**AMERICAN EMBASSY YAOUNDÉ**

**Avenue Rosa Parks**

**BP 817, YAOUNDÉ**

**REQUEST FOR TRANSPORTATION SERVICES**

**Tender 19CM80/2024**

## A. Requirements

1. Transportation Services Providers (TSPs) should provide the most favorable rates, valid for the period of January 01, 2024, to December 31, 2024, for the services and ports listed in the attached spreadsheet. Use this spreadsheet to enter your quotes, as it will be used in our evaluation.

2. All shipments shall be consigned to an American Embassy or Consulate, and not to an agent, except those shipments bound for the United States or those with explicit written instructions from Embassy Yaoundé.

3. EMBASSY YAOUNDÉ will direct TSP ***via email*** to pick up shipments at the embassy site. No shipments shall be picked up prior to EMBASSY YAOUNDÉ's notification. EMBASSY YAOUNDÉ's instructions regarding consolidation into containerloads and issuance of Bills of Lading provided to the TSP shall be strictly adhered to. All booking instructions will be explained in the ***work order*** including details on the items to be shipped.

4. For all outbound shipments, EMBASSY YAOUNDÉ needs a "booking confirmation" via EMAIL showing the vessel's name, ETD, ETA, and agreed freight rate and surcharges, as soon as the booking is made with the ocean carrier not to exceed 5 (five) business days. *Any extra charges* to handle a shipment, (i.e. difference of measurements, special equipment, different routing, etc.) *must be approved in advance by EMBASSY YAOUNDÉ.* **The booking confirmation must show the FM number (freight movement number), as well as the shipment numbers contained in the booking. The TSP must notify EMBASSY YAOUNDÉ immediately of any changes to the shipment from the original work order for approval of the modification and reissuance of the work order.**

5. The TSP must notify EMBASSY YAOUNDÉ immediately of any delays, changes, or short shipments via email.

6. The TSP is responsible for preparing all export customs documentation from EMBASSY YAOUNDÉ's from origin to destination as per EMBASSY YAOUNDÉ’s work order instructions. Value declarations, if necessary, will be provided by EMBASSY YAOUNDÉ as needed.

1. No shipment may be carried by a flag vessel or transit any ports or be handled in any way by subcontractors of the countries of Cuba, Iran, Iraq, Libya, and/or North Korea. US Flag carriers must be used when available.
2. For the destinations in the United States, please quote rates on American Flag carriers only.
3. For through bill of lading shipments to landlocked destinations, please quote only those carriers who can provide services for the inland leg.
4. Please indicate on the rate sheet whether the selected carrier offers direct sailings or sailings in transshipment. We will assign priority to direct sailings versus transshipment sailings. The transit time and sailing frequency will also be considered in the final determination of the carrier for a shipping lane.
5. **Documentation**

For inbound and outbound shipments, a ***Telex release*** or ***waybill*** is preferred over an original bill of lading to allow for electronic transmission of documents. All original documents required by the consignee (waivers, cargo tracking notes, etc.) must be mailed by the TSP using an international courier service (i.e. DHL, Fedex) immediately upon receipt from the ocean carrier or its agent. EMBASSY YAOUNDÉ can provide mailing addresses and points of contact if necessary.

All bill of lading documents (express and originals) must be emailed to the following address and format:

**To:** [YaoundeGsoShippingExpeditingDL@state.gov](mailto:YaoundeGsoShippingExpeditingDL@state.gov)

**Subject:** Bill of lading – FM#xxxxxxxx – Shipment number(s) in the FM# \*

*\*Include all shipment numbers if referencing more than one*

EMBASSY YAOUNDÉ will provide the correct email addresses of the consignees after awarding the lanes.

**Liability**

The TSP/Contractor liability for loss, damage, or destruction is as follows:

For household effects and government owned supplies: The TSP/Contractor must offer full replacement\* or repair value for damaged or lost items. In cases of a total loss a base value of $8.50 USD per pound of the shipment’s net weight.  \*Full replacement cost is calculated as the cost of a ***new*** item which is identical or materially like the original item.  The TSP’s maximum liability to the Government shall be $153,000 USD per shipment.

