

2020 DOS 1 Standard Tender of Service (STOS)



Standard Tender of Service (STOS)

Packing and Crating Services

SCB-4021-T-0001

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SECTION 1: GENERAL

ITEM 1-1 TENDER ADMINISTRATION DATA:

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Email: nyathil@state.gov

Overview of Tender Contracting Officer 1: Casey Wick
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Overview of Tender Contracting Officer 2: Leonard Thebe
Tel: +267 3732356
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Mailing address U.S. Embassy
PO Box 90,
Gaborone, Botswana
Attention: GSO Shipping

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 within the United States Mission in Botswana. 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 Gaborone and Selibe Phikwe. The Contractor shall furnish all managerial, administrative, direct labor personnel, materials and transportation that are necessary to accomplish all work required. Contractor 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
- B. PACKER LIABILITY: All property transported under provisions of this TOS shall be valued at full replacement value. Full replacement value is defined as full cost of repair or replacement of actual value of the property at time of loss or damage. The participant must offer all shipments being released at a base value of \$8.50 times the net weight of the surface shipment and gross weight for UAB shipments. All measurements are calculated in pounds.
- C. The annual estimated weight under this tender will be provided under separate cover. However, this is only an estimate: there may be more or less. This volume is only used as guidance, no guaranteed container loads are given under this Tender of service. It is for information purposes only.

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

The TOS is revised and reissued by the U.S. Embassy, Gaborone Botswana Shipping General Service 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.

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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 Packer is not authorized to solicit/distribute this tender to unauthorized parties.**

ITEM 1-5 LAWFUL PERFORMANCE AND OPERATING AUTHORITY

The Packer agrees to comply fully with the applicable U.S. federal, state and local laws and /or regulations of Botswana and/or appropriate countries as applicable and ordinances 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 packer possessing the operating authority and insurance pertaining State/Federal laws and local laws of Botswana.

ITEM 2-2 APPROVAL TO PARTICIPATE

A packer 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 General Services Officer - Customs and Shipping. The applicable documents must be express mailed with this Tender to General Service Office-(Shipping), U.S Embassy, Plot 8847/8/9, Government Enclave, Gaborone, Botswana. Questions relating to the approval requirement may be directed to GaboroneGSOShipping@state.gov and GaboroneGSOProcurement@state.gov.

APPROVAL REQUIREMENTS:

- List of 5 largest clients (by volume) in the past 3 (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 email and 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 prove the equipment, personnel and financial resources needed to perform this work requested within this Tender.
- A brochure or company profile of the organization with history of company.
- Current financial statements as well as the last 3 (three) years financial statements.
- Rates quote sheet (attachment 9.4) for services provided.

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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 name, e-mail, and telephone number of the person responsible for Administrative issues. The TSP will also supply the U.S. Embassy with a website address that will allow U.S. Embassy personnel to track and trace shipments by document number or the shipment number.

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 packer 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 packer's continuation of Insurance

This TOS is performance based. Failure to perform agreed services may result in immediate termination of this TOS for designated provinces and country 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 rate package as listed on **ITEM 2-2 Approval to Participate** must be express mailed or hand delivered or via a reputable small package forwarder (FedEx, DHL etc.). Hand delivery of packages/envelopes will be accepted that are delivered to the reception desk, U.S. Embassy Plot 8847/8/9, Government Enclave, Gaborone, Botswana for the attention of General Service Office – (Shipping). All offeror's rates received after 17:00 October 30, 2020 are final. Complete tender package must be sent in a single mailed document, with all requirements attached. No exceptions after this date and time will be considered.

Packers are **REQUIRED** to submit their rates to the U.S Embassy, Gaborone. The rate quote sheet (see Attachment) for your rate submission is in Microsoft Word format. 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. All rates must be quoted in (BWP) Botswana Pula.

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If more than one contractor has received an award for these services, the following procedure shall govern the issuance of individual orders/GBL. No work shall be performed without a 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 US\$3,500 the U.S. Government will follow the procedures in paragraph (2) below. If the estimate exceeds US\$3,500, the U.S. Government will follow the procedures in paragraph (3) below.
2. Orders not exceeding US\$3,500 – 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 US\$3,500 – Unless one of the exceptions in paragraph (5) below applies, the U.S. Government will follow one of the following two 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 Contract.
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 GBL awards, pursuant to the procedures for award of GBL.
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 GBL should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow- on to an order already issued under this TOS, provided that the awardees were given fair opportunity to be considered for the original GBL.

ITEM 3-2 MODIFICATIONS TO TENDER

A TSP (Carrier) may not modify this tender by adding or removing services. Such modifications will render the TSP (Carrier) offer void and subject to termination in conjunction with this TOS by the Tender Administrator(s).

