

U.S. Embassy Addis Ababa
Tender of Service (TOS)



Packing and Transportation Services

19ET10-20-T00001

October 1, 2020 – September 30, 2021

Cover Page

By signing, I certify we accept the Embassy's request to participate in the Tender of Service.

Company: _____

Name of Principal: _____

Phone: _____

Email: _____

Signature

Date

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SECTION 1: GENERAL

ITEM 1-1 TENDER ADMINISTRATION DATA:

Contracting Officer's Representative (COR): Kidest Habte HabteKG@state.gov

Overview of Tender Contracting Officers (CO): Oren Struck and Jonathan Wedd
AddisGSOofficers@state.gov

Shipping & Customs Team: AddisGSOShippingAndCustoms@state.gov

Mailing Address:

U.S. Embassy
ATTN: GSO Shipping
Entoto Street
P.O. Box 1014
Addis Ababa, Ethiopia

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

- A. GENERAL: This TOS provides terms and conditions for the transportation and all related services for the U.S. Mission in Addis Ababa, Ethiopia. All Transportation Service Providers (TSP) used as your agents must have appropriate licenses and/or certifications to operate.

- B. CONTRACTOR LIABILITY: All property transported under provisions of this TOS (See Section 8) 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. In the case of a complete loss of a shipment, the participant must offer all shipments being released at a base value of \$8.50 per pound times the net weight of the surface shipment and gross weight for UAB shipments.

- C. No guaranteed container loads or airfreight cargo are provided under this Tender of service.

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

The TOS is revised and reissued by U.S. Embassy Addis Ababa's Shipping and Customs Office as necessary. This is done through electronic publication of the changes, the issuance of page revisions (original or revised), or 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 Contractor is not authorized to solicit/distribute this tender to unauthorized parties.**

ITEM 1-5 LAWFUL PERFORMANCE AND OPERATING AUTHORITY

The Contractor agrees to comply fully with the applicable U.S. federal, state and local laws and/or regulations of Ethiopia bearing on the performance of services specified herein and shall possess the necessary operating authorities required by regulatory agencies. Common transport carriers shall possess the required carrier documentation. The TSP shall provide the transportation of the household effects to and from or between the places where the shipment may move by provisions of this tender.

SECTION 2: PARTICIPATION

ITEM 2-1 GENERAL

Participation in the USG TOS is open to any contractor possessing the operating authority and insurance pertaining State/Federal laws and local laws of Ethiopia.

ITEM 2-2 APPROVAL TO PARTICIPATE

A contractor must meet the following requirements to become eligible to participate and perform services under this TOS. The applicable approval documentation with a complete tender package must be mailed to the attention of Kidest Habte. The applicable documents may be sent electronically as PDF documents to AddisGSOSShippingAndCustoms@state.gov or sent via express mail, or hand delivered to the Embassy. Questions relating to the approval requirement may be directed to Oren Struck or Jonathan Wedd by e-mail at StruckOL@state.gov or WeddJP@state.gov. Closing date of the tender solicitation is **October 31, 2020**.

A copy of the compliance checklist for documentation required should be included within your proposal. Any incomplete proposals will be automatically disqualified from the bidding process.

APPROVAL REQUIREMENTS:

A. If a vendor is currently providing transportation and packing services to the U.S. Embassy, provide the following:

- Signed cover page of the current contract.
- Completed rates sheet for this tender (Attachment 9-5).

- Or -

B. For vendors not currently under contract with the U.S. Embassy, provide the following:

- Completed rates sheet for this tender (Attachment 9-5).
- Official documentation pertaining to the company registration.
- List of five largest clients (by volume) in the past three years, demonstrating prior experience with relevant past performance reports. Reference information shall include volume of cargo processed by your firm for this client per year, client contact information (name, positions, phone number, e-mail address and physical address).
- Evidence the offeror/quoter has all the licenses and permits required by applicable local law.
- Names of transporting companies, if subcontracted, assigned for road freight assignments.
- Certificate of Insurance for goods in transit and insurance whilst within warehouse facilities. If the insurance expires throughout the Tender a renewed proof of insurance should be provided or you will be withdrawn from the TOS.
- The offeror can provide the necessary equipment, personnel and financial resources needed to perform the work requested within this Tender.
- A brochure of the organization with history of the company.
- Current financial statements and auditor's report.
- A copy of all calibration certificates for scales (platform and mobile scales).

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. The U.S Embassy intends to send all documents electronically or via courier service when original documents are required. The TSP will also supply the U S Embassy with a website address that will allow the U. S. Embassy personnel to track and trace shipments by document number or the shipment number, if available.

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 vendor 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
- The vendor's continuation of Insurance

This TOS is performance based. Failure to perform agreed services may result in immediate termination of this TOS as determined by the USG Tender Administrator(s) 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
- Percentage of customer satisfaction reports

SECTION 3: OFFERS OF SERVICE

ITEM 3-1 SUBMISSION OF RATES

TIME OF FILING: A complete package as listed on **ITEM 2-2 Approval to Participate** must be emailed (AddisGSOShippingAndCustoms@state.gov), or express mailed, or hand delivered to the U.S. Embassy, Entoto road, Addis Ababa, Ethiopia for the attention of the General Services Officer – before 16h00 on **October 31st, 2020**. A complete tender package must be sent together, with all supporting documentation attached. No exceptions after this date and time will be considered.

Assessorial charges must all 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 Ethiopian Birr with exceptions noted on the rate sheet, such as for rates given from the air carriers and vessel shipping lines, which must be quoted in USD.

If more than one contractor has received an award for these services, the following procedure shall govern the issuance of individual orders/BOL. No work shall be performed without a BOL (aka GBL) being issued to the contractor by the Contracting Officer.

1. As the need for services arises, the U.S. Government will develop a price estimate. If the estimate does not exceed \$10,000 the U.S. Government will follow the procedures in paragraph (2) below. If the estimate exceeds \$10,000 the U.S. Government will follow the procedures in paragraph (3) below.
2. Orders not exceeding \$10,000 – The U.S. Government will select a contractor for issuance of the order. This decision will be based on the U.S. Government best interests, which may include factors such as estimated price and past performance record.
3. Orders exceeding \$10,000 – Unless one of the exceptions in paragraph (5) below applies, the U.S. Government will follow one of the following scenarios:
 - 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 or;
 - 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 the prices set forth in the TOS and past

performance information gained as a result of contractor performance under previous Tender.

4. 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 BOL awards, pursuant to the procedures for award of BOL.
5. Exceptions to the procedures in paragraph (3) 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 BOL.

