB and should be shipped and packed separately within the HHE shipment on its own bill of lading or as instructed by Tender Administrator. The weight of the shipment will be deducted from the total net weight of the household effects allowance. All packing and shipping charges shall be paid by the USG provided that the net weight remains within the authorized allowance. The client shall ensure to complete all the relevant paperwork to import wine into the U.S. prior to the shipping of the shipment. For the shipment of wine and alcohol to other destinations, the Tender Administrator shall obtain authorization from the gaining post prior to the HHE pack out and advise the TSP of shipping instructions by e-mail. The wine inventory must be checked to verify accuracy of the inventory with the employee prior to departing from the residence. No open alcohol should be packed for shipping as this could leak into other HHE.
20. The USG shall issue a GBL for the shipment of a motor vehicle (POV) or motorcycle (MC) (if motorcycle is shipped separately from HHE weight allowance). POV or MC shall be delivered to the TSP depot by the owner or collected by the TSP from the residence at an agreed date and time, unless otherwise instructed by TA. Upon receipt of the POV or MC the TSP shall be responsible for the following requirements:

* A condition report compiled by the TSP in the presence of the owner, their agent or the driver providing the drive away service, indicating all scratches, dents, chips hairlines cracks, broken exterior and interior parts, tools and equipment within the vehicles for the vehicle only. Upon completion of the condition report, the TSP and the person delivering the POV / MC must sign the report. The original copy of the condition report shall be retained by the TSP for enclosure with shipping documentation. The second copy shall be provided to the owner of the POV/MC. The third copy shall be retained by the TSP and the fourth copy sent to the TA.
* The TSP shall remove the tags and license sticker from the POV/MC and return them immediately to the TA. The TSP shall institute the necessary security measure to ensure the diplomatic tags are not unlawfully applied by any party while in the TSP possession.
* While in storage, each POV/MC shall be stored in the TSP warehouse preventing it from being subject to direct sunlight, inclement weather and excessive dust.
* All POV/MC stored in the custody of the TSP shall be covered with dust covers for the duration of the storage term.
* The contractor shall disconnect the battery of the POV/MC placed within the TSP warehouse for long-term storage, to prevent the battery from discharging and causing damage thereto. Damage occurring to batteries as a result of the TSP negligence, shall result in a claim against the TSP for replacement.
* In order to prepare the POV/MC for shipment the TSP shall ensure that each vehicle is clean inside and out, free from loose items that can be pilfered, except for the standard vehicle tools and spare tire.
* Excess petrol/diesel shall be drained from the vehicle in accordance with carrier specifications.
* All POV/MC shall be shipped in steel containers. Containers shall be stuffed at TSP depot. POV shall be braced and lashed securely inside the containers prior to shipment to prevent POV from moving or shifting during transit. POV should not be shipped with HHE shipment.
* Dispatch and shipping documentation should be forwarded to TA for review.

### **ITEM 5-3 TYPE OF CONSTRUCTION OF SURFACE CONTAINERS**

**Instructions for Lift Vans to be used for Shipment of Household Effects**

Lift Vans used for a surface shipment of household effects must be soundly constructed of new non-coniferous wood or plywood (Unless other materials are required to meet destination requirements) and be approved by the Tender Administrator before use.  Standard lift vans are 119cm (47IN) in length 220 CM (87 IN) in width and 220 centimeters (87 IN) in height, but specific certain shipments (e.g. air cargo), or items (e.g. king-size mattresses) may require different sized lift vans.  Smaller lift vans are also permitted to accommodate a partial lift van load.  The thickness of the plywood must be at least 3/8IN thick. Any special requests for lift vans by the employee due to the value or fragility of items that they specifically do not want crated in regular lift vans (e.g. artwork, sculpture etc.) must be included in the written instructions and are at the employee’s expense if not approved in advance by the USG. **All wood/plywood lift vans must meet ISPM 15 (USDA/APHIS) requirements to be heat-treated and bear the IPPC stamp.**All lift vans must be either new wooden or USG approved used lift vans and a caulking compound shall be used when panels are assembled (not after) to ensure watertight joints.

**Lining and Banding of All Shipping Lift Vans**

* + 1. The interior of all lift vans shall be lined with polyethylene with minimum thickness of .004 IN. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. The floor of the lift van must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval of the Tender Administrator Office before use.

* + 1. Heavy duty plastic/steel tension banding shall be applied tightly and securely to all wooden and plywood lift vans after loading and sealing on site. Seals should be provided for all 4 corners of the lift vans. On lift vans 1.36 cubic meters (48 cubic feet) or less, steel /heavy duty plastic tension banding of a minimum size of 1.905 CM (3/4 IN) in width by .0889 CM thick (.035 IN) may be used. On lift vans over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 CM (1 1/4 IN) in width by .0889 CM (.035 IN) thick shall be used.

* + 1. Lift Vans 1.36 cubic meters (48 cubic feet) or less, shall be banded by a minimum of two steel bands perpendicular to the base positioned about one-fourth (1/4) the distance from each end of the lift vans. Two additional tension bands shall be applied girth-wise, parallel to the base, around the four sides of the lift vans, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie blocks, or braces are to be used under tension banding when necessary to ensure stability or to bridge unsupported spans.

### **ITEM 5-4 TYPE OF CONSTRUCTION OF AIR (TRI-WALL) CONTAINER**

**Preparation of Unaccompanied Air Baggage (UAB) for Shipment**

1. All articles shall be packed into a Tri-wall container of suitable capacity so all useable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to Tri-wall container or contents.

1. All cartons, boxes, wrapping, cushioning materials, and Tri-wall containers used by the TSP in the performance of services under this TOS shall be new, clean, dry, and free from any substance injurious to the article to be packed and contain no wooden skids.

1. All Tri-wall containers provided by the TSP(s) for the protection of baggage shall be Tri-wall fiberboard boxes 5, 10 or 15 cubes (inside measurement) with minimum 900-pound test burst strength. The tri-wall is made of 4 liners /3 flutes. The thickness of the container is ½ inch.
2. The maximum weight of any packed container other than Tri-wall shall not exceed 90.72 KG gross weight (200 LBS) without prior approval of the authorizing Tender Administrator Office.
3. All packed baggage must be completely wrapped in a reinforced Kraft-asphalt waterproof material prior to banding.
4. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 IN) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.
5. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing Tender Administrator. All UAB shipments to USA must use US Flag carriers, otherwise a certificate of justification shall be provided.

### **ITEM 5-5 BASIS OF WEIGHT**

General

For household effect (HHE), unless otherwise provided in the Tender, the basis of weight for the assessment of charges for services performed hereunder shall be **net weight**. Net weight consists of the weight of actual effects plus the cartons, boxes, crates, fiber drums, and other lightweight packing materials normally supplied in advance to facilitate preliminary packing at residence. It shall not include the weight of outside shipping Lift vans or Container, padding and bracing materials, or any other materials necessary to stow preliminary packed effects into lift vans.