SECTION 4: STATEMENT OF WORK

ITEM 4-1 SCOPE OF WORK

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

Services included in the rate

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1. Packing, including use of packing containers and materials from origin.
2. All lift vans must be of new wood and in compliance with the ISPM15 Standard.
3. Extra Mileage/Trip Fees.
4. Inside (internal) and outside (external) lift charges.
5. All charges associated with heavy or bulky items to include piano/organ.
6. All charges associated with Motorcycle Crates to include Clip Lock and Snap-Tight Crate.
7. All boxing or crating charges for LCD, LED, Plasma and any flat panel TV.
8. Extra labor, long carry and all charges associated with mini storage.
9. All charges for shuttle service.
10. All charges for toll gate.
11. All charges associated with assembly/ disassembly of furniture, athletic/ exercise equipment.
12. All charges for uncrating of any type container.
13. All charges associated with servicing grandfather/Cuckoo Clocks and Chandeliers.

1. EXPORT PACK

Unaccompanied Baggage Packed by Packer

Minimum chargeable rate 100 Lbs.

The TOS requirements include but are not limited to picking up unaccompanied baggage, weighing at residence on portable commercial type scales (not bathroom scales) which are calibrated, placing of items into tri-wall containers at residence, and hauling to Packer's facility including, but not limited to, loading, providing shipping containers, packing, banding, reweighing on certified scale, marking, preparation of standard packing list/inventory.

Notify freight forwarder designated on BOL/Work Order within established timeframes to pick up the shipment. Effects must be packed in Tri-wall. Tri-walls measuring 5, 10, or 15 CUFT only. Each piece or Tri-wall container must not exceed 200 lbs. Multiple pieces cannot be shrink-wrapped or palletized outside the Tri-wall container. All the effects must fit into the Tri-wall container.

OFFEROR'S PRICE (Please insert on word rate attachment)

Export Packing of Effects from Residence/Vendor

This Tender requires the complete services for preparing household and personal effects for shipment, including, but not limited to, receiving items delivered to Packer's facility by vendors and picking up personal effects at owner's residence. These requirements include; preliminary packing; inventory; crating; TV cartons ; providing shipping liftvan(s) in NEW WOOD; stowing effects into shipping liftvan(s) at the residence; hauling properly stowed shipping container(s) to Packer's facility; weighing; cubing; banding; stenciling the prescribed marking, to include stenciling the net, tare and gross weights and cubic measurement on the liftvan(s) (These measurements must be stenciled in metric measure with the English equivalents in parenthesis); loading packed shipping liftvan(s) on/in Transportation Service Provider's vehicles and shall pack effects into liftvan(s) conforming to United States Department of Agriculture, Animal and Plant Health Inspection Service (www.aphis.usda.gov) specifications for the destination designated on the Packer'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 lift van(s). SIZE MAY NOT EXCEED 96"L BY 46"W BY 87"H. PACKER MUST PROVIDE DIMENSIONS, NET/GROSS WEIGHT AND PACKING AUTHORIZATION # TO U. S. Embassy, Gaborone, Botswana *ONLY AFTER RECEIPT OF PACKING LIST WILL A BOL BE ISSUED.

OFFEROR'S PRICE (Please insert on word rate attachment)

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Export Packing of Loose-Packed Effects into 63" high container

Maximum not to exceed 1000 lbs.

The Packer(s) shall pack shipments in containers not to exceed 160 cm (63 inches) in height.

OFFEROR'S PRICE (Please insert on word rate attachment)

HHE by Air Export Packing from Residence/Vendor

Maximum shall not to exceed 1000 lbs (without prior approval)

The Packer shall pack the household and personal effects into Tri-wall containers. If the shipment occupies an entire contour type air container registered, and approved by the International Air Transport Association (IATA), and can be accommodated by aircraft servicing the post, the contour-type "IATA 5" container shall conform to United States Department of Agriculture, Animal and Plant Health Inspection Service (www.aphis.usda.gov) specifications for the destination designated on the Packer's Authorization. **All Wood/plywood container(s) must meet ISPM 15 (USDA/APHIS) requirements be heat-treated and bear the IPPC stamp on all sides of the container(s).** Only the GSO shipping may authorize, subsequently approve, or request the use of another container of different size and/or construction of HHE by Air Export Packing.

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

OFFEROR'S PRICE (Please insert on word rate attachment)

Special Crates authorized to be constructed.

The packer must supply the GSO Shipping with a copy of the special request/accessorial form. The authorization must include a description of the items to be crated, whether the items are being exported or placed in storage, if the crate is required for safe transport, or if the employee requested it and the total cost. (See Exhibit 14FAM 611.6 Limitations). Please include the shipper's name, Shipment number along with the logistical specialists name 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 Packer's Authorization. All wood/plywood container(s) must meet **ISPM 15 (USDA/APHIS)** requirements be heat-treated and bear the IPPC stamp on all sides of the container(s). Please use crating/accessorial forms included in this Tender of Service (See ITEM 9-5). The Packer must email a copy of the special request/accessorial form prior to the pack out date to GaboroneGSOShipping@state.gov. Please contact the Tender Administrator(s) as defined in **ITEM 1-1 Tender Administration Date:**

OFFEROR'S PRICE (Please insert on word rate attachment)

2. INBOUND SERVICES

Receipt of Incoming Unaccompanied Air Baggage (UAB) Shipments and Release to Government, Owner or Agent

Minimum not to exceed 1000 lbs.