ITEM 3-2 MODIFICATIONS TO TENDER

A TSP may not modify this tender by adding or removing services this will result in immediate termination of the tender of service.

SECTION 4: STATEMENT OF WORK

ITEM 4-1 PACKING SPECIFICATIONS AND RESPONSIBILITIES

Labor employed to perform services under this contract shall be experienced and competent in the performance of such services. Those employees who perform services at the client's office or residence shall be neat and in uniform identifying them as employees of the Contractor.

The Contractor agrees to provide complete services for surveying, packing, crating, weighing, and marking of household effects, surface baggage and official Government shipments of commodities including, but not limited to, household effects, office and residential furniture, vehicles, and equipment and supplies for shipment within and from Ethiopia. Such services will be performed on goods located primarily within the Addis Ababa city metropolitan area, but also other areas of Ethiopia and Djibouti (including the Port of Djibouti) as requested.

The Contractor shall provide all necessary packing and crating material required by this specification and standard industry practice for the services under this contract.

At the request of the Contracting Officer's Representative (COR), the Contractor shall survey the goods to be packed and furnish the Government with a written estimate of the weight and required number of lift vans or other containers in which to pack the goods to be shipped. The Contractor shall transport packing materials and vans to the designated location ready to perform the services required on the date and at the same time specified by the COR. The Government shall notify the Contractor 48 hours in advance, unless otherwise mutually agreed. Any services performed outside of normal business hours as may be agreed upon between the parties to this contract shall be for the mutual convenience of the contracting parties and shall create no liability on the part of the Government for overtime or premium pay charges.

The Contractor agrees to provide export packing and related services using the best commercial practices to insure a shipment of the least tare weight and smallest cubic measurement compatible with assurance of transportation to destinations without damage or pilferage to containers or contents. Export packing shall include, but shall not be limited to, the following actions by the Contractor:

- Padding, dunnage and packing into cases, barrels or crates of all fragile items.
- Wrapping in waterproof paper and padding all items of furniture, television sets and other valuable equipment. The Contractor shall crate these items. The Contractor shall place these items in the lift vans so as to prevent damage or shifting while in transit.
- Padding securely all mirrors and framed pictures, marble tops, etc., in crates made to the proper size of good packing grade dry lumber with least tare weight.
- All rugs and carpets shall be mothproofed with crating or wrapping without folding.
- Packing clothing items, linens, bedding, lampshades and similar items in containers lined with tissue paper, carefully, to prevent excessive wrinkling or folding.
- Freezers or refrigerators shall be dry inside and the Contractor shall pad and secure all removable shelving and interior parts to prevent breakage or damage.
- Applying tightly and securely adequate steel banding to all wooden cases and containers and to the outside of other appropriate containers that may be used for shipments.

ITEM 4-2 INVENTORY SYSTEM

In conjunction with the client or his/her agent, the Contractor shall prepare six copies of an Inventory List of all articles packed, bearing the signature of the client or his/her agent together with the signature of the Contractor, both certifying to the correctness of the inventory. The Contractor shall ensure diligence in recording any unusual condition of the goods being packed by the Contractor. The inventory shall list each article. Words such as "HOUSEHOLD EFFECTS" or other general descriptive terms such as marred, scratched, soiled, worn, torn, gouged, and the like shall be avoided unless they are supplemented with a statement describing the degree and location of the exception. Care in the preparation of the initial inventory will assist in protecting the client of the property and the Contractor in the event of loss and/or damage. Inventory Lists shall specify the name of the client of the goods, the date of shipment and the name of the Contractor, and contain on the form an explanation of the condition symbols and location symbols. The original of the Inventory List will be retained by the Contractor; one copy shall be given to the client or the client's agent; and the remaining copies shall be forwarded to the COR.

ITEM 4-3 FREIGHT HANDLING

The Contractor shall act on behalf of the Government on any selected incoming and outgoing Government cargo that may be assigned to the Contractor under this contract, including the effecting of necessary transport of Government cargo within Ethiopia. The Contractor accepts full responsibility for any and all losses and/or damage, from the time such cargo is received into

the hands of the Contractor until it is released into the custody of the Government as evidenced by a signed receipt. The Contractor further agrees that in any instance involving loss or damage to the Government cargo, where the Contractor fails to exercise reasonable diligence, the Contractor shall assume full responsibility for such losses or damage including payment of claims for such losses or damage.

The Contractor shall transport all incoming Government cargo handled under the contract from commercial facilities at Djibouti port or Ethiopian Airlines to the final destination in the Addis Ababa area or elsewhere in Ethiopia including off-loading from the Contractor's vehicle, as specified by the COR unless otherwise directed by the COR in writing to the Contractor.

The Contractor shall pick up from the Government in the Addis Ababa or elsewhere in Ethiopia in time to insure delivery to Djibouti port or Ethiopian Airlines facilities within 4 (four) hours of the request for pickup. The Contractor shall not place cargo in any warehouse at Government expense without prior approval of the COR.

ITEM 4-4 CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for strict adherence to all instructions and quality requirements stated in this contract and shall provide the appropriate management effort to ensure that all services are performed. Each packing or unpacking team shall have a team leader to supervise the workforce and serve as a liaison with the COR. This designated person shall have supervision as his/her function during the time the Ethiopia Contractor is in the client's facility or residence and when Household Effects, Unaccompanied Baggage, or other cargo is being loaded into lift vans or other shipping containers.

Work Skills and Experience

The Contractor shall ensure that all personnel assigned to this contract possess the skills and experience necessary for accomplishing their individual tasks.

English Language Qualifications

Each Team Leader must possess sufficient ability in reading, writing, speaking and understanding the English language to carry out the duties prescribed herein for the position. The remaining staff must be able to follow simple instructions in English, and must be able to completely understand the instructions of the Team Leader.

Prohibited Actions

The Contractor's employees shall not at any time:

- (a) Smoke in the client's facility or residence;
- (b) Arrive at the facility or residence under the influence of drugs or alcohol, or even with alcohol on the breath;
- (c) Drink alcoholic beverages on the job, even if offered;
- (d) Use the client's bathroom or towels without permission;
- (e) Engage in prolonged discussion or argument regarding the job;
- (f) Perform any work for the client not specified in this contract; or
- (g) Request or accept any articles or currency as a gratuity from the client for work performed under this contract.