For Unaccompanied Air Baggage (UAB) the basis of weight for the assessment of charges for services performed hereunder shall be **gross weight**. Gross weight consists of shipped items, all packing, and outside Tri-wall container.

All scale weights shall be supported by certificates or weight tickets bearing (Gross Weight/Dimensions/Total Cube), the date and name/signature of the weigh master or official responsible for the weighing, and the name/shipment number of the owner of the effects.  These certificates or weight tickets shall be subject to Bi-annual inspection by Tender Administrators of the U.S. Embassy or U.S. Consulate.  All scale weights will be subject to verification by the U.S. Embassy or U.S. Consulate, which may require re-weighing in the presence of its representatives at no expense to the USG. The Company shall be held responsible for all costs associated with additional services resulting from reporting incorrect shipment weights/dimensions.

Schedule of HHE and days allowed for packing

Following is the schedule of allowed days for each respective weight break for effects to be packed (And picked up for Domestic Shipments).

0 – 2,500 LBS 1 Day

2,501 – 5,000 LBS 2 Days

5,001 – 10,000 LBS 3 Days

10,001 - 18,000 LBS 4 Days

These parameters are set to accommodate the computer system used for allocating shipments. If the pre-pack survey indicates that additional days are necessary, the TSP may contact the **Tender Administrator: Beverley Paolini** ([Paoliniba@state.gov](mailto:Paoliniba@state.gov)) or[pretoria\_GSO\_shipping\_Les-DL@state.gov](mailto:pretoria_GSO_shipping_Les-DL@state.gov)

Determination of Weight

The net weight of household and personal effects and/or consumables to be prepared for shipment or storage shall be determined by scale weights, ascertained by one of the following methods:

Weighing of Empty and Packed Lift vans:

Lift Vans should be weighed when empty to establish the tare weight of each container. Upon completion of packing of effects into the lift vans, the loaded lift vans shall be individually weighed on the same inspected scale to determine the gross weight of each. This weight shall be stenciled on the outside of each lift van immediately after weighing. The difference between the tare weight and the gross weight of each lift van shall be the net weight. Copies of the scale weight tickets obtained for each individual lift van shall be properly certified by the person ascertaining such weights and shall be identified by the lift van number, date, and name of the owner of the effects.

Weight Tickets: A copy of each certified weight ticket shall be attached to the voucher submitted to the U.S. Embassy, Pretoria or to the relevant Consulate giving instruction for payment.

The gross weight of Unaccompanied Air Baggage to be prepared for shipment or storage shall be determined by scale weights, ascertained by the following methods:

The scale shall be used to determine the estimated gross weight of the UAB shipment. TSP must inform employee that weight obtained on portable scales are *estimated* weights only and that shipment shall be re-weighed on a certified scale when the shipment is received at the TSP’s facility.

Certification and Verification of Weights

All scale weights shall be supported by certified certificates or weight tickets bearing:

1. Date
2. Name of the weigh master or official responsible for the weighing (with a signature),
3. Location of scale,
4. Identify, net and gross weight,
5. Name of the TSP, shipment number, and
6. Name of the owner of the effects.

All scale weights will be subject to verification by the U.S. Embassy, which may require re-weighing in the presence of its representatives at no expense to the USG. The TSP shall be held responsible for all costs associated with additional services resulting from reporting incorrect shipment weights/dimensions.

### **ITEM 5-6 RESPONSIBILITIES FOR SHIPMENT DOCUMENTATION AND DELIVERY**

The TSP shall utilize e-mail services or a digital scanner for the delivery of packing lists and weight and cube sheets to the appropriate Tender Administrator. Upon receipt of the packing list, the Tender Administrator shall furnish to the TSP with the necessary shipping documents. In those instances where a U.S. Government Bill of Lading (GBL) is furnished for movement of the shipment. It is the TSP’s responsibility to notify Tender Administrator by email if any shipment cannot be delivered to the designated location by the date specified and the reason, therefore. Failure to provide this notice may subject the TSP to a Tender violation.

The specific marks to be placed on the lift van are provided on the GBL Authorization.

The TSP is required to type the following information on all OBLs or shipping documents in their possession which are tendered to a subsequent handler. A copy of the OBL or shipping document with the dimensional information must be provided to Tender Administrator.

1. Gross weight, net weight and cubic capacity in metric measure
2. Dimensions of each piece must be typed in the body of the OBL and shown in inches (English measure). These dimensions should always be in the order of length by width by height [for example, 1 pc @ 17IN x 14IN x 26IN].
3. No of pieces.

# SECTION 6: DELIVERIES OR PERFORMANCE

### **ITEM 6-1 PERIOD OF PERFORMANCE**

This Tender shall be effective for 1 year from 1 March 2023 until 29 February 2024.

### **ITEM 6-2 TIME OF PERFORMANCE**

The time schedules shown below shall be adhered to by the TSP for the completion of the services required under Section 4-1 of this schedule. The completion of services shall not be delayed unless an extension of such period is granted and confirmed in writing by Tender Administrator prior to the expiration of the time period specified below or unless storage in transit is authorized by the Tender Administrator.

1. The packing lists and weight certificates shall be completed within two (2) working days after pickup of goods at residence.
2. The packing of effects shall be completed within five (5) working days.
3. The OBL or electronic notification of shipment departing port shall be presented to Tender Administrator within five (5) working days of the vessel departing from port.
4. The delivery of incoming shipments shall be completed within two (2) working days from receipt of notification from Tender Administrator. The delivery and unpacking services at the residence shall be performed on the date and at the time agreed upon between the TSP and the owner of the goods.

Services required under Section 4-1 Scope of Work above shall not be deemed completed until the Tender Administrator receives from the TSP a notification of completion of services prescribed in **Section 6-3.**

### **ITEM 6-3 NOTIFICATION OF COMPLETION SERVICES**

Upon completion of the required services for outgoing unaccompanied baggage shipments, the TSP(s) shall notify the Tender Administrator within 48 hours from the date of pack out at residence by email: [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov) and provide the following information:

1. Ultimate Destination of Shipment.
2. Date of Pickup, Number of Pieces, and Gross Weight of Shipment.
3. House Airway Bill Number (Master AWB# if known).
4. Name and number of shipments.
5. A notification must be confirmed within one (1) working day by the submission with one electronic copy of the packing list to the Tender Administrator. The packing list should include the following information:
6. Name of Employee and Agency Affiliation.
7. Ultimate Destination of Shipment.
8. Itemization of the contents of each shipping lift van by inventory number.
9. Net, Tare, and Gross Weight, as well as cubic measurement of each shipping lift van and the total shipment.

These weights and/or measurements should be in metric with the English equivalents in parenthesis.

Delivery of private owned vehicles (POV), motorcycles (MC) and Government owned vehicles (GOV). Upon receipt of POV, MC, and GOV, the TSP shall compile a condition report bearing the signatures of the TSP and owner or representative of the vehicle. Damage and mechanical faults discovered by the TSP shall immediately be reported to the Tender Administrator. No replacement parts or mechanical work shall be undertaken by the TSP. The TSP shall take photographs of the vehicle and of any visible damage. The collection or delivery of the vehicle will be instructed by the TO.