Complete services for the receipt of incoming shipments of packed and/or crated Unaccompanied Air Baggage (UAB) include, but are not limited to, loading; weighing; hauling; unloading; unpacking. Furthermore, other required services consist of one-time placement of effects, debris removal, and re-weighing (if required). The UAB shipment will be loaded by the Transportation Service Provider's vehicle, designated by the Government to receive the UAB shipment, at the Packer's facility or released to the owner or his authorized representative. Only closed trucks or vans shall be utilized to haul UAB.

OFFEROR'S PRICE (Please insert on word rate attachment)

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Receipt and Delivery/Unpacking of Incoming Export Packed or Crated Household Effects

Maximum should not exceed 1000 lbs.

Requirements herein include but are not limited to the complete services for the receipt, delivery and unpacking of export-packed or crated effects. Including, but not limited to, specifically, receiving effects from the delivering Transportation Service Provider; unloading effects from Transportation Service Provider's vehicle; handling out and removing effects from storage; loading, weighing and hauling effects from Packer's facilities to owner's residence; and unloading, uncrating, unpacking and placing of effects properly and safely in said residence as directed by the owner or his authorized representative. The Packer shall remove all shipping containers and empty boxes, barrels, crates and debris promptly from the owner's premises. The Packer shall note all damage found while unpacking and have the owner or his authorized representative certify on the delivery receipt the services performed under this TOS. Reweigh if required.

OFFEROR'S PRICE (Please insert on word rate attachment)

Receipt of Inbound, Export Packed, or Crated Effects and Release to Government, Owner or Agent

Maximum should not exceed 1000 lbs.

TOS requirements include the complete services including, but not limited to, receiving export-packed or crated effects from delivering Transportation Service Provider; unloading effects from Transportation Service Provider's vehicle; re-weighing; placement of effects into storage, removal of effects from storage; remarking / re-banding if required; and loading export-packed or crated effects on vehicle OR releasing the export-packed or crated effects to the owner or its authorized representative.

OFFEROR'S PRICE (Please insert on word rate attachment)

Temporary Storage of Export Packed Effects

Actual Weight

Extra cost per month for temporary storage of incoming shipments of inbound household effects (HHE) and Unaccompanied Air Baggage (UAB). LOOSE-PACKED OR EXPORT PACKED.

OFFEROR'S PRICE (Please insert on word rate attachment)

Extra Pick Up or Delivery

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

OFFEROR'S PRICE (Please insert on word rate attachment)

Special Crates authorized to be constructed.

The packer must supply the GSO Shipping with a copy of the special request/accessorial form. The authorization must include a description of the items to be crated, whether the items are being exported or placed in storage, if the crate is required for safe transport, or if the employee requested it and the total cost. (See Exhibit 14FAM 611.6 Limitations). Please include the shipper's name, DOS Shipment number along with the Logistical specialists' name 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 Packer's Authorization. All wood/plywood container(s) must meet ISPM 15 (USDA/APHIS) requirements be heat-treated and bear the IPPC stamp on all sides of the container(s). Please use crating/accessorial forms included in this Tender of Service (See ITEM 9-5). The Packer must email a copy of the special request/accessorial form prior to the pack out date to

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GaboroneGSOShipping@state.gov. Please contact the Tender Administrator(s) as defined in **ITEM 1-1 Tender Administration Date:**
OFFEROR'S PRICE (Please insert on word rate attachment)

4-2 PERFORMANCE OF SERVICES

1. General

All services ordered under this TOS shall be performed in accordance with the provisions and requirements set forth herein. It is the responsibility of the packer to dispatch the appropriate number of personnel and/or equipment to complete jobs as scheduled. Labor employed to perform services under this Tender shall be experienced and competent in the performance of such services. The crew will have a minimum of one employee that is fluent in the English language who will remain at the job site from commencement to conclusion. Those employees who perform services at the owner's residence shall be neat and in proper uniform identifying them as employees of the Packer; Packer equipment should readily identify the firm performing the Tender services. The Packers shall be subject to U.S. Government approval. All employees must pass a suitable investigation conducted by the TSP, including recommendation(s) from their respective supervisor(s). Also required is a police check covering criminal and /or subversive activities, a check of personal residence, and credit investigation. The TSP shall provide all such investigations in summary form to RSO for review and approval or disapproval. The Packer employees must have in their possession forms of current ID that has a current photo, name, and their signature. Acceptable forms include:

- a. A valid driver's license.
- b. Photo ID document issued by the Department of home affairs or;
- c. Valid passport.