ITEM 4-5 SCHEDULING AND PLANNING SHIPMENT PICKUPS

The COR receives requests from clients for Household Effects pack out dates, and will coordinate the scheduling of shipments with the Contractor. The COR will give the Contractor a completed "Request for Shipment" form which is the notification of scheduling and authority to proceed if "confirmed" is indicated. This form will not be given to the Contractor unless a task order has already been issued by the Contracting Officer. If "tentative" is checked, the Contractor shall contact the COR for information/instructions.

Pre-shipment Survey

Before the UAB, HHE and cargoes are packed, the Contractor shall, in connection with each instance of household effects services in this contract, make an on-site pre-shipment survey of the items to be shipped and/or stored to determine the approximate net weight of each category. The survey shall be conducted by an approved estimator. The survey must list the major items of furniture, appliances and equipment which are to be included in the shipment and/or storage lot. It must also state the number of cartons and crates necessary to properly protect the loose and fragile items. The Contractor shall give a copy of each survey, signed and dated by the estimator, indicating total estimated net weight of both the export shipment and storage lot to the client within 2 (two) days upon completion of the pre-shipment survey. A pre-shipment survey which deviates more than ten percent, either high or low, in either the export or storage estimates, will be documented by the COR in the Contractor's performance file. A pre-shipment survey will not normally be required for shipments other than household effects shipments.

ITEM 4-6 DURATION OF PACKING

The Contractor shall perform all packing and/or pickup of household goods and personal effects on the date beginning and at the time agreed upon between the Contractor and the client or his/her agent. The client shall be any person the COR specifies as the client in the "Request for

Shipment" form authorizing service. All services performed shall be performed on normal workdays between the hours of 08:00 a.m. and 17:00 p.m. Services may only be performed at the residence before 08:00 a.m. or after 17:00 p.m. on normal workdays, or other than normal workdays with the mutual agreement of the parties. This agreement shall create no liability on the part of the Government for overtime or premium pay or other charges to be paid to the Contractor's employees. If the packing and/or pickup crews will arrive more than two hours later than the scheduled time agreed upon, the Contractor shall notify both the client and the COR in advance. Authorization for any changes in date and time must be authorized by the COR.

ITEM 4-7 WEIGHT

Tare Weight Limitation

Whether for official shipments or for household effects, the tare weight shall not exceed 45% of the net weight of the articles packed. If it appears that the 45% limitation will be exceeded, the Contractor shall obtain advance approval of the COR before proceeding with the packing. The tare weight and cube of each shipment shall be the minimum that will afford adequate protection to the items being packed. Contractor shall weigh containers before packing in order to calculate net weight.

Shipping Weight

The Contractor will be advised in writing by the COR as to the maximum weight allowance to be shipped and/or stored. The Contractor shall not exceed these weights without the COR's consent. If the shipment portion exceeds the maximum authorized weight, the COR must be informed. The Contractor shall remove items specified by the COR at no additional cost to the Government or employee. If a shipment is forwarded which exceeds the maximum weight designated in writing by the COR, the Contractor shall be responsible for all costs on that portion of the shipment which exceeds the maximum weight designated.

ITEM 4-8 RECORD KEEPING REQUIREMENTS

Inventory Lists

The Contractor shall prepare a complete, accurate and legible Inventory List in English as the articles are packed. The client will review and sign the list. The original will be retained by the Contractor; one copy shall be given to the client or the client's agent; and the remaining copies shall be forwarded to the COR immediately after the packing is completed. All exceptions as to the condition of goods listed on the Inventory List must be brought to the client's attention before goods are removed from the government premises. The Inventory List must be signed by the client and the Contractor's Team Leader, both certifying to the correctness of the Inventory List.

The Inventory List shall show the number and contents of each carton, listed by the correct name in English; the date of shipment; lot number; name of Contractor; container (lift van); and an explanation of the condition symbols used. The Contractor shall give a copy of the Inventory List to the client. Care in the preparation of the initial inventory will assist in protecting the owner of the property and the Contractor in the event of loss and/or damage. When there are two or more shipments, each shipment shall have a separate inventory and lot number. Copies of all Inventory Lists shall be provided to the COR by the Contractor.

The Inventory List shall also indicate by number which cartons are loaded into the respective shipping containers/lift vans.

- The client's name shall appear on each sheet of the Inventory List, and the last sheet must also indicate the total number of boxes, total number of shipping crates (lift vans), net, tare and gross weights, with measurements and total cubic measure.

Art Objects

The contractor shall list art objects by their specific names, i.e., drum, picture, mask, etc. The Inventory List shall include the type of material (malachite, wood, metal, etc.) and whether the item is of Ethiopian origin.

ITEM 4-9 STORAGE AREA REQUIREMENTS

All temporary or permanent storage provided, either for unpacked or packed household effects and unaccompanied air baggage, shall be inside storage buildings and areas that are acceptable to and approved by the COR.

In areas assigned for preparation and storage of household effects and unaccompanied air baggage the Contractor shall prevent pilferage or damage by sunlight, water, or fire. Household effects shall be stored in areas that are dry, well-ventilated, clean, and free from dust, insects and rodents, have adequate fire protection, and are accessible for routine inspection.

The Contractor shall keep aisles, driveways, and entrances free of storage and equipment not being currently handled or operated.

The Contractor shall remove waste or refuse from storage areas or kept in metal containers with tight-fitting metal lids.

Household effects shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids, maintaining a minimum of two inches of clearance from the floor to the bottom-most portion of the stored goods. The Contractor shall not store property in contact with exterior or interior walls.

ITEM 4-10 REQUIREMENTS FOR STORAGE METHODS

The Contractor shall place household effects and unaccompanied air baggage into temporary or permanent storage inside a warehouse on the day of receipt or, in the event of inclement weather, immediately upon receipt.

All loose-packed storage of household effects shall be of the enclosed lift van type. The Contractor shall obtain the COR's approval for any exceptions. Lift vans shall have sound walls and tops and shall be fully enclosed to prevent the entry of dust and other contaminants. The Contractor shall identify all pallet boxes and other boxes and storage containers by affixing to the front of each lift van or container a sign at least 24 centimeters by 15 centimeters in size, type set on poster board material, not hand-printed, with the following legend:

U.S. Embassy Addis Ababa
(Shipper's Last Name)
(Lot Number)

All letters on each sign described above shall be at least 5 centimeters in height.

The Contractor shall replace moth repellents upholstered articles at least every six months.

The Contractor shall store rugs in fully enclosed rug tubes or rug cartons in rug racks. No more than two rugs are to be stored in each tube or carton. The Contractor shall replenish moth repellents at least every six months.

The Contractor shall establish and maintain a locator system to enable prompt identification and removal of effects in storage.