For vehicles:  The TSP must offer full replacement\* or repair value for damaged or lost vehicles, not to exceed the current value of the vehicle based on the values published in the car-buying and selling references (commonly referred to as  'Blue Book' or ‘Kelley Blue Book’ value) for the vehicle in the month of occurrence of the loss/damage.

In all cases, ‘shipment’ is defined as all freight included under a single shipment number.

General Rate Increase (GRI) during the tender period is not permitted.

1. **Insurance**

All shipments (inbound and outbound) transported under this tender must carry valid insurance. A copy of the insurance certificate must be provided. The insurance must cover the shipment from first loading to delivery at the final destination. The TSP is fully responsible for damage or loss until the shipment is discharged to EMBASSY YAOUNDÉ.

## E. Billing

1. Weights and measurements provided by EMBASSY YAOUNDÉ are official and charges can only be applied against those figures. The only exception to this rule is Full Container Rates.
2. Invoicing: Invoices shall be submitted in pdf format via email to the Financial Management Office at- [YaoundeInvoices@state.gov](mailto:YaoundeInvoices@state.gov).The invoice must include the following elements:
   * Work order number
   * FM number
   * Shipment number(s)
   * Destination
   * Cubic measurement
   * Weight/volume ratio
   * Chargeable weight
   * Vendor invoice number
   * Purchase order/contract number
   * Date issued
   * Brief description of services provided
   * Quantities, unit and total price

Invoices must be signed by the approving authority. Banking details should be included if for new vendors or if your account details have changed.

**Only 1 (one) invoice per work order number will be accepted. It is important to invoice by work order/FM number.**

For container loads with multiple EMBASSY YAOUNDÉ file numbers, please attach a copy of the bill of lading and any rider(s) of the bill of lading to the invoice.

I**nvoices must be submitted no later than one month after departure date** of the shipment.

**F. Packing of effects**

PERFORMANCE WORK STATEMENT CONTINUATION

PACKING AND SHIPPING

1. GENERAL

The Contractor shall provide services for the United States Mission, Yaoundé, Cameroon*.* This consists of packing, freight handling, forwarding, cargo storage, customs clearance and other related services that apply to shipments originating from, consigned to, routed through, and/or moved within the geographic area(s) of Yaounde and Douala.

The transportation service provider shall furnish all managerial, administrative, direct labor personnel, materials and transportation that are necessary to accomplish all work required. TSP employees shall be on site only for performance of contractual duties and not for other business purposes. Performance requirements for required work are described below.

2. DEFINITIONS

"Article" means one item, piece, or package and contents thereof received by the Contractor as listed on the inventory. It can be household effects, professional books, papers and equipment, privately-owned vehicles, or general effects included in a shipment.

"Calendar Day" means the twenty-four-hour period from midnight-to-midnight. Saturdays, Sundays, and all holidays are considered calendar days.

"Cargo" means any items consigned to the Contractor under this tender for inbound or outbound shipment, whether consisting of household effects or U.S. Government-owned materials.

"Client" means all United States mission personnel for whom the required services are to be rendered.

"Cube" means the cubic measure of space occupied by a given article after it has been packaged for shipment.

"Estimator" means the TSP employee who has the responsibility to evaluate and provide calculations of the price of packing work to be undertaken. This employee shall provide all calculations in writing.

"Government" means the Government of the United States of America unless specifically stated otherwise.

"Gross Weight" means the weight of the packed lift van, crate or shipping container, including the articles packed therein and all materials used for wrapping, cushioning, banding, waterproofing, packaging, blocking, and bracing the container.