The TSP shall provide key personnel. During the first 90days of performance, the TSP shall not make any substitutions of key personnel unless the substitution is necessitated by illness, death or termination of employment. The TSP is responsible for strict adherence to all instruction and quality requirements stated in this TOS and shall provide the appropriate management effort to ensure that all services are performed. 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 TSP is in the client's facility or residence and when household effects, Unaccompanied baggage, or other cargo is being loaded into liftvans or shipping containers. The TSP shall ensure that all personnel assigned to this TSP possess the work and skill experience necessary for accomplishing their individual tasks. English language shall be spoken fluently by at least the team leader of the packing team and be able to carry out duties prescribed herein. Supervision and management should be a trained packing supervisor that shall be onsite for every pack out and delivery to manage the crew, carry out instructions provided by official task order and liaise with the USG to resolve all issues. Tools and equipment shall be provided to every assigned delivery and packing team to perform the services under this contract. Equipment should be and not limited to knives, hammers, screwdrivers, nails, packing tape, markers, calculators and scale. The TSP employees shall: courteous at all times, arrive promptly with materials. Be clean and neatly dressed. It is preferred that the packing crew do not smoke within the clients residence, do not arrive under the influence of drugs or alcohol, drink alcoholic beverages whilst on duty, use the clients bathrooms without permission. The team leader should not engage in prolonged discussions or argument regarding the assigned duties. Request any articles or currency as a gratuity from the client for work performed under this TSP.

2. Export Packing of Household Effects and Unaccompanied Air Baggage

Except as otherwise provided in this TOS, the packer shall perform the required services relating to export packing of household and personal effects on the date and time mutually agreed upon between the Packer and GSO shipping. The owner of the effects shall be any person the authorizing Agency specifies as the owner in the document authorizing service. All services to be performed at the owner's residence shall be

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performed on normal workdays (Monday through Friday) between the hours of 8:00 a.m. and 5:00 p.m. If the pack-out service cannot be completed by 5:00 p.m. of the scheduled pack-out day, the Packer must notify the U.S. Embassy that the owner has agreed to proceed after 5:00 p.m., OR, the owner or his authorized agent and the Packer have mutually agreed on a date and time to finish the packing service with the final workday not to be more than 48 hours from the originally scheduled day.

If for any reason this schedule cannot be met, the Packer(s) shall notify the owner and the appropriate U.S. Embassy of the change and the reasons, therefore. Any services performed outside normal business days/hours agreed upon between the Packer and the owner of the effects or his authorized representative shall be for the mutual convenience of the parties and shall create no liability on the part of the U.S. Government for overtime or premium pay charges. Employees must be able to assemble furniture. Requests for approval of additional special services not covered by this Tender should be a written request emailed to GaboroneGSOShipping@state.gov. Packer or Crew Chief must have a working cellphone while performing work at residence.

3. Inaccessible Locations:

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

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

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

Loose loading of personal effects is prohibited. Building materials, Boats, Kayaks, Canoes and live plants including bulbs of any kind are not authorized.

In accordance with Department of Defense (DOD) and United States Coast Guard (USCG) shipments; pre-approval three workdays prior to the pack out must be authorized by GSO Shipping for the receipt/handling/shipment of building materials, live plants, Boats/Kayaks/Canoes. To include motorcycle; moped; hand glider; golf cart; snowmobile (associated trailer); Ultra-light vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 10 liters; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots); utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire); side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four feet (unless detachable).

5. Delivery of Inbound Household Effects and Unaccompanied Air Baggage

Except as otherwise provided in this TOS, the packer shall perform the required services relating to the delivery and unpacking of household and personal effects on the date and at the time mutually agreed upon between the Packer and the owner or the GSO Shipping. All services to be performed at the owner's residence shall be performed on normal workdays (Monday through Friday) between the hours of 8:00 a.m. and 5:00 p.m. If the delivery service cannot be completed by 5:00 p.m. of the scheduled delivery day, the Packer must notify the GSO Shipping that: (1) The owner has agreed to proceed after 5:00 p.m., OR, (2) The owner or his authorized agent and the packer have mutually agreed on a date and time to finish the

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delivery service with the final workday delivery date not to be more than 48 hours from the originally scheduled day. The packer shall provide a three (3) hour window during which the owner of the goods can expect his household effects and/or unaccompanied air baggage to be delivered.

If for any reason this schedule cannot be met, the Packer shall notify the owner and the GSO Shipping of the change and the reasons, therefore. The re-scheduled delivery shall be at the mutual convenience of the parties and shall create no liability on the part of the U.S. Government for overtime or premium pay charges.

6. Adverse Weather Conditions

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

7. Protection of Household Effects and Unaccompanied Air Baggage

All articles of household goods and personal effects must be wrapped, crated (prior approval or at owners cost), packaged, packed, or padded properly before the article(s) is/are moved within, or moved from, the residence or premises.

All movements of household and personal effects shall be by a method which shall insure the protection of the effects. The interior of all vehicles and containers used shall be clean and dry and be provided with a sufficient quantity of clean pads, covers, and other protective equipment to insure safe transit and delivery of the effects.