The Contractor shall store upholstered and overstuffed furniture in special enclosed lift van containers apart from other effects. Upholstered rooms must be fully enclosed areas containing only articles of furniture in loose-pack storage. Walls must have sturdy framing and be covered with a solid sheathing material such as masonite, cellotex, or plywood of a minimum thickness of one-quarter inch sheathing shall be free of holes and tightly joined to prevent the entry of dust and contaminants. Entry doors into such upholstered storage rooms must be kept closed at all times except during periods of actual placement into and/or removal of furniture. Any other type of upholstered storage must be specifically approved by the COR before use.

ITEM 4-11 WAREHOUSE RECEIPT

Upon receipt of effects, the Contractor shall prepare a Non-Negotiable Warehouse Receipt. The terms shall be subject to approval by the COR, indicating the American post or other Government Agency as the depositor. If the Warehouse Receipt contains provisions that differ from items in this contract, or that are not contained in this contract, these provisions in the Warehouse Receipt shall have no effect against the United States Government unless the United States Government specifically, in writing, approved each provision at the time the receipt was drafted.

The Warehouse Receipt shall also indicate the name of the owner of the goods, the number of the authorization, the net weight of the storage lot, the number of items deposited, the kind of items and the condition in which they are received. The Contractor shall mail the original of the Warehouse Receipt to the COR within twenty-five calendar days of the pickup of the storage at the Government facility. If access and segregation and/or partial removal is performed, the Contractor shall prepare a new Non-Negotiable Warehouse Receipt and submit it as directed above.

Warehouse facilities must be approved by the COR and meet the following criteria:

- (a) Storage buildings shall be constructed, with masonry walls and floors, watertight roofs, and maintained in good condition. The building shall be kept dry, clean, well ventilated, free of dampness, free of moths, rats, mice, and insects, and in orderly condition at all times.
- (b) Each building used for storage under this contract shall have as the minimum standard for qualification either:
 - (1) an acceptable automatic fire detection and reporting system, or an acceptable automatic sprinkler system; or
 - (2) a fire prevention and control plan, posted and maintained in each building; and necessary fire extinguishers and/or approved fire-fighting apparatuses available and in good working order at all times.

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

ITEM 4-12 NOTIFICATION OF COMPLETION OF SERVICES

As soon as the required services for outgoing cargo and unaccompanied air baggage shipments and household effects are completed, the Contractor shall notify the COR and provide the following information:

- a. If a shipment of other than Household Effects:
 - name and Agency affiliation of employee requesting the shipment, and
 - name and Agency affiliation of employee who owns the effects.
- b. Government Agency packing authorization number;
- c. Ultimate destination of shipment;
- d. Date of pickup, number of pieces and gross weight of shipment; and
- e. Bill of Lading or Air Way Bill number assigned to the shipment.

A U.S. Government Bill of Lading (GBL) will be issued for each shipment by the authorizing Government Agency. The GBL will either be:

- (1) forwarded by the Government directly to the carrier specified to transport the shipment;
or
- (2) forwarded to the Contractor to be surrendered to the carrier or its agent when the shipment is picked up at the Contractor's premises; or
- (3) forwarded to the Contractor to be surrendered to the carrier or its agent when the shipment is delivered by the Contractor to the carrier or his agent.

The Contractor shall obtain a proper receipt from the carrier or its agent at the time the baggage is delivered to the carrier by the Contractor.

Upon completion of each assigned packing effort, the Contractor shall provide to the COR a Notice of Availability for Shipment. On this Notice, the Contractor shall report the identity of each completed export packing effort, and whether each was for Household Effects, UAB, or general cargo. The Contractor shall confirm each such notification by submitting to the COR, within twenty-four hours, four copies of the Inventory List, together with a written request for shipping instructions containing the following information:

- (a) Name of client and Agency affiliation,
- (b) Government Agency packing authorization number,
- (c) Ultimate destination of shipment,
- (d) One copy of the export inventory properly prepared, and
- (e) Packing list itemizing the contents of each shipping container by inventory number; Net, Tare and Gross Weight; and a cubic measurement of each shipping container and total shipment.

Upon receipt of the above information, the COR will furnish to the Contractor, in writing:

- Additional shipment marking information; the necessary shipping data; and
- Completed and signed U.S. Government Bill of Lading (GBL) for each shipment that the Contractor has reported ready to ship.

The Contractor shall tender the GBL to the carrier specified to transport the shipment to the port of embarkation. The Contractor shall contact the carrier in sufficient time to load the shipment on the carrier's vehicle in time to have the shipment delivered to the port of embarkation by the delivery date designated in the shipping data furnished by the Government. In addition, the

Contractor shall ensure that all customs procedures have been accomplished, and shall obtain required documentation for all shipments. The Contractor shall notify the COR in writing if and why any shipment cannot be delivered to the port of embarkation by the date specified. Failure to provide this notice before the latest delivery to the pier may subject the Contractor to any liquidated damages to be paid by the Contractor to the carrier.

ITEM 4-13 REQUIREMENTS FOR THE DELIVERY AND UNPACKING OF HOUSEHOLD EFFECTS, UNACCOMPANIED AIR BAGGAGE (UAB) AND GENERAL CARGO

Receipt of Household Effects and Unaccompanied Air Baggage

The Contractor shall notify the COR immediately if any shipment is received in damaged condition. The Contractor shall make notation of any visible loss or damage on the reverse side of the Government Bill of Lading and/or on carrier's delivery receipt. Loose-packed effects shall be properly inventoried on receipt and immediately placed in proper palletized storage. If it is necessary to unload a steamship container and place the effects into loose-pack storage prior to delivery, the Contractor shall prepare and sign an Inventory List when the effects are removed from the container and placed into storage.

Delivery of Household Effects and Unaccompanied Air Baggage To a Residence

The placing of Household Effects and UAB in the client's residence, as specified, shall include, but not be limited to:

- the laying of pads and rugs;
- placing of items of furniture within rooms;
- setting up of beds, including the placing of springs and mattresses on bed frames; and
- the placing of all kitchenware, dinnerware, glassware, silverware, linens and other miscellaneous items in locations specified by the client or his/her representative.

The Contractor is not required to move furniture within the residence after the first placing of furniture.

The Contractor shall inquire of the client at the time arrangements are made for delivery, if the shipments include large items such as pianos, freezers, refrigerators, etc. The Contractor shall have piano boards and other necessary tools and equipment on hand to open containers and safely move these items.

The Contractor shall unpack the client's household effects and remove all debris the same day the effects are delivered, or by the close of the next working day; unless the client requests removal of debris at a later date.