### **ITEM 6-4 PAYMENT FOR SERVICES**

The TSP(s) shall be paid upon proper completion of authorized services and submission of documents required under the TOS. Payment under this TOS will be limited to actual services authorized and performed. Billing prior to completion of services is strictly prohibited. No billing after 6 months of services being rendered will beacceptable unless preauthorized by TO.

### **ITEM 6-5 PRE-MOVE SURVEY**

The TSP(s) shall, in connection with services in this tender, make an on-site pre-move survey of the items to be shipped to determine the approximate net and/or gross weight, as appropriate to each shipment type. The survey must list the major items of furniture, appliances and equipment which are to be included in the shipment(s). A copy of each survey signed and dated by the estimator, which includes the employee’s full name, the total estimated net weight of the export (Surface) shipment, and/or gross weight of the UAB (air) shipment must be given to the owner. A pre-move survey shall not exceed more than ten percent (10%) of weight, either high or low. The TSP should determine the need for any special crating, packing, shuttles, etc.

### **ITEM 6-6 VIOLATIONS/SUSPENSION**

The USG reserves the right not to order any services if critical violation notices are issued against any single TSP. Continuation of the problem may cause the TSP services to be terminated for the tender period. In the instances TSP shall complete all the work in progress. No new pack outs will be assigned until the Transportation Officer determines that the deficiencies or system problems are cured.

Violation of any performance requirements in this TOS may result in the following:

1st Violation – 30-day suspension

2nd Violation - 60-day suspension

3rd Violation - Removal from the Tender of Service for the remainder of the Tender period

# SECTION 7: BILLING AND PAYMENT

### **ITEM 7-1 Submission of invoices**

Invoices for services rendered will be submitted for payment based on the rates submitted by the TSP. the USG will pay in 30 days on receipt of invoice providing correct documentation and invoicing are correct.

The TSP must submit all invoices for payment electronically to the Pretoria Financial Management Office distribution email inbox: [SAInvoice@state.gov](mailto:SAInvoice@state.gov) or [invoice@usaid.gov](mailto:invoice@usaid.gov). The Special instructions section on the GBL will indicate to which email address the invoice should be submitted.

The TSP invoice must contain the following information to facilitate payment:

1. Name and address of the TSP.
2. Date of invoice.
3. Tender and invoice number.
4. Description and T codes listed on rate sheet.
5. Quantities, weight certificate and cubic measurement of items delivered or packed.
6. Unit price and/or total price to be applicable.
7. Shipping and payment terms and such other substantiating documentation of information as required by the Tender.
8. Vessel details, copy of the electronic bill of lading, port of discharge and port of loading
9. Description of the load i.e. FCL, Part FCL or LCL cargo.
10. ETA of vessel.
11. Embassy files reference number.
12. Copy of GBL to be provided with every invoice.

Invoices submitted for payment for additional charges outside the tender must have supporting documents to prove actual expense.

No additional charges for packing and shipping will be accepted after 90 days from the date of services without prior approval received from TO.

Monthly statements should be sent to [sainvoice@state.gov](mailto:sainvoice@state.gov) ; [invoice@usaid.gov](mailto:invoice@usaid.gov) and copy [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov)

### **ITEM 7-2 Payment of charges**

Billing charges for transportation and services under this TOS will be paid by EFT. TSP shall not bill for services until such services are completed and shipped and/or delivered at destination (see item 4-1 Prompt Performance of Services)

The TSP must maintain copies of the following documents

1. Original GBL, AWB, and OBL.
2. Rate copy of the sea bill of lading, showing gross weight, dimensions, volume and weight charges per pound, kilo and kilo-rates where applicable and total costs.
3. All shipping documents from Shipping lines, SARS, wharfage, bill of entry documents.

The USG shall have no obligation to pay the TSP for services performed, under this tender and the TSP shall file no claim, demand suit or action at law seeking to recover such charges after 3 (Three) months have elapsed following the date the services are completed.

In consideration of satisfactory performance of all scheduled services required under this tender, the TSP shall be paid upon submission of invoices 30 days from date of acceptance of the invoice. The TSP must be provided with a funded contracting document confirming that funds are available prior of any shipment being cleared. This will ensure that payments are expedited within payments terms and conditions contained herein.

# SECTION 8: SPECIAL TENDER REQUIREMENTS

### **ITEM 8-1 NONPAYMENT FOR UNAUTHORIZED WORK**

The USG will not pay for any unauthorized supplies or services for any unauthorized changes to the work specified herein. This includes any services performed by the TSP of his own volition or at the request of an individual other than a duly appointed Tender Administrator(s) as defined in **ITEM 1-1 Tender Administration Data**. The specifications, terms, and/or conditions of this tender may only be changed or altered by the Transportation Officer as defined in **ITEM 1-1 Tender Administration Data**.

### **ITEM 8-2 MISSHIPMENT OF FREIGHT**

The TSP shall be liable to the USG for ensuring that all shipments are labeled, stenciled, or marked correctly. When a shipment is forwarded to an incorrect address due to incorrect labeling, stenciling, or marking by the TSP, the shipment shall be forwarded to the rightful address by the quickest means of transportation as directed by the Transportation Officer. The TSP shall reimburse the USG for all cost’s incident to the forwarding of such shipments from the incorrect address to the correct address, including charges for preparation, drayage, and transportation.

### **ITEM 8-3 MISDIRECTION OF FREIGHT**

The TSP shall be liable to the USG for the forwarding to the rightful owner any household and personal effects which were packed or stowed by the TSP, inadvertently or otherwise, with effects destined to other than the rightful owner. The forwarding of such effects will be done by the quickest means of transportation as directed by the Transportation Officer. The TSP shall reimburse the USG for all cost’s incident to the forwarding of such effects to the rightful owner, including charges for preparation, drayage, and transportation.

### **ITEM 8-4 FUEL SURCHARGE**

There are no provisions under this TOS for a fuel surcharge. All rates shall include anticipated costs of fuel.

### **ITEM 8-5 SPECIAL CRATING/PACKING MATERIAL/ACCESSORIAL APPROVAL**

The TSP must supply the DOS Tender Administrator(s) as defined in **ITEM 1-1 Tender Administration Data** with a signed copy of the special request/accessorial form for authorizing all services. The authorization must include a description of the items to be crated, **a picture of the item** for unusual items, items of unusual length, width, or height, whether the items are being exported or placed in storage, if the crate is required for safe transport, or if the employee requested it and the total cost. Please include the shipper’s name, DOS Shipment number along with the Tender administrators name on all requests. Crate(s) must conform to United States Department of Agriculture, Animal and Plant Health Inspection Service ([www.](http://www.APHIS)aphis.usda.gov) specifications for the destination designated on the TSP’s Authorization. All Wood/plywood container(s) must meet ISPM 15 (USDA/APHIS) requirements be heat-treated and bear the IPPC stamp on all sides of the container(s). The TSP must email a copy of the special request/accessorial request form the designated Tender administrator approving and employee signatures prior to the pack out date to [Pretoria\_GSO\_Shipping\_LES-DL@state.gov](mailto:Pretoria_GSO_Shipping_LES-DL@state.gov).