8. Delivery Requirements and Responsibilities

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

9. Damage to Owner's Effects and/or Residence

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

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

10. Commingling of Effects

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

11. Mismatching of Effects

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

12. Delays in Packing

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

13. Completion of Services

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

14. Repacking Cost

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

15. Prohibited Items

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

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

16. Motorcycle Crates

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

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

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

ITEM 4-3 REPORTS

1. Reports for this TOS will be done via email. All weekly status reports, including pre move surveys, must be addressed to the following email address: GaboroneGSOShipping@state.gov. This report must be sent to GSO shipping within 48 hours from the date of pack out at residence.
2. For shipments that are on hold because of being overweight or awaiting additional items or for other reasons, written notification must be furnished electronically via email to the GaboroneGSOShipping@state.gov.

ITEM 4-4 INVENTORY

1. General Requirements

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

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

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

2. Firearms/Locked cabinets/Safes

Packers are not authorized to accept locked cabinets and other similar safes etc. Items annotating FIREARMS or unauthorized items such as locked containers fall under the same provisions as PBO's. Additionally, the inventory must clearly describe the make, model, and serial numbers of the firearm(s). It is the packer's responsibility to adhere to all guidelines directly related to handling firearms. **The TSP shall ensure that packing lists do not include any items listed as "locked gun safe" or any other locked container. The TSP shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s). Ammunition and Explosives will not be packed.**

3. Packed by Owner

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

PBO cartons are not acceptable and Packers acceptance of PBO cartons will result in reimbursement to the USG for labor charges associated with correcting inventory and repack.

4. Exceptions

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

5. Inventory Forms

Inventory forms shall specify the name of the owner of the effects, the date the inventory is prepared, the shipment number, the name of the Packer, the container number, and an explanation of the condition symbols used, if applicable. The legible copy of the inventories will be given to the owner or his representative, one copy must be emailed to GaboroneGSOShipping@state.gov, SUBJECT: Inventory "SHIPMENT NUMBER", and one legible original of the inventories will be retained by the Packer. **All inventories should have detailed descriptions of each line item; absolutely no PBOs should be accepted or annotated on the inventory.** Such descriptions are an immediate flag for close attention by Customs. The shipment could be placed on hold pending search, which will severely delay delivery. Should PBOs appear on the inventory, the Packer will be held responsible for all repack charges and any liability associated with it. Care in the preparation of the initial inventory will assist in protecting the owner of the property and the Packer in the event of loss and/or damage. When there are two (2) or more shipments, each shipment must have a separate inventory. Any items which are 'free flow' items should be noted as such on the inventory form. If access and segregation and/or partial removal are performed on the export shipment, the items on the inventory will be lined through.

The third legible copy of the export inventory should be emailed to the GaboroneGSOShipping@state.gov to include weight certificates specifying piece count, dimensions, and cube for each lift van.

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6. Marking Requirements

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

ITEM 4-5 GOVERNMENT/PACKER FURNISHED/INSTALLED EQUIPMENT

1. Facsimile & Scanner Transmission Requirements

The Packer shall install and maintain for the Tender period, at his expense, facsimile transmission scanner and reproduction equipment compatible with that used by the DOS to facilitate the transmission of documents between the Packer's facilities and GSO Shipping offices. All reports required under this tender shall be transmitted on this equipment to the DOS.

2. Internet Email Requirements

The Packer shall have and maintain for the Tender period, at his expense, internet email capability for electronic transmission between the Packer and GSO Shipping for email, reports, etc., as applicable.

ITEM 4-6 FACILITIES

1. Structural and Cleanliness Warehouse Requirement

Facilities used for the performance of services under this Tender shall be well constructed with watertight roofs, walls and floors, and shall be maintained in good condition. The building must be kept dry, clean, well ventilated, free of dampness (so to prevent the occurrence of mildew or other dampness related fungi), free of moths, roaches, rats, mice and other vermin, and must be kept in an orderly condition at all times. Facilities are subject to Inspections by GSO, Shipping.

2. Sprinkler Requirements/Fire Content Rate

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

- a. An acceptable automatic fire detection and reporting system or
- b. An acceptable automatic sprinkler system.

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

3. Fire Prevention/Fire Control Plan Requirements

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

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ITEM 4-7 AREA COVERED

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

All packers must have the capability to provide the services outlined in the Standard Tender of Service for the U.S. Embassy and U.S Consulate's assigned/selected. Packers must notify the GSO Shipping immediately (email/phone) in instances where services cannot be provided. Refusal of shipment assigned to a packer for a specific pack out may result in the packer being excluded from the TOS.

SECTION 5: PACKAGING AND MARKING

ITEM 5-1 PREPARATION OF OWNER AND PACKER 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 Packer 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. "New" means new.
3. All shipping containers provided by the Packer(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.
4. The maximum weight of any packed container shall not exceed 68.0 Kilograms gross weight (200 lbs.) without prior approval of the authorizing GSO Shipping. Tri-walls MAY NOT EXCEED 15 CUBES. Charges related to moving any additional volume over the 15 cubes will be charged back to the packer. There is one exception to this requirement - baby cribs can be shipped as UAB. Baby cribs are authorized to be shipped in Tri-walls (air freight 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 be 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 tension strapping of a minimum width of 1.905 CM (3/4 IN) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.
7. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing 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.