The Contractor shall place UAB in the client's residence in packed or crated condition.

The Contractor shall cut strapping and open crates when requested by the client or his/her authorized agent.

The Contractor shall use a tarpaulin or other floor covering suitable for protection of floors while work is in progress.

Obtaining Delivery Receipt

The Contractor shall obtain a delivery receipt in triplicate signed by the client or his/her authorized agent upon completion of the delivery and/or the unpacking and placing of the household effects in the residence. The Contractor shall retain the original of this receipt and submit copy with the invoice for payment and provide one to client

The Contractor shall prepare a separate Inventory List, signed by the client or his/her agent, listing all articles lost or damaged and describing such loss or damage. The Contractor shall submit this Inventory List to the COR within seven calendar days after delivery of the goods.

Removal of Debris and Return of Containers

The Contractor shall, upon completion of delivery and unpacking services, remove all trash dunnage, and debris from all shipping vans and containers. The Contractor shall deliver promptly all empty steel vans, and other special-type containers, to the carrier or its authorized local agent. The Contractor shall release steamship containers immediately after unloading, to the local agent of the delivering carrier. In addition, at the option and discretion of the COR, the Contractor shall deliver containers owned by the Department of State to a local warehouse or depository as designated by the post. All other vans and containers, after completion of service, shall become the property and responsibility of the Contractor, unless the customer chooses to retain possession of any cartons, crates, or lift vans for their own personal use – if so, the materials retained become the responsibility of the customer.

ITEM 4-14 VEHICLES

The Contractor shall provide all vehicles necessary for the performance of this contract.

The Contractor shall provide all fuel and lubricants for the vehicles.

The Contractor shall provide the necessary vehicles of appropriate size (2.5 tons or more) for local transportation of shipments and Unaccompanied Air Baggage.

The Contractor shall maintain its vehicles in the proper mechanical condition to assure their full availability when needed, and to assure that shipments are reliably and safely transported from the residence to the appropriate staging area. If the Contractor encounters mechanical difficulties that prevent the scheduled completion of a scheduled pick-up, the Contractor shall immediately obtain a suitable substitute vehicle at no additional cost to the Government. Non-availability of

suitable vehicles shall not constitute acceptable justification for late pickup or delivery, or for additional costs to the Government.

ITEM 4-15 COMPUTATION OF WEIGHTS

Gross Weight is calculated by adding the Net Weight of the contents to the weight of the shipping container and any bracing material used to secure articles in the container. The Contractor shall designate and the COR shall approve a scale to be used for determination of shipment weights. The scale must be officially certified by Ethiopian Government agency or other entity that must certify the scale. as accurate and must continually display documentation in testimony thereof. All official certificates of accuracy must be periodically updated and recertified to ensure there is no lapse of certification.

The COR or an appointed representative may be present at the scale site when any shipment weight is taken to witness the accuracy of the reading. The Contractor shall submit to the COR with each invoice a weight certificate, signed by the Government employees for whom services were rendered, and the name of any Government employee who witnessed the weight reading.

When the Net Weight of a shipment has not been determined by actual measurement before shipment occurs, for payment purposes the Net Weight shall be defined as two thirds of the Gross Weight of the shipment. With the invoice for each shipment, the Contractor shall submit a written justification describing why the shipment could not be weighed before it was shipped.

SECTION 5: PACKAGING AND MARKING

ITEM 5-1 PREPARATION OF OWNER AND CONTRACTOR 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 Contractor 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 Contractor(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 GSO Shipping 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 Contractor. 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 Logistical specialist 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 GSO shipping.
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 GSO Shipping. 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 Contractor(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 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 9-4 – Special Crating Request) and can be emailed to: AddisGSOShippingandCustoms@state.gov for approval by the GSO.

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 Contractor chooses, "Dolphin Foam" may be utilized for wrapping instead of the materials listed above.
15. During completion of the stowing of the effects into shipping containers, the Contractor 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 Contractor to AddisGSOShippingandCustoms@state.gov or the responsible shipping office who provided instruction ALMArchive@State.gov.
16. If the packing company 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 GSO Shipping. The request for authorization must include the shipper's name, Shipment number, item, special service, and cost. The request (See attachment **ITEM 9-4** Special Crating Request) can be emailed to: AddisGSOShippingandCustoms@state.gov or to the responsible shipping office who provided the shipping instruction.
17. Professional books, papers and equipment from the U.S. Embassy must be packed on a pre-approved time and date. The Contractors 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 COR 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 logistical specialist. 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 Logistical specialist 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 logistical specialist. 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 COR.
 - The TSP shall remove the tags and license sticker from the POV/MC and return them immediately to the COR. 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 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 COR 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 for a surface shipment of household effects must new wooden lift vans, soundly constructed of non-coniferous wood or plywood (Unless other materials are required to meet destination requirements) and be approved by GSO Shipping before use. The outside dimensions of any container/lift van shall not exceed 119 CM (47 IN) in length 220 CM (87 IN) in width and 220 centimeters (87 IN) in height. The

thickness of the plywood must be at least 3/8IN thick. Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

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 (plastic) 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 GSO Shipping Office before use.
2. The top of all lift vans shall be covered with metal (aluminum or similar) to add additional waterproofing and protection from rain. After closing the lift van, a sheet of metal should be folded over all edges and attached with nails or otherwise. The metal should be free of holes and other defects that could allow water to seep through.
3. 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.
4. 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.
5. All used lift vans should be stored at TSP warehouse. Disposal of the lift vans will be instructed by CO. Regular reports of the number of lift vans should be e mailed to AddisGSOShippingAndCustoms@state.gov.

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.
2. 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.
3. All Tri-wall containers provided by the contractor(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 box is made of FOUR LINERS / THREE FLUTES as: liner1 /flute/liner 2/flute /liner 3/flute /liner 4. The thickness of the box is ½ IN.
4. 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 GSO Shipping Office.
5. All packed baggage must be completely wrapped in a reinforced Kraft-asphalt-Kraft waterproof material prior to banding.
6. 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.
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 GSO Shipping. All UAB shipments to USA must use US Flag carriers, otherwise a certificate of justification shall be provided.

ITEM 5-5 BASIS OF WEIGHT

1. 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 representatives of the U.S. Embassy. 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 Company shall be held responsible for all costs associated with additional services resulting from reporting incorrect shipment weights/dimensions.

2. 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 Contractor may contact the **Tender Administrator: Oren Struck (StruckOL@state.gov)**.

3. Determination of Weight

- a. 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:
 - i. Weighing of Loose Effects:

Loose effects must be weighed by a certified weigh master on a government inspected and approved scale. The term "government inspected scale" means any scale that is inspected and approved periodically for accuracy by appropriate local U.S. Embassy authority.

- b. 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.

- c. Weight Tickets: A copy of each certified weight ticket shall be attached to the voucher submitted to the U.S. Embassy giving instruction for payment.
4. 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:

A portable scale (commercial – not bathroom scales) shall be taken to the place of pack out. This scale shall be used to determine the estimated gross weight of the UAB shipment. Contractor 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 Contractor’s facility; estimated weight may vary from actual weight. Actual weight obtained from certified scales shall be used for determination of employee’s weight allowance. The calibration certificates for these scales should be renewed every 6 months.

5. Certification and Verification of Weights

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

- a. Date
- b. Name of the weigh master or official responsible for the weighing (with a signature),
- c. Location of scale,
- d. Identify, net and gross weight,
- e. Name of the TSP, shipment number, and
- f. Name of the owner of the effects.

These certificates or weight tickets shall be subject to Bi-annual inspection by representatives of the U.S. Embassy. 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 Company 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 Contractor shall utilize e-mail services or a digital scanner for the delivery of packing lists and weight and cube sheets to the GSO Shipping and Customs team. Upon receipt of the packing list, the GSO Shipping and Customs team shall furnish to the Contractor the necessary shipping documents. In those instances where a U.S. Government Bill of Lading (BOL) or other shipping document is furnished for movement of the shipment, the BOL or other shipping document shall be tendered by the Contractor to the TSP specified to transport the shipment to the port of embarkation. It shall be the responsibility of the Contractor to contact the TSP in sufficient time to load the shipment on the vehicle of the TSP for delivery to the pier by the delivery date designated in the shipping data furnished. In those instances when the cited Tender item is inclusive of delivery to a designated destination, it is the responsibility of the Contractor to allow sufficient time to have the shipment delivered by the delivery date designated in the shipping documents. It is the Contractor’s responsibility to notify GSO Shipping 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 prior to the latest date the shipment is to be delivered to the pier may subject the Contractor to a Tender violation.

There are occasions when a BOL or other shipping document shall be attached to the Contractor’s Authorization issued for export packing. The specific marks to be placed on the lift van are provided on

the Contractors Authorization. On the same day that the Contractor completes export packing services for the household and personal effects and consumables as outlined above, the Contractor shall contact the TSP specified on the BOL to pick up the export shipment.

The Contractor 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 GSO Shipping.

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 up to 12 months: from 1 October 2020 until 30 September 2021. The actual start date of the period of performance will be determined by the date the Tender agreement is signed and acceptance is confirmed by the Embassy.

ITEM 6-2 TIME OF PERFORMANCE

The time schedules shown below shall be adhered to by the Contractor 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 the Contracting Officer prior to the expiration of the time period specified below or unless storage in transit is authorized by the Contracting Officer.

1. The packing lists and weight certificates shall be completed within two (2) working days after pickup of goods at residence. These two days are exclusive of the packing day. Arrangement for the shipment to be picked up by the TSP must occur within two days.
2. The packing of effects shall be completed the packing of effects shall be completed in accordance with the schedule listed under Section 5-5, #2.
3. The BOL or electronic notification of shipment departing port shall be presented to GSO shipping within five (5) working days of the vessel departing from the port.
4. The delivery of incoming shipments, shall be completed within two (2) working days from receipt of notification from an authorized representative of GSO Shipping, the owner of the goods, or his agent. The delivery and unpacking services at the residence shall be performed on the date and at the time agreed upon between the Contractor and the owner of the goods.
5. All inbound shipments and release to owner or agent shall be completed within five (5) working days after receipt of notification from any authorized representative of GSO Shipping.

Services required under Section 4, Scope of Work, above shall not be deemed completed until the GSO Shipping receives from the Contractor a notification of completion of services prescribed in **Section 6-3, NOTIFICATION OF COMPLETION OF SERVICES.**

ITEM 6-3 NOTIFICATION OF COMPLETION SERVICES

Upon completion of the required services for outgoing unaccompanied baggage shipments, the Contractor(s) shall notify GSO Shipping within 48 hours from the date of pack out at residence by email: AddisGSOShippingandCustoms@state.gov and provide the following information:

- a. Ultimate Destination of Shipment
 - b. Date of Pickup, Number of Pieces, and Gross Weight of Shipment
 - c. House Airway Bill Number (Master AWB# if known)
 - d. Name and number of shipment
1. A U.S. Government Bill of Lading (GBL) will be issued for each international shipment by the authorizing Contracting Officer (CO). A GBL will be issued for domestic shipments as well. The GBL will be (1) Forwarded by GSO shipping directly to the TSP specified to transport the shipment, or (2) Forwarded to the Contractor to be surrendered to the TSP or its agent when the shipment is picked up at the Contractor's premises, or (3) Forwarded to the Contractor to be surrendered to the TSP or its agent when the shipment is picked up by the TSP or his agent. The Contractor(s) shall obtain a proper receipt from the TSP or its agent at the time the shipment is picked up from the TSP.
 2. The Daily Notice of Availability for Shipment by Contractor(s) constitutes notification of completion of export packing services for household and personal effects. Such **notification must be confirmed within one (1) working day by the submission of two (2) copies of the packing list by the Contractor to GSO Shipping as designated on the Contractor's Authorization.** The packing list should include the following information:
 - a. Name of Employee and Agency Affiliation
 - b. Government Agency Packing Authorization Number
 - c. Ultimate Destination of Shipment
 - d. One Copy of the Export details
 - e. Itemization of the contents of each shipping lift van by inventory number
 - f. Net, Tare, and Gross Weight, as well as cubic measurement of each shipping lift van and of total shipment

Upon receipt of the packing list, GSO Shipping will furnish to the Contractor the necessary shipping documents. In those instances when a GBL is furnished for movement of the shipment, the BOL will be tendered to the TSP specified to transport the shipment to the port of embarkation.

There are occasions when a U.S. Government Bill of Lading (GBL) will be attached to the Contractor's Authorization issued for export packing; the specific marks to be placed on the lift-van are provided on the Contractors Authorization. On the same day that the Contractor notifies GSO shipping of the completion of export packing services for the household and personal effects and consumables as outlined above.

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 COR. No replacement parts or mechanical work shall be undertaken by the TSP. The TSP shall take photographs of the vehicle of any visible damage. The collection or delivery of the vehicle will be instructed by the CO.