### **ITEM 8-6 USE OF TENDERS BY OTHER GOVERNMENT AGENCIES**

This TOS may be used by other U.S. Government Agencies to meet their agency requirements. The use of the TOS is subject to the approval of the DOS Tender Administrator(s) as defined in **ITEM 1-1 Tender Administration Data** and all government agencies must abide by the guidelines set forth herein.

### **ITEM 8-7 GOVERNMENT SAVED HARMLESS**

The TSP shall hold the Government, its officers, agents, servants, and employees free from liability of any nature or kind, including, but not limited to, costs or expenses for or on account of any or all suits or claims of any character whatsoever, resulting from injuries or damages sustained by any person or persons or property by virtue of performance under this TOS by the TSP or his agents.

### **ITEM 8-8 ORDERING SERVICES**

Services to Be Authorized

Services to be performed for the DOS will be ordered or authorized to the TSP(s) by the issuance of an appropriate written TSP Authorization and/or GBL. Agencies, other than the DOS, which may utilize this Tender, shall issue an appropriate order for such services directly to the TSP(s). No service shall be performed without an approved GBL or Purchase order.

Assignment of Shipments

In order to achieve the most effective movement of goods and satisfy requirements to make each shipment advantageous to the USG, the U.S. Embassy/U.S. Consulate will assign shipments to TSP for services covered under this Tender. The employee or his authorized representative **will not** select a TSP nor deal directly with any TSP but will coordinate pickup and/or delivery dates with Tender Administrator. Any calls, contacts, inquiries, etc., from the employee or his authorized agent regarding dates, changes to pickups, deliveries, or any other matters relating to shipments handled by TSP under the terms of this Tender **must** be referred to Tender Administrator for action. No action of any kind is authorized unless it is approved by Tender Administrator. Only after the assignment of a TSP has been made by Tender Administrator, will the TSP deal with the employee concerning details of the assigned move. All HHE shipments to USA the TSP shall use U. S. flag carriers unless a certificate of justification is provided to the TSP.

Placement of Orders

Orders shall be placed as required throughout the duration of the Tender authorizing the performance of specific services within the categories prescribed in this Tender.

Categories That May Be Excluded

Requirements in the following categories may be excluded from the scope of this tender:

1. International Through Government Bill of Lading (ITGBL, "door to door") shipments.
2. Shipments originating within the 50-mile radius of the Sandton Johannesburg, Arcadia Pretoria, Central Durban or Tokai Cape Town.

No work is to commence without confirmation by the Tender Administrator (i.e., TSP Authorization, etc.). Nor may any item be shipped without approval from the TO from the respective posts by email. No work is to commence without a funded GBL.

### **ITEM 8-9 INSURANCE REQUIREMENTS**

The TSP shall procure and maintain for the duration of the Tender insurance in the following amounts and shall furnish the Tender Administrator with written evidence thereof:

1. Workers' Compensation and Employer's Liability:

TSP are required to comply with applicable Government Worker's compensation. If occupational diseases are not compensable under those statutes, they shall be covered under the employer’s liability section of the insurance policy except when Tender operations are so being led with a TSP's commercial operations that it would not be practical to require this coverage. Employer’s liability coverage of at least R1, 000,000 will be required.

General Liability:

1. Bodily injury liability insurance coverage written on the comprehensive form or policy, of at least R500, 000 per occurrence.
2. Property damage liability only in special circumstances.

### **ITEM 8-10 CERTIFICATE OF INSURANCE**

1. The TSP shall furnish the Transportation Officer with a valid certificate of insurance for the coverage required. The TSP shall notify TO in writing of any changes, expiration or cancellation of insurance not less than 30 days before such change, expiration or cancellation is effective.
2. The TSP shall give the Transportation Officer immediate notice in writing of any suit or action filed against the TSP arising out of the performance of this Tender. The TSP shall furnish immediately to the Transportation Officer copies of all pertinent papers. Insofar as the following shall not conflict with any policy or Tender of insurance and upon request of the Transportation Officer, the TSP shall do any and all things to effect an assignment and subrogation in favor of the USG of all TSP rights and claims against the USG, arising from or growing out of such asserted claims, and if required by the Transportation Officer shall authorize a representative of the USG to settle and/or defend any such claim and to take charge of any such litigation affecting the TSP. The TSP shall not change or decrease the coverage without the TO approval.
3. The TSP shall indemnify and save harmless the USG from and against all losses and all claims, demands, payments, suits and actions, recoveries and judgments of every nature and description brought or recovered against the USG or the TSP by reason of any act or omission of the TSP, its agents, or employees in the execution or protection of the work. The TSP's assumption of liability continues independent of the insurance policies.

### **ITEM 8-11 LIABILITY OF TSP**

1. Notwithstanding any other provision of this Tender, the TSP hereby agrees to accept liability in accordance with this clause to the USG as subrogee or assignee of the owner of the property for loss, destruction or damage to any article over which the TSP has custody or control under this Tender, whenever such loss, destruction, or damage is caused by lack of due care, negligence, failure to adhere to Tender requirements, or intentional misconduct by the TSP.
2. TSP’s liability under this clause shall, within the limits of the USG subrogation or rights by assignment, be the full cost of repair.
3. Full replacement cost shall be the cost of a new item which is identical or materially similar to the item that was lost, destroyed or damaged. TSP’s maximum liability to the USG as subrogee or assignee for loss destruction or damage shall be $8.50 times the net weight of the shipment or blue book value for POV’s.
4. Claims will be considered by the TSP after receipt of a completed claims package.
5. Claims by the USG as subrogee or assignee for loss, destruction, or damage of property under this clause will be asserted as affirmative USG claims pursuant to the Contract Disputes Act of 1978, 41.U.S.C. 601 et seq. Disputes between the USG and the TSP shall be resolved as prescribed in the Disputes Clause, FAR 52.233-01. The property owner is not precluded from directly resolving claims with the TSP. The owner has two (2) years to file a claim, and two (2) years is the length of the TSP’s liability.
6. The liability of the TSP imposed by this clause shall not be nullified or limited by any limitation, disclaimer, or release prescribed by the TSP or provided by the owner of the goods. Any such limitation, disclaimer or release shall be null and void with respect to the USG rights under any subrogation or assignment agreement.
7. The TSP(s) liability under this clause shall not limit the TSP’s liability to the owner of the property, except to the extent the owner’s interest has been transferred by subrogation or assignment to the USG.

### **ITEM 8-12 GOVERNMENTS RIGHT OF REMOVAL OF GOODS**

The USG reserves the right to remove goods at any time by any means by anyone authorized to do so by the United States Government (USG).

### **ITEM 8-13 LATE SHIPMENTS**

When export-packed HHE shipments are not reported available within thirty (30) days from the date required to be export-packed from storage/vendor, the TSP shall be liable for the cost difference in moving the HHE shipment via airfreight versus surface from the employee’s origin residence to the employee's post of assignment.