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

The Packer(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 insure 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. Also, 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/table tops 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 ITEM 9-5 – Special Crating Request) and can be emailed to: GaboroneGSOShipping@state.gov.
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.

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10. All lift vans must be identified on the outside with an “S” in the lettering at least 5.08 centimeters (2 inches) high. 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 Packer 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 Packer 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 Packer to GaboroneGSOShipping@state.gov, SUBJECT: to GSO Shipping and must be digitally scanned and transmitted via an email attachment.
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 9-5 Special Crating Request) can be emailed to: GaboroneGSOShipping@state.gov.
17. Professional books, papers and equipment from U.S. Embassy or U.S. Consulates must be packed in a pre-approved time and date. The packers 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 relevant forms should be completed by the client 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. 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. Shipping 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 to follow by e mail.
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 at an agreed date and time. 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

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completion of the condition report, the report must be signed by the TSP and the person delivering the POV / MC. The original copy of the condition report shall be retained by the TSP for enclosure with shipping documentation. The second copy shall be provided for the owner of the POV/MC. The third copy shall be retained by the TSP and the 4th 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, so as 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, with the exception of 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 used for a surface shipment of household effects must be new, soundly constructed of non-coniferous wood or plywood (Unless other materials are required to meet destination requirements), and be approved by the 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 shall be new, and a caulking compound shall be used when panels are assembled (not after) to ensure watertight joints.

Lining and Banding of All Shipping Lift Vans

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

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2. Steel tension banding shall be applied tightly and securely to all wooden and plywood lift vans after loading and sealing. On lift vans 1.36 cubic meters (48 cubic feet) or less, steel 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.
3. 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. Lift Vans over 1.36 cubic meters (48 cubic feet) shall have two bands of steel tension strapping secured perpendicular to the base, positioned so they pass through the openings in the base left for the entry of handling equipment. Two additional tension bands shall be applied girth-wise, parallel to the base, around the four sides of the lift vans, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie blocks, or braces are to be used under tension banding when necessary to ensure stability or to bridge unsupported spans.

ITEM 5-4 TYPE OF CONSTRUCTION OF 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 and cushioning materials, and Tri-wall containers used by the contractor in the performance of services under this contract 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 1/2 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 authorizing GSO Shipping.
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 the authorizing GSO Shipping.

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ITEM 5-5 BASIS OF WEIGHT

1. General

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

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 Packer may contact GSO Shipping: GaboroneGSOShipping@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 or U.S. Consulate 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

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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, Pretoria 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 packout. This scale shall be used to determine the estimated gross weight of the UAB shipment. Packer 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 Packer'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.

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 tare, net or 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 Packer shall utilize express mail services or a digital scanner for the delivery of packing lists and weight and cube sheets to the appropriate GSO Shipping. Upon receipt of the packing list, the GSO Shipping shall furnish to the Packer the necessary shipping documents. In those instances when a U.S. Government Bill of Lading (BOL/WO) or other shipping document is furnished for movement of the shipment, the BOL/WO or other shipping document shall be tendered by the Packer to the TSP specified to transport the shipment to the port of embarkation. It shall be the responsibility of the Packer 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 Packer to allow sufficient time to have the shipment delivered by the delivery date designated in the shipping documents. It is the Packer's responsibility to notify GSO Shipping by email if any shipment cannot be delivered to the designated location by the date specified and the reasons, therefore. Failure to provide this notice prior to the latest date the shipment is to be delivered to the pier may subject the Packer to a Tender violation.

There are occasions when a BOL/WO or other shipping document shall be attached to the Packer's Authorization issued for export packing. The specific marks to be placed on the lift van are provided on the Packers Authorization. On the same day that the Packer notifies the GSO Shipping of the completion of export packing services for the household and personal effects and consumables as outlined above, the Packer shall contact the TSP specified on the BOL/WO to pick up the export shipment.

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The Packer 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 on December 1, 2020 until November 30, 2021 and shall remain in effect for one (1) year.