ITEM 6-4 PAYMENT FOR SERVICES

The Contractor(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 be acceptable unless preauthorized by CO.**

ITEM 6-5 PRE-MOVE SURVEY

The Contractor(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 shipment type, of each category. The survey must list the major items of furniture, appliances and equipment which are to be included in the shipment(s). It must also indicate the number of cartons and crates necessary to properly protect fragile items. 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 HHE shipment, and/or gross weight of the UAB shipment must be given to the owner immediately upon completion of the pre-move survey. A telephonic pre-move survey **may only** be authorized in writing by the Contracting Officer Representative. A pre-move survey shall not exceed more than ten percent (10%) of weight, either high or low. The U.S. Embassy expects service providers to closely adhere to the USG policies and procedures. Failure to follow these policies and procedures will result in violations as stated in Section 6 [See **ITEM 6-6 – Violations/Suspension**]. A copy of the pre-move survey must be provided to the employee. This is when the Contractor 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 Contractor. Rebuttals will only be authorized after the first notice and prior to the issuance of the second notice. Continuation of the problem may cause the Contractors services to be terminated for the tender period. The Contractor shall notify the Tender Administrator in writing of the jobs already on the books and shall perform those jobs. No new jobs will be assigned or given until the Tender Administrator 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 of services based on the rates submitted on this tender by the TSP and will be paid within 30 days from Statement.

Invoices

Required method for service/statement submission: The TSP must submit all invoices for payment directly and electronically to the Embassy Finance Section, Voucher Examiners:

AddisVoucherExaminers@state.gov

Additionally, hardcopy original invoices shall be submitted to the following address (designated payment office only for the purpose of submitting invoices):

American Embassy
Financial Management Office
Addis Ababa, Ethiopia

Properly labeled envelopes can be placed in the dropbox at the back entrance of the Embassy.

The 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 of items delivered, or services rendered.
5. Quantities, weight certificate and cubic measurement of items delivered or packed.
6. Unit price if any and total price to be applicable.
7. Shipping and payment terms and such other substantiating documentation of information as required by the Tender.
8. Name (where applicable) the title, the telephone number and complete mailing address of the responsible official to whom the payment is to be sent.
9. Vessel details, copy of the electronic bill of lading, port of discharge and port of loading
10. Description of the load i.e. FCL, Part FCL or LCL cargo.
11. ETA of vessel.
12. Embassy reference number.

Invoices submitted for payment are to be supported by vouchers covering all disbursements, clearance certificates and/or reason for changes that may be incurred due to unexpected storage fees, late turn in of containers, etc.

No additional charges for packing and shipping will be accepted after 90 days from the date of services without prior approval received from CO except for demurrage costs, which will be accepted up to 180 days after service rendered, thereafter invoices will be repudiated.

ITEM 7-2 Payment of charges

Billing charges for transportation and services under this TOS will be billed in accordance with direct transfer into bank account given. TSP shall not bill for services until such services are completed and shipped and/or delivered at destination.

The TSP must maintain copies of the following documents and provide them to the GSO Shipping staff as supporting documentation upon request:

1. Original BOL and/or AWB.
2. Rate copy of the sea bill of lading, showing gross weight, dimensions, volume and weight charges per pound or kilo where applicable, and total costs.

3. All shipping documents from Shipping lines, SARS, wharfage, bill of entry documents.

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. Payment shall be only for services approved by the USG representative for inspection. 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 the payments terms and conditions contained herein.

TSP shall file no claim, demand suit or action at law seeking to recover charges after 90 days have elapsed following the date the services are completed, the charges therefore are paid, excess charges are subsequently refunded, or excess charges are deducted from the TSP account, whichever the later.

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 Contractor of his own volition or at the request of an individual other than a duly appointed DOS 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 Contracting Officer as defined in **ITEM 1-1 Tender Administration Data**.

ITEM 8-2 MISSHIPMENT OF FREIGHT

The Contractor 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 Contractor, the shipment shall be forwarded to the rightful address by the quickest means of transportation as directed by the Contracting Officer. The Contractor shall reimburse the USG for all costs 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 Contractor 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 Contractor, 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 Contracting Officer. The Contractor shall reimburse the USG for all costs 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 Contractor 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 on all requests. Crate(s) must conform to United States Department of Agriculture, Animal and Plant Health Inspection Service (www.aphis.usda.gov) specifications for the destination designated on the Contractor'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 Contractor must email a copy of the special request/accessorial request form the designated Logistical specialist approving and employee signatures prior to the pack out date to AddisGSOShippingandCustoms@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 Contractor 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 Contractor or his agents.

ITEM 8-8 ORDERING SERVICES

1. Services to Be Authorized

Services to be performed for the DOS will be ordered or authorized to the Contractor(s) by the issuance of an appropriate written Contractors Authorization and/or BOL. Agencies, other than the DOS, which may utilize this Tender, shall issue an appropriate order for such services directly to the Contractor(s).

2. 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 will assign shipments to Contractors for services covered under this Tender. The employee or his authorized representative **will not** select a Contractor nor deal directly with any Contractor but will coordinate pickup and/or delivery dates with GSO Shipping. 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 Contractors under the terms of this Tender **must** be referred to GSO Shipping for action. No action of any kind is authorized unless it is approved by GSO Shipping. Only after the assignment of a Contractor has been made by GSO Shipping, will the Contractor 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.

3. 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.

4. Categories That May Be Excluded

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

- a. International Through Government Bill of Lading (ITGBL, "door to door") shipments.

No work is to commence without confirmation by GSO Shipping (i.e., Contractors Authorization, etc.), nor may any item be shipped without approval.

ITEM 8-9 INSURANCE REQUIREMENTS

The Contractor shall obtain all types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

ITEM 8-10 CERTIFICATE OF INSURANCE

1. The Contractor shall furnish the Contracting Officer with a current certificate of insurance as evidence of the coverage required. In addition, the Contractor shall furnish evidence of a commitment by the insurance TSP to notify the Contracting Officer in writing of any material change, expiration or cancellation of any of the insurance required policies not less than thirty (30) days before such change, expiration or cancellation is effective. When coverage is provided by self-insurance, the Contractor shall not change or decrease that coverage without the Contracting Officer approval.
2. The Contractor shall give the Contracting Officer immediate notice in writing of any suit or action filed against the Contractor arising out of performance of this Tender. The Contractor shall furnish immediately to the Contracting Officer copies of all pertinent papers received by the Contractor. Insofar as the following shall not conflict with any policy or Tender of insurance and upon request of the Contracting Officer, the Contractor shall do any and all things to effect an assignment and subrogation in favor of the USG of all Contractors rights and claims against the USG, arising from or growing out of such asserted claims, and if required by the Contracting 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 Contractor.