### **ITEM 8-14 MISPLACED SHIPMENTS**

The TSP(s) shall be held liable for the forwarding to the rightful owner any item(s) of household and personal effects, which should have been packed with the airfreight or household effects shipments but were not included therein and placed in the employee's storage by mistake. The same holds for item(s) included in the airfreight or household effects shipment that should have been placed into storage.

The TSP(s) shall reimburse the USG for all costs associated with the preparation and forwarding of these misplaced items to the rightful owner or the storage location, including preparation, drayage, transportation, and receipt and placement into storage.

### **ITEM 8-15 EMPLOYEES**

The TSP will use trained personnel for handling and packing personal property. When any personnel appear to be under the influence of alcohol, drugs, or uses abusive language, they will immediately be replaced. Parolees, convicts or prisoners will not be used in the packing or movement of personal effects belonging to employees. Casual laborers through a labor broker are acceptable if cleared prior with RSO. There must be at least one employee who is fluent in the English language during the entire pack-out or delivery. The team leader of the TSP team must be a direct hire employee of the TSP.

### **ITEM 8-16 CONTINUATION OF TENDER**

Notwithstanding the expressed Tender expiration date, this Tender shall remain in full force and effect until the last items or services ordered hereunder have been delivered and accepted by the USG.

### **ITEM 8-17 QUALITY ASSURANCE**

This plan provides an effective method to promote satisfactory contractor performance. The QASP Quality Assurance and surveillance plan provides a method to the Transportation Officer (TO) to monitor TSP performance. The TSP, responsible for management and quality control to meet the terms of the tender.

1. The USG primary quality assurance procedure for this Tender is employee complaints. If the USG must repeatedly request the TSP to correct work that was incorrectly performed, and it is clearly the fault of the TSP, suspension from the Tender will result.
2. When the TSP fails to perform its contractual obligations, the TSP has committed a tender breach. The USG retains the right to prescribe terms that result from a tender breach. Depending on the severity of the breach, such terms may range from price adjustment or deductions to a termination.
3. The monitoring of TSP performance is performed by the Tender Administrator who will receive all complaints and document from all clients regarding services provided. If appropriate, the complaints will be discussed with TSP.
4. The performance standard is that no more than one complaint is received a month. The Tender Administrator shall notify the Transportation Officer of the complaints so that the appropriate action may be taken.

# ATTACHMENTS

### **ITEM 9-1 Acronyms used within this Tender of service**

APHIS Animal and Plant Health Inspection Services

CFR Code of Federal Regulations

CM Cubic Meters (measurements)

DOD Department of Defense

DOS Department of State

ETA Estimated Time of Arrival

FAM Foreign Affairs Manual

FCL Full Container Load

FIDI Federation of International Furniture Movers Industry

FT Foot (measurements)

GSO General Services Office

HHE Household Effects

IATA International Air Transportation Association

IPPC International Plant Protection Convention

ISPM International Standard for Phytosanity Measures

LCL Less Container load

NMFTA National Motor Freight Traffic Association

NTE Not to Exceed

OBL Official Bill of Lading

PBO Packed by Owner

PMA Professional Movers Association

POV/MC Privately Owned Vehicle / Motorcycle

QASP Quality Assurance and Surveillance plan

RFA Road Freight Association

RSO Regional Security Office

SAAFF South African Association of Freight Forwarders

SAMA South Africa Movers Association

STOS Standard Tender of Service

TA/TO Tender Administrator/Transportation Officer

TOS Tender of Service

TSP Tender Service Provider

UAB Unaccompanied Air Baggage

US United States (of America)

USCG United States Coastal Guard

USD United States of America Dollar (official currency in USA)

USDA United States Department of Agriculture

USG United States Government

GOV Government Owned Vehicle

FICA Federal Intelligence Centre Act

### **ITEM 9-2 14 FAM Exhibit 611.6 Limitations**

**14 FAM EXHIBIT 611.6   
Limitations**

*(CT:LOG-51; 02-25-2008)*

|  |  |
| --- | --- |
|  | |
| **MAY BE APPROVED FOR CRATING** | **WILL NOT BE APPROVED FOR CRATING** |
| FINE ARTWORK (INCLUDING VASES, PICTURES, PAINTINGS AND SCULPTURES) WITH A DOCUMENTED VALUE OVER $2100 PER ITEM OR PER SET | ANY WOOD FURNITURE, OVERSTUFFED CHAIRS OR SOFAS, WALL DIVIDERS, WALL UNITS, CHINA HUTCHES OR CABINETS |
|  | TAXIDERMIED OR STUFFED ANIMAL TROPHIES |
| GLASS / MARBLE / SLATE TABLETOPS, WITH A REPLACEMENT VALUE OF $500 OR GREATER, AND WHICH WILL NOT FIT IN A NORMAL STORAGE VAULT OR LIFTVAN | ANY ELECTRONIC EQUIPMENT |
|  | ANY PLAYGROUND EQUIPMENT |
|  | ANY ATHLETIC / EXERCISE EQUIPMENT |
| CRYSTAL CHANDELIER WITH APPRAISED VALUE OVER $2100 |  |
| BABY GRAND PIANOS  PROJECTION TV / LCD TV / FLAT PANEL TV OVER 60 INCHES | UPRIGHT / ELECTRIC PIANO |
|  | SURFBOARDS |
| CABINETS WITH GLASS FRONTS AND DOORS | LADDERS, TOOLS OR YARD MAINTENANCE EQUIPMENT |
|  | SHIP / AIRPLANE OR OTHER LARGE MODELS |
|  | MATTRESSES |
|  | FISH TANKS |
|  | BICYCLES |
|  | CLOCKS |
|  | MUSICAL INSTRUMENTS |
|  | ARTWORK WITH APPRAISED VALUE UNDER $2100 PER ITEM |
|  | HAT/ COAT RACK |
|  | ANY ITEMS GOING INTO STORAGE |
|  | CHANDELIER WITH APPRAISED VALUE UNDER $2100 |
|  | DOLL HOUSE |

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### **ITEM 9-3 14 FAM Exhibit 611.9   Limitations:  Special Crating Request Format**

*(CT:LOG-51; 02-25-2008)*

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|  | | | Requests special crating for the items listed below | | | | |
| Company Name | | |  | | | | |
| for |  | | | | This request is being made because | | |
|  | Employee’s Name | | | |  | | |
| Title: Box to check for Pre-move surveyor feels this is necessary to safely transport item - Description: Box to check for Pre-move surveyor feels this is necessary to safely transport item | | | | | | | |
| Pre-move surveyor feels this is necessary to safely transport item. | | | | | | | |
| Title: Box to check for Employee wishes the items to be specially crated. - Description: Box to check for Employee wishes the items to be specially crated.                   Employee wishes the items to be specially crated. | | | | | | | |
| **Item** | | **Dimensions** | | **Cube** | | **Cost** | **Approved/Denied** |
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Authorizing Signatures:

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| Signature of Transportation Officer |  |  |
| Signature of HR Representative |  |  |
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| **ITEM 9-4 Pre-Warehouse Evaluation Questionnaire: Packing and transportation tender** **Separate forms need to be completed for each inspection site.** i.e. Johannesburg, Durban, Cape Town. If the bonded store is located separately from the normal warehouse, a separate form needs to be completed for the bonded store.  *Tick the applicable boxes*  **Location: Johannesburg Durban Cape Town**  **Type: Warehouse Bonded Store Warehouse & Bonded Store located on the same premises**   |  |  | | --- | --- | | 1. **Company name and address:** | **Tel:** | | 1. **Name of Contact for this Tender:** | **Tel:**  **E-mail address:** | | 1. **Name of on-site Representative that will meet the team for the inspection:** | **Tel:**  **E-mail address:** | | 1. **Warehouse name and address (Where cargo will be stored):** | **Tel:** | | 1. **Name of warehouse on-site contact/Manager:** | **Tel:**  **E-mail address:** | | 1. **Bonded Store Name and address [if different from d) above]:** |  | | 1. **Name of bonded store on-site contact/Manager** [**if different from e) above]:** | **Tel:**  **E-mail address:** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Please answer prior to inspection** | | | | |  |  | | 1. Number of staff? | Office: | | Warehouse: | | | | | 1. IATA certification? (International Air Transport Association) | | | | | YES | NO | | 1. FIDI (The Federation of International Movers) or IAM (International Association of Movers) Certification? | | | | | YES | NO | | 1. ISO Certification? (International Organization for Standardization) | | | | | YES | NO | | 1. Forwarding License? | | Y / N / Using an agent | | | | | | Forwarding Agent Name: | |  | | | | | | 1. Importer Broker License? | | Y / N / Using an agent | | | | | | Import Agent Name: | |  | | | | | | 1. Warehouse rented/owned? RENTED – lease expires: | | Lease space | | Owned | | | | If leasing space – name of warehouse\* | |  | | | | | | 1. Size of the warehouse? | | M2 | | | | | | 1. Generators on site? | | Y / N | | | | |  |  |  |  |  | | --- | --- | --- | --- | | 1. How many hours can your generator run? |  | | | | 1. Ability to load/unload dock high | Y / N | | | | 1. Pest control up to date? \*\* | Y / N | | | | Frequency of fumigation – minimum every 6 months. |  | | | | 1. Fire Extinguishers/sprinklers service up to date? \*\*\*   **Last serviced:** **Next Service:** | Y / N | | | | 1. Bonded Store available? \* |  | | | | If using a different warehouse – name of warehouse\* |  | | | | 1. Dedicated space for Embassy cargo | Y / N | | | | 1. Insurance to cover in-transit/in-store | Y / N | | | | 1. Any objection to RSO check? | Y / N | | | | 1. Do you fully understand the terms and conditions of this tender? | | YES | NO | |   \*Warehouse and Bonded store must be visited as part of the evaluation. \*\* **Attach** Pest control certificate/s  \*\*\* **Attach** Fire extinguisher/sprinkler inspection certificate/s **ITEM 9-5 Rate Sheet**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Rate sheet: Packing and Transportation Tender for period: I March 2023 until 29 February 2024** | | | | | | |  |  |  |  |  |  | | **Name of Company submitting rates:** | | | | | | |  |  |  |  |  |  | | **1.      OUTBOUND UNACCOMPANIED BAGGAGE AND HHE BY AIR** | | | | | | | **South Africa** - costs include the preparation of the shipment for airfreight, packing and delivery to the closest airport OR Tambo International Airport (Johannesburg), Cape Town International Airport, and King Shaka International Airport (Durban). Including freight clearance at origin. | | | | | | |  |  |  |  |  |  | | **UAB** |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | * + 1. **Cost of custom clearance documents** | Per  shipment | R0.00 | R0.00 | R0.00 |  | | * + 1. **Cost per lb. Gross weight Minimum of 100lbs. applies (South Africa)** | Per lb. | R 0.00 | R 0.00 | R 0.00 | SA-61A | |  |  |  |  |  |  | | **HHE BY AIR** |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | 1. **Cost of custom clearance documents** | Per  shipment | R0.00 | R0.00 | R0.00 |  | | 1. **Cost per lb. net weight Minimum of 100lbs. applies (South Africa)** | Per lb. | R 0.00 | R 0.00 | R 0.00 | SA-61D | |  |  |  |  |  |  | | **2.      OUTBOUND – SURFACE SHIPMENTS** | | | | | | | Costs include export packing, crating, temporary storage and delivery of personal and household effects to the Contractor’s depot for final containerization, as well as the preparation of lift vans in accordance with Scope of work. Costs are based on net weight per pound (lb.) and exclude the weight of lift vans. Minimum 1000lbs per HHE surface shipment applies. | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **a)  Cost per lb. net weight** | See below | See below | See below | See below |  | | **Cost of freight clearance documents** | Per shipment | R 0.00 | R 0.00 | R 0.00 |  | | 1. **Utilizing newly constructed lift vans** | Per lb. | R 0.00 | R 0.00 | R 0.00 | SA-62A1 | | **b)  Cost of providing galvanized tops for standard size lift vans. To be provided only upon receipt of a written instruction from the COR** | Per liftman | R 0.00 | R 0.00 | R 0.00 | SA-62B | | **c)   Cost of road haulage of container from Contractor’s Gauteng Depot to port of Durban** | See below | See below | See below | See below |  | | **Per 20ft container** | Per 20ft container | R 0.00 | R 0.00 | R 0.00 | SA-62C1 | | **Per 40 ft. container** | Per 40ft container | R 0.00 | R 0.00 | R 0.00 | SA-62C2 | | **d)  Cost of road haulage of containers from Contractor’s Durban Depot to Durban port** | See below | See below | See below | See below |  | | **Per 20ft container** |  | R 0.00 | R 0.00 | R 0.00 | SA-62D1 | | **Per 40ft container** |  | R 0.00 | R 0.00 | R 0.00 | SA-62D2 | | **e)   Cost of road haulage of containers from Contractor’s Cape Town Depot to Cape Town port** | See below | See below | See below | See below |  | | **Per 20ft container** | Per 20ft container | R 0.00 | R 0.00 | R 0.00 | SA62E1 | | **Per 40ft container** | Per 40ft container | R 0.00 | R 0.00 | R 0.00 | SA62E2 | |  |  |  |  |  |  | | **3.      OUTBOUND – COST FOR DELIVERY TO CLOSEST AIRPORT** To the employee’s residence of packed household effects shipments when shipped by air instead of surface due to a cost saving to the US Government, including but not limited to military shipments. Minimum of 100 lbs. per UAB shipment and customs clearance. | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **Cost of freight clearance documents** | Per shipment | R0.00 | R0.00 | R0.00 |  | | **a) Johannesburg / Pretoria depot to OR Tambo International Airport (Johannesburg)** | Per lb. | R 0.00 | R 0.00 | R 0.00 | SA-63A | | **b) Cape Town depot to Cape Town International Airport** | Per lb. | R 0.00 | R 0.00 | R 0.00 | SA-63B | | **c) Durban depot to King Shaka International Airport (Durban)** | Per lb. | R 0.00 | R 0.00 | R 0.00 | SA-63C | |  |  |  |  |  |  | | **4.      LONG DISTANCE TRANSPORTATION (Transportation charges only)** | | | | | | |  | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **Long distance moves of household effects to and from the following destinations.** | See Below | See Below | See Below | See Below |  | | 1. **Durban Port to Johannesburg** | 20ft | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Durban Port to Johannesburg** | 40ft | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Cape Port to Cape Town** | 20ft | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Cape Port to Cape Town** | 40ft | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Durban Port to Durban** | 20ft | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Durban Port to Durban** | 40ft | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Johannesburg to Cape Town** | Truck | R0.00 | R0.00 | R0.00 | SA-65A | | 1. **Johannesburg to Durban** | Truck | R0.00 | R0.00 | R0.00 | SA-65A | |  |  |  |  |  |  | | **5.      