ITEM 6-2 TIME OF PERFORMANCE

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

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 freight forwarder must occur within two days.
2. The packing of effects shall be completed within five (5) working days.
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 Cape Town or Durban port.
4. The delivery of incoming shipment's 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 Packer 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 4-1, Scope of Work above shall not be deemed completed until the GSO Shipping receives from the Packer a notification of completion of services prescribed in **Section 6-3, NOTIFICATION OF COMPLETION OF SERVICES.**

ITEM 6-3 NOTIFICATION OF COMPLETION SERVICES

- a. Upon completion of the required services for outgoing unaccompanied baggage shipments, the Packer(s) shall notify the GSO Shipping within 48 hours from the date of pack out at residence by email: GaboroneGSOShipping@state.gov and provide the following information. Ultimate Destination of Shipment
- b. Date of Pickup, Number of Pieces, and Gross Weight of Shipment

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- c. House Airway Bill Number (Master AWB# if known)
 - d. Name and Number of shipments
1. A U.S. Government Bill of Lading (BOL/WO) will be issued for each international shipment by the authorizing Contracting Officer (CO). A Work Order will be issued for domestic shipments and shall be treated as a BOL. The BOL/WO will be (1) Forwarded by the authorizing GSO shipping directly to the TSP specified to transport the shipment, or (2) Forwarded to the Packer to be surrendered to the TSP or its agent when the shipment is picked up at the Packer's premises, or (3) Forwarded to the Packer to be surrendered to the TSP or its agent when the shipment is picked up by the TSP or his agent. The Packer(s) shall obtain a proper receipt from the TSP or its agent at the time the baggage is picked up from the TSP.
 2. The Daily Notice of Availability for Shipment by Packer(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 Packer to the GSO Shipping as designated on the Packer'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

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

Upon receipt of the packing list, the GSO Shipping will furnish to the Packer the necessary shipping documents. In those instances when a BOL/WO is furnished for movement of the shipment, the BOL/WO will be tendered by the Packer to the TSP specified to transport the shipment to the port of embarkation. It shall be the responsibility of the Packer 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 Packer to allow sufficient time to have the shipment delivered by the delivery date designated in the shipping documents. It is the Packer's responsibility to notify the GSO Shipping by email if any shipment cannot be delivered to the pier by the date specified and the reasons therefore. Failure to provide this notice prior to the latest date that the shipment is to be delivered to the pier may subject the Packer to a Tender violation.

There are occasions when a U.S. Government Bill of Lading (BOL/WO) will be attached to the Packer's Authorization issued for export packing; the specific marks to be placed on the lift-van are provided on the Packers Authorization. On the same day that the Packer notifies GSO shipping of the completion of export packing services for the household and personal effects and consumables as outlined above, the Packer shall contact the TSP specified on the BOL/WO to pick up the export shipment. The TSP must pick up the export shipment within two (2) working days of the reported availability of the shipment, and the actual date of pick-up must be reported. If the TSP cannot, shall not, or does not pick-up the export shipment within two (2) working days of the date of notification of completion of services, the Packer must immediately notify the Tender Administrator via telephone, to be followed in writing via e-mail of the facts and all information known to him as to why the export shipment was not picked up. Failure to contact the TSP on the same day the export shipment is made available and/or provide the Tender Administrator with written notification of why the TSP did not pick-up the shipment by the second working day shall subject the Packer to a Tender Violation.

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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.

ITEM 6-4 PAYMENT FOR SERVICES

The Packer(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.**

ITEM 6-5 PRE-MOVE SURVEY

The Packer(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 export (Surface) shipment, and/or gross weight of the UAB (air) 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 or U.S. Consulate 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 packer 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 Packer. 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 Packers services to be terminated for the tender period. The Packer 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

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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 Gaborone Financial Management Office bulk email inbox: GAB-InvoiceMail@state.gov

No posted invoices will be accepted. The TSP invoice must contain the following information to facilitate payment:

1. Name and address of the TSP.
2. Date of invoice.
3. Tender and invoice number.
4. Description 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 files 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 late turn in of containers of storage at the ports of Durban or Cape Town.

No additional charges for packing and shipping will be accepted after 90 days from the date of services rendered 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 Rates Management staff as supporting documentation upon request:

1. Accomplished original BOL, AWB, Task order and LOI.
2. Rate copy of the sea bill of lading, showing gross weight, dimensions, volume and weight charges per pound, kilo and kilo-rates where applicable and total costs.
3. All shipping documents from Shipping lines, BURS, wharfage, bill of entry documents.

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The USG shall have no obligation to pay the TSP for charges performed, under this tender and the transportation services provider shall file no claim, demand suit or action at law seeking to recover such charges after 3 (Three) months have elapsed following the date the services are completed, the charges therefor are paid, excess charges are subsequently refunded, or excess charges are deducted from the TSP account, whichever the later.

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 receipt 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, or any shipment being cleared. This will ensure that payments are expedited within the payments terms and conditions contained herein.

SECTION 8: SPECIAL TENDER REQUIREMENTS

ITEM 8-1 NONPAYMENT FOR UNAUTHORIZED WORK

The USG will not pay for any unauthorized supplies or services for any unauthorized changes to the work specified herein. This includes any services performed by the Packer 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 Packer 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 Packer, the shipment shall be forwarded to the rightful address by the quickest means of transportation as directed by the Contracting Officer. The Packer 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 Packer 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 Packer, 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 Packer 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 packer 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

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crate is required for safe transport, or if the employee requested it and the total cost. Please include the shipper's name, DOS Shipment number along with the logistical Specialist name 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 Packer'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 packer 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 GaboroneGSOShipping@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 Packer 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 Packer 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 Packer(s) by the issuance of an appropriate written Packers Authorization and/or BOL/WO. Agencies, other than the DOS, which may utilize this Tender, shall issue an appropriate order for such services directly to the Packer(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/U.S. Consulate will assign shipments to packers for services covered under this Tender. The employee or his authorized representative **will not** select a Packer nor deal directly with any Packer 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 Packers 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 Packer has been made by GSO Shipping, will the Packer deal with the employee concerning details of the assigned move.