3. The Contractor 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 Contractor by reason of any act or omission of the Contractor, its agents, or employees in the execution or protection of the work. The Contractor's assumption of liability continues independent of the insurance policies.

ITEM 8-11 LIABILITY OF CONTRACTOR

1. Notwithstanding any other provision of this Tender, the Contractor 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 Contractor 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 Contractor, its employees, or its sub-Contractors.
2. Contractor'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. Contractor's maximum liability to the USG as subrogee or assignee for loss destruction or damage shall be \$8.50 times the net weight (in pounds) of the shipment, or "Blue Book"/fair market value for POV's.
4. Claims will be considered by the Contractor 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 Contractor 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 Contractor. The owner has two (2) years to file a claim, and two (2) years is the length of the Contractor's liability.
6. The liability of the Contractor imposed by this clause shall not be nullified or limited by any limitation, disclaimer, or release prescribed by the Contractor 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 Contractor(s) liability under this clause shall not limit the Contractor'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, as the depositor of goods placed in a Contractor's facility, reserves the right to order goods removed 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 Contractor 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 Contractor(s) shall be held liable to the USG 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 Contractor(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 Contractor will use only **trained** personnel qualified in their assigned duties in packing and handling of personal property. When any personnel appear to be under the influence of alcohol, drugs, or uses abusive language, they will immediately be replaced on the job with qualified personnel. When requested by the employee or appropriate authority from the GSO Shipping. Parolees, convicts or prisoners will not be used in the packing or movement of personal effects belonging to employees of the DOS. DOS requires only trained personnel, not pick-up, or truck stop labor. Casual laborers through a labor broker are acceptable if precleared prior the 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 packing 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 Contracting Officer (CO) to monitor TSP performance, advise the TSP of unsatisfactory performance and notify the contracting officer of continued unsatisfactory performance. The TSP, not the USG is 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 has to repeatedly request the Contractor to correct work that was incorrectly performed, and it is clearly the fault of the Contractor, suspension from the Tender will result.

2. When the Contractor fails to perform its contractual obligations, the Contractor has committed a tender breach. The USG retains the right to prescribe terms that result from a contract 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 COR 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 COR shall notify the Contracting Officer of the complaints so that the contracting officer may take the appropriate action as listed above.

Attachment 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)
COR/CO Contracting Officer Representative/Contracting Officer
DOD Department of Defense
DOS Department of State
ETA Estimated Time of Arrival
FAM Foreign Affairs Manual
FCL Full Container Load
FT Foot (measurements)
GOV Government Owned Vehicle
GSO General Services Office / General Services Officer
HHE Household Effects
IATA International Air Transportation Association
IPPC International Plant Protection Convention
ISPM International Standard for Phytosanitary Measures
LCL Less than Container load
MC Motor cycle
NTE Not To Exceed
PBO Packed By Owner
POV Privately Owned Vehicle
RSO Regional Security Office
TOS Tender of Service
TSP Tender Service Provider
UAB Unaccompanied Air Baggage
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

Attachment 9-2: 14 FAM Exhibit 611.6 Limitations

**14 FAM EXHIBIT 611.6
LIMITATIONS**

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

Attachment 9-3: Prohibited items in HHE and UAB

14 FAM 611.6 Household Effects (HHE)

- (2) HHE does not include:
- (a) Personal baggage when carried free on tickets in connection with travel by common carrier transportation;
 - (b) Automobiles, trucks, vans, and similar motor vehicles, mobile homes, camper trailers, utility trailers, motorcycle trailers, boats (including canoes, kayaks, rowboats, or any small open watercraft), aircraft, and farming vehicles;
 - (c) Live animals including birds, fish, reptiles, and live plants;
 - (d) Cordwood and building or construction materials (see [14 FAM 611.3](#) for definition of construction materials);
 - (e) Items for resale, disposal, or commercial use rather than for use by employee and immediate family members, or any items in commercial quantities;
 - (f) Privately owned live ammunition (see [14 FAM 611.6-2](#) regarding shipment of a personally owned firearm and ammunition); and
 - (g) Propane gas tanks; and
- (3) Federal, State, and local laws or carrier regulations may prohibit commercial shipment of certain articles not included in subparagraph (2) of this section. These articles may include:
- (a) Property that may damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive material, poisons);
 - (b) Articles that cannot be taken from the premises without damage to the article or premises; and
 - (c) Perishable articles (including frozen foods) articles requiring refrigeration, or perishable plants.

14 FAM 613.3-2 Recommended Unaccompanied Air Baggage (UAB)

a. For the unaccompanied air baggage (UAB) shipment, the employee should consider only those items that will be required immediately upon arrival, such as clothing, toiletries, pots, pans, unbreakable dishes, sheets, blankets, and essential light housekeeping articles. Airfreight is not meant to include large household items such as furniture, room-sized rugs, TV sets, major appliances, or any item that exceed the standard measurements and weights of 15 cubic feet, 200 pounds, and dimensions of 37 inches by 30 inches by 23 inches. **Fragile items that may be damaged by rough loading and unloading should not be sent by airfreight. Liquids, including alcoholic beverages, are prohibited in UAB shipments.**

Attachment 9-4: Special Crating Request Form

Company requesting special crating for the items listed below: _____

USG Employee Name: _____

Select primary reason for the request:

- Pre-move surveyor feels this is necessary to safely transport item.
- Employee wishes the items to be specially crated.

Item Description	Dimensions	Cost	Approved / Declined

Signature

Date

Name of Authorizing Officer

Attachment 9-5: Blank Rate Sheet

- attached as separate document -

Attachment 9-6: Pre-Inspection Warehouse Evaluation Questionnaire

Please fill out a separate form for each warehouse location.

Company Name	
POC name & phone number	
Warehouse location	
On-site POC name & phone number	

Please answer the following questions:

1. Number of staff	
2. Certifications	
3. Size of warehouse (m ²)	
4. Generator(s) on site?	Yes / No
5. Dedicated space for Embassy cargo?	Yes / No
6. Insurance for in-transit/in-store?	Yes / No
7. Regular pest control?	Yes / No
8. Fire extinguishers/sprinklers installed?	Yes / No
9. Will you permit the Embassy Security team to inspect your facility?	Yes / No

Additional Notes:

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If applicable, please attach copies of certifications related to pest control, fire safety, and previous clearances or inspection reports from the U.S. Embassy.