FUMIGATION SERVICES FOR ALL OUTBOUND CONSIGNMENTS.** | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **a) Fumigation of wooden lift vans** | Per Liftvan | R 0.00 | R 0.00 | R 0.00 | SA-66A | | **b) Fumigation of airfreight containers triwall** | Per Airfreight Container | R 0.00 | R 0.00 | R 0.00 | SA-66B | | **c) Fumigation of steel containers** |  | R 0.00 | R 0.00 | R 0.00 |  | | **Per 20 ft. container** | Per 20 ft. container | R 0.00 | R 0.00 | R 0.00 | SA-66C1 | | **Per 40 ft. container** | Per 40 ft. container | R 0.00 | R 0.00 | R 0.00 | SA-66C2 | | **c) Fumigation of motor vehicles** | Per Vehicle | R 0.00 | R 0.00 | R 0.00 | SA-66D | |  |  |  |  |  |  | |  | | | | |  | |  |  |  |  |  |  | | **6.      OUTBOUND – PRIVATELY OWNED MOTOR VEHICLES (POV).** | | | | | | | Cost includes receiving inspection reports, pre-shipment service, preparation and containerization of vehicles for shipment. | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **Documentation for customs clearance** | Per shipment | R0.00 | R0.00 | R0.00 |  | | **Cost includes receiving inspection reports, pre-shipment service, preparation and containerization of vehicle for shipment** | Per Vehicle | R 0.00 | R 0.00 | R 0.00 | SA-69A | | **Cost for collection of POV from residence to depot** | Per Vehicle | R 0.00 | R 0.00 | R 0.00 | SA-69B | | **20ft POV container from Durban to destination** | Per Vehicle | R 0.00 | R 0.00 | R 0.00 | SA-610A | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | **7.  INBOUND SHIPMENTS** | | | | | | | Cost for temporary storage, delivery, unpacking, removal of debris for unaccompanied baggage and household effects and official US Government supplies and equipment received via surface facilities and air facilities and for storage of US Government owned liftvans. Cost is per pound (lbs.) net weight for household effects and per pound (lbs.) gross weight for unaccompanied baggage. For supplies and government equipment the cost is per lbs. gross weight excluding the weight of the steel shipping container, as per instruction by COR. And include customs clearance all costs pertaining to Portnet and ship agencies and vessel agent documentation must be attached. Minimum of 100 lbs. per UAB shipment and 1000lbs per HHE shipment applies. | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | 1. **Cost of freight clearance documentation (UAB air shipment)** | Per shipment | R0.00 | R0.00 | R0.00 |  | | 1. **Cost of freight clearance documentation (HHE surface shipment)** | Per shipment | R0.00 | R0.00 | R0.00 |  | | 1. **Cost per lb. including unpacking onto tabletops and removal of debris same day** | Per lbs. | R 0.00 | R 0.00 | R 0.00 | SA-611A | | 1. **Cost per lb. including unpacking into cupboards and removal of debris same day** |  |  |  |  |  | | 1. **Collection of debris at a later date** | Per collection | R 0.00 | R 0.00 | R 0.00 | SA-611J | | 1. **Cost to turn-in of empty containers to closest depot (Durban to Durban depot, Cape Town to Cape Town depot, Johannesburg and Pretoria to Gauteng depot.** | See below |  |  |  |  | | **Per 20ft container (South Africa)** | Per 20ft container | R 0.00 | R 0.00 | R 0.00 | SA-611B | | **Per 40ft container (South Africa)** | Per 40ft container | R 0.00 | R 0.00 | R 0.00 | SA-611C | | 1. **Cost for the turn in of empty container bound for Gauteng to a depot in Durban if required by the steamship operator.** | See Below |  |  |  |  | | **Per 20ft container** | Per 20ft container | R 0.00 | R 0.00 | R 0.00 | SA611D | | **Per 40ft container** | Per 40ft container | R 0.00 | R 0.00 | R 0.00 | SA611E | |  |  |  |  |  |  | | **8.  COST TO DELIVER CONTAINERS**  **On the ground to a US Government facility including the  utilization of a crane.** | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **Cost includes the collection of the container by crane from contractor’s local depot to a Government facility located in Pretoria, Johannesburg, Durban and Cape Town and the delivery of container on the ground at US facility.** | See Below |  |  |  |  | | **Per 20ft container** | Per 20ft container | R 0.00 | R 0.00 | R 0.00 |  | | **Per 40ft container** | Per 40ft container | R 0.00 | R 0.00 | R 0.00 |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | **9.  PRIVATELY OWNED MOTOR VEHICLES (POV):** | | | | | | | Cost for receiving vehicles in containers, preparing condition reports and undertaking pre-delivery services as per instruction by COR and clearing and forwarding | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **Cost of documentation for customs clearance** | Per shipment | R0.00 | R0.00 | R0.00 |  | | **a) Cost per vehicle ex container including pre-delivery service** | Per Vehicle | R 0.00 | R 0.00 | R 0.00 | SA-613A | | **b) Cost of delivery of POV to residence** | Per Vehicle | R 0.00 | R 0.00 | R 0.00 | SA-69B | |  |  |  |  |  |  | | **10.  RE-WEIGHING** | | | | | | | For undertaking re-weighing of inbound consignments to determine the net weight for billing purposes or upon request by the COR for verification purposes. | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **a)   Cost per consignment packed in liftvans** | Per Consignment | R 0.00 | R 0.00 | R 0.00 | SA-614A | | **b)   Cost per lbs. for consignments received loose packed.** | Per lbs. | R 0.00 | R 0.00 | R 0.00 | SA-614B | | **c) Cost per lbs. for airfreight shipment** | Per lbs. | R 0.00 | R 0.00 | R 0.00 | SA-B59 | |  |  |  |  |  |  | | **11.  TEMPORARY STORAGE** | | | | | | | Storage costs per cubic foot. | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **a)   Cost per day for 2,000 cubic foot – 1 to 30 days in South Africa** | Per 100 cu. ft. per day | R 0.00 | R 0.00 | R 0.00 | SA-615A | | **b)   Cost per day for 2,000 cubic foot – beyond 30 days in South Africa.** | Per 100 cu. ft. per day | R 0.00 | R 0.00 | R 0.00 | SA-615B | | **c)   Cost for Temporary storage per vehicle – 1 to 30 days in South Africa** | Per Vehicle/ Per day | R 0.00 | R 0.00 | R 0.00 | SA-615E | | **d)   Cost for Temporary storage per vehicle beyond 30 days in South Africa** | Per Vehicle/ Per day | R 0.00 | R 0.00 | R 0.00 | SA-615F | |  |  |  |  |  |  | | **12.  ADDITIONAL COSTS** | | | | | | | Removal in and out of bond store | | | | | | |  |  |  |  |  |  | |  | **Unit of Measure** | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **a)   Additional bond store costs -HHE** | Per consignment | R 0.00 | R 0.00 | R 0.00 | SA-616A | | **b)   Additional bond store costs -POV** | Per consignment | R 0.00 | R 0.00 | R 0.00 | SA-616B | | **c)   Documentation - Out of bond store (HHE)** | Per consignment | R 0.00 | R 0.00 | R 0.00 | SA-616A | | **d)   Documentation - Out of bond store (POV)** | Per consignment | R 0.00 | R 0.00 | R 0.00 | SA-616B | |  |  |  |  |  |  | | **ADDITIONAL COSTS (Continue)** | | | | | | | s.q. = Special Quotation with attached paperwork | | | | | | |  |  | **Rate** | **VAT 15% T-code:  SA-VAT** | **Vat Inclusive Cost** | **T Code** | | **Special crating of effects** | Per consignment | s. q | R 0.00 | s. q | SA-62A2 | | **Cost of LCL packing and loading** | Per consignment | s. q | R 0.00 | s. q | SA-62A3 | | **Destination charges** | Per consignment | s. q | R0.00 | s. q | SA-68C | | **Over border shipment HHE/POV** | Per consignment | s. q | R 0.00 | s. q | SA-68D | | **Lift on and off charges** | Per 20ft | s.q. | R0.00 | s.q |  | | **Lift on and off charges** | Per 40ft | s.q. | R0.00 | s.q |  | | **Portnet charges** | Per  consignment | s.q. | R0.00 | s.q. |  | | **Covid charges** | Per consignment | s.q. | R0.00 | s.q. |  | | **Tram Card** | Per consignment | s.q. | R0.00 | s.q. |  | | **Demurrage and detention charges** | Per consignment | s.q. | R0.00 | s.q. |  | | **Ships /vessel agent cost** | Per consignment | s.q | R0.00 | s.q |  | | **Futile trip** | Per consignment | s. q | R 0.00 | s. q | SA-1000 | |  |  |