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.

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- b. Shipments originating within the 50 miles radius of the Gaborone, and Selibe Phikwe.

No work is to commence without confirmation by the GSO Shipping (i.e., Packers Authorization, etc.).

ITEM 8-9 INSURANCE REQUIREMENTS

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

- a. Workers' Compensation and Employer's Liability:

Packers are required to comply with applicable Government Worker's compensation. If occupational diseases are not compensable under those statutes they shall be covered under the employer's liability section of the insurance policy except when Tender operations are so being led with a Packer's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least BWP1,000,000 will be required.

- b. General Liability:

- (1) Bodily injury liability insurance coverage written on the comprehensive form or policy, of at least BWP500, 000 per occurrence.
- (2) Property damage liability only in special circumstances.

ITEM 8-10 CERTIFICATE OF INSURANCE

1. The Packer shall furnish the Contracting Officer with a current certificate of insurance as evidence of the coverage required. In addition, the Packer 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 Packer shall not change or decrease that coverage without the Contracting Officer approval.
2. The Packer shall give the Contracting Officer immediate notice in writing of any suit or action filed against the Packer arising out of performance of this Tender. The Packer shall furnish immediately to the Contracting Officer copies of all pertinent papers received by the Packer. Insofar as the following shall not conflict with any policy or Tender of insurance and upon request of the Contracting Officer, the Packer shall do any and all things to effect an assignment and subrogation in favor of the USG of all Packers 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 Packer.
3. The Packer 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 Packer by reason of any act or omission of the Packer, its agents, or employees in the execution or protection of the work. The Packer's assumption of liability continues independent of the insurance policies.

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ITEM 8-11 LIABILITY OF PACKER

1. Notwithstanding any other provision of this Tender, Packer 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 Packer 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 Packer, its employees, or its sub-packers.
2. Packer's liability under this clause shall, within the limits of the USG subrogation or rights by assignment, be the full cost of repair, or the full replacement cost as defined in item 8-11 Liability of packer, subject to the exception stated therein.
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. Packer's maximum liability to the USG as subrogee or assignee for loss destruction or damage shall be \$8.50 times the net weight of the shipment or blue book value for POV's.
4. All claims must be settled within suspension.
5. After Packer receives a completed claims package.
6. 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 Packer 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 Packer. The owner has two (2) years to file a claim, and two (2) years is the length of the Packer's liability.
7. The liability of the Packer imposed by this clause shall not be nullified or limited by any limitation, disclaimer, or release prescribed by the Packer 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.
8. The Packer(s) liability under this clause shall not limit the Packer'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 Packer'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 Packer 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

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The Packer(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 air freight 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 air freight or household effects shipment which should have been placed into storage.

The Packer(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 Packer 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 or 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, prisoners or day laborers 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, casual, or truck stop labor. There must be at least one employee who is fluent in the English language during the entire pack-out or delivery

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 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 Packer to correct work that was incorrectly performed, and it is clearly the fault of the Packer, suspension from the Tender will result.
2. When the Packer fails to perform its contractual obligations, the Packer 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 1 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.

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Attachments

ITEM 9-1 14 FAM Exhibit 611.6 Limitations

14 FAM EXHIBIT 611.6 LIMITATIONS

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

MAY BE APPROVED FOR CRATING

FINE ART WORK (INCLUDING VASES, PICTURES, PAINTINGS AND SCULPTURES) WITH A DOCUMENTED VALUE OVER \$2100 PER ITEM OR PER SET

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

CRYSTAL CHANDELIER WITH APPRAISED VALUE OVER \$2100
BABY GRAND PIANOS

PROJECTION TV / LCD TV / FLAT PANEL TV OVER 60 INCHES

CABINETS WITH GLASS FRONTS AND DOORS

WILL NOT BE APPROVED FOR CRATING

ANY WOOD FURNITURE, OVERSTUFFED CHAIRS OR SOFAS, WALL DIVIDERS, WALL UNITS, CHINA HUTCHES OR CABINETS

TAXIDERMIED OR STUFFED ANIMAL TROPHIES

ANY ELECTRONIC EQUIPMENT
ANY PLAYGROUND EQUIPMENT
ANY ATHLETIC / EXERCISE EQUIPMENT

UPRIGHT / ELECTRIC PIANO
SURFBOARDS

LADDERS, TOOLS OR YARD MAINTENANCE EQUIPMENT
SHIP / AIRPLANE OR OTHER LARGE MODELS