"Household Effects" or “HHE” means those items that are the personal property of Embassy officials and members of their family and are therefore to be packed and transported at U.S. Government expense. This includes furniture, personal effects, and consumables that, because of volume and weight, are shipped via surface freight. (Note: See the clause in Section 1, Attachment 2, and paragraph 5 entitled "Prohibited Items" for a listing of items which are not to be packed or transported at U.S. Government expense).

"Inventory" means a contractor-prepared list originated at the time the goods are packed. Each inventory is to be reviewed and signed by the client then turned over to the Contracting Officer's Representative.

"Lift Van" means a wooden storage crate.

“Modular Containers” – lift vans that are reduced in size to accommodate a particular shipment.

"Net Weight" means the gross weight of a shipment less its tare weight.

"Ordering Officer" means the Contracting Officer of the U.S. post. If a GBL is used, the ordering officer does not have to be a warranted Contracting Officer.

"Packing" means the activities required to wrap and protect an article, properly place the article in appropriate carton or box, and stow the article and its carton or box in a lift van of sufficient size and constructed in accordance with post specifications; includes obtaining customs clearances and required documentation for shipment, via surface or air as appropriate.

"Packaging" means application or use of protective measures, including appropriate protective wrappings, cushioning and interior containers.

"Professional books, papers, and equipment" means reference material, instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions and special skill areas; specialized, job-related clothing not considered to be normal or usual clothing; communication equipment used by members in association with their specialty; and military and individually owned or specifically issued field clothing and equipment.

"Services" means the services performed, workmanship, and material furnished or used in the performance of the services.

"Storage Pack" means the result of wrapping and protecting of articles, and then properly placing these articles in appropriate cartons and boxes, and then storing these articles/cartons in storage pallet boxes as loose pack storage.

"Tare Weight" means the weight of an empty shipping container, excluding all materials used for wrapping, cushioning, banding, waterproofing, packaging, blocking and bracing articles within the exterior container.

"Unaccompanied Air Baggage (UAB)" means that portion of the total weight allowance of personal property that the client is permitted to ship via airfreight. UAB typically includes those items required for short-term housekeeping, such as clothing, linen, and kitchen items.

3. GENERAL REQUIREMENTS

Packing of client household effects (HHE) and Government-owned materials for transportation is a highly specialized function. The measure of performance shall be the condition of packed articles upon arrival at their destination. The Contractor must appreciate the importance of family possessions and U.S. Government property and always take the greatest care in handling and packing such articles.

4. 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 the Republic of Cameroon. Such services will be performed on goods located primarily within Yaounde city metropolitan area, but also other areas of Douala.

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 any of Embassy Shipping Assistant (ESA), 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 ESA. 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 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.
* Every cubic meter of packed cargo should contain a minimum of one 4 x 4-inch desiccant.

5. 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.

6. 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 Cameroon. The Contractor accepts full responsibility for 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 the Douala Air/Seaport or Yaounde Airport to the destination in the Yaounde area or elsewhere in the Republic of Cameroon, including off-loading from the contractor's vehicle, as specified by the shipping assistant assigned unless otherwise directed by the shipping assistant assigned in writing to the contractor.

The Contractor shall pick up from the Government in the city of Yaounde or elsewhere in the Republic of Cameroon in time to insure delivery to port city of Douala or Yaounde Airport facilities within 48 hours of the request for pickup. The Contractor shall not place cargo in any warehouse at Government expense without prior approval of the shipping assistant assigned.

7. 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 shipping assistant assigned. This designated person shall have supervision as his/her function during the time the 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.

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.

8. 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 shipping assistant assigned 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 shipping assistant assigned 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 48 hours 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 shipping assistant assigned in the Contractor's performance file. A pre-shipment survey will not normally be required for shipments other than household effects shipments.

9. 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 shipping assistant assigned 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 05:00p.m. Services may only be performed at the residence before 04:00 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 shipping assistant assigned in advance. Authorization for any changes in date and time must be authorized by the shipping assistant assigned.

10. 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 shipping assistant assigned 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 to calculate net weight.

Shipping Weight

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

11. 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 shipping assistant assigned 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 ANDFrench*;* 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 shipping assistant assigned 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 packer 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 Cameroonian origin.

12. “RESERVED”

13. 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 shipping assistant assigned.

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.

14. 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 shipping assistant assigned’ 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. [insert name of Post]

(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, Celotex, 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 always closed except during periods of actual placement into and/or removal of furniture. Any other type of upholstered storage must be specifically approved by the shipping assistant assigned before use.

15. WAREHOUSE RECEIPT

Upon receipt of effects, the Contractor shall prepare a Non-Negotiable Warehouse Receipt. The terms shall be subject to approval by the shipping assistant assigned, 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 shipping assistant assigned 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 shipping assistant assigned and meet the following criteria:

1. 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 insets, and in orderly condition always.
2. Each building used for storage under this contract shall have as the minimum standard for qualification either:
3. 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 apparatus available and in good working order always.

In addition, each storage facility must be protected by an adequate water supply for firefighting 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.

1. The Contractor shall insure that all installed fire protective systems shall be accredited by the cognizant fire insurance rating organization for insurance rate credit.

16. 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 shipping assistant assigned and provide the following information:

1. 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.

1. Government Agency packing authorization number.
2. ultimate destination of shipment.
3. date of pickup, number of pieces and gross weight of shipment; and

e. Bill of Lading or Air Waybill 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 shipping assistant assigned 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 shipping assistant assigned, 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) a 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 shipping assistant assigned will furnish to the Contractor, in writing:

* for any additional shipment marking information; the necessary shipping data; and
* a 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 shipping assistant assigned 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.

17. 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 shipping assistant assigned 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 later.

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 shipping assistant assigned 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 shipping assistant assigned, 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.

18. 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.

19. COMPUTATION OF WEIGHTS

Gross Weight - see "Definitions," paragraph 2.

Net Weight - See "Definitions," paragraph 2.

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 shipping assistant assigned shall approve a scale to be used for determination of shipment weights. The scale must be officially certified by the competent authorities in Cameroon 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 shipping assistant assigned 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 shipping assistant assigned 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.

## G. Qualified Offers

1. The offeror may submit additional quotes for the same destination.
2. Only TSPs who can fully comply with the above instructions should submit their offers for consideration. Quotes will only be considered if the attached spreadsheet is used.
3. ***Rates must be all inclusive*** *– GATE IN / ALL IN with a floating* BAF and CAF. The Excel spreadsheet model must be strictly followed.
4. Rates are to be submitted to EMBASSY YAOUNDÉ via e-mail to [Yaounde\_procurement@state.gov](mailto:Yaounde_procurement@state.gov) no later than 12.30pm Friday December 1st, 2023.
5. EMBASSY YAOUNDÉ reserves the right to reject any or all quotes.
6. Ensure all rates provided are up to the locations indicated on the attached spreadsheet, even though this location may not be a seaport. Any additional services will be considered as extra charges and should be approved by EMBASSY YAOUNDÉ in advance. If necessary, these additional services will be requested on a case by case basis.
7. Quotes will be accepted on any of the line items and/or number of destinations.

Thank you for your reply.

Sincerely,

Matthew R. Gribbin

CONTRACTING OFFICER

AMERICAN EMBASSY YAOUNDÉ

|  |  |
| --- | --- |
| To: | Matthew R. Gribbin, Contracting Officer |
| From: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Company Submitting Quotation) |
| Subject: | Transportation tender rates for the Period of January 01, 2024 through December 31, 2024 |

1. The undersigned has read, understands, and agrees to implement the requirements and conditions of surface transport contained in this Request for Ocean Freight Services.

2. The undersigned further understands that failure to comply with any or all requirements could be cause for EMBASSY YAOUNDÉ to discontinue the use of my company's services to the affected destination(s).

3. The undersigned understands that repeated infractions may result in exclusion from participation in future requests for quotations.

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

Signature/Title Date

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

Typed Name/Title

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

Company Name