### **ITEM 9-6 Tender of Service compliance sheet**

**Compliance checklist for documentation required for the Packing and Transportation tender**

**This list must be completed and returned as part of your tender submission**

|  |  |  |
| --- | --- | --- |
| **Documents to be attached** | **Documents attached?** | |
| **YES** | **NO** |
| 1. Completed hardcopy rates sheet for this tender. |  |  |
| 1. Valid copies of all licenses and memberships. |  |  |
| 1. Copy of Company’s registration with the registrar of Companies in South Africa and any other relevant documentation pertaining to company registration. |  |  |
| 1. Evidence of the transporting company and freight forwarder that they operate a business with permanent address and telephone number requirement within South Africa e.g. Telkom, utilities bill. |  |  |
| 1. List on 3 largest clients (by Volume) in the past 3 years, demonstrating prior experience with relevant past performance records. List should include volume of cargo processed by your firm for this client per year, client contact information (name, position, phone number, email address). |  |  |
| 1. Names of transporting companies assigned for freight movements, if outsourced. |  |  |
| 1. Certificate of Insurance. |  |  |
| 1. A hardcopy brochure of organization with history of company. |  |  |
| 1. Last three years’ financial statements and auditor’s reports. |  |  |
| 1. Current and valid pest control certificates for **each** location/warehouse including bonded stores located at a different location. |  |  |
| 1. Current and valid fire extinguisher/sprinkler system inspection certificates for **each** location/warehouse including bonded stores located at a different location. |  |  |
| 1. Statement from cognizant fire insurance rating organization or insurance company determining the sufficiency and adequacy of firefighting water supply. The system must be accredited by a firefighting facility. |  |  |
| 1. Current Calibration certificates for all scales (platform and mobile scales) at **all** locations. |  |  |
| 1. Copy of vehicle pre-trip inspection sheets. |  |  |
| 1. Completed pre warehouse evaluation questionnaire. |  |  |

**NOTE! All documents requested in the tender may not be listed above and should still be attached as requested in the tender document. Additional supporting documents may be requested during the evaluation phase.**



### **ITEM 9-7 HAZARDOUS/RESTRICTED MATERIAL FOR AIRFREIGHT AND PERMANENT STORAGE AGREEMENT**

TSA regulations prohibit the transportation of hazardous materals on all shipments of HOUSEHOLD EFFECTS (HHE) and UNACCOMPANIED AIR BAGGAGE (UAB), as well as placing such items in a permament storage facility. Signing this form confirms that there are no hazardous materials / restricted items that could result in significant delays and additional charges. Items that are not to be packed in HHE/UAB air shipments or placed into permanent storage include but are not limited to:

* Personal documents (birth certificates, car title, insurance documents).
* OIL-based paints and thinners (flammable liquids)
* Aerosol cans (deodorants, spray paint, bug spray etc.)
* Nail polish, cologne.
* Industrial solvents (bleach, drain cleaners, degreasers, kitchen cleaners, any acidic compound solutions etc.)
* Insecticides, garden chemicals, fertilizers.
* Lithium batteries (toy batteries, cell phone/laptop/GoPro batteries, hover boards etc.)
* Motorcycle, vehicle, boat batteries.
* Magnetized materials (including speakers of any size).
* Toner/ink cartridges of any size.
* Machinery that has contained fuel or oil (Camp fuel, lanterns, torches heating elements, etc.)
* Infectious substances/Bacterial cultures.
* Any compound, liquid or gas that has toxic characteristics or empty cylinders of gas.
* Fireworks, including signal flares, sparkles, and other explosives.
* Flammable liquids/solids (Alcohol, lighters, matches, trick candles, camphor oil etc.)
* Weapons (Firearms, ammunition, mace, tear gas, antiques/trophy, etc.)
* Cash of any amount/denomination or jewelry.
* Unlicensed/unprescribed drugs or alcohol.
* Contraband and pornographic materials.

If there is any question about an item being hazardous/restricted, please contact your move coordinator immediately. By signing, I have read the above and ensure that there are no hazardous/restricted items in the HHE/UAB shipment to be flown by air or the permanent storage shipment. I also give consent for screening and/or physical search in the event that hazardous/restricted items are found as per TSA or any other applicable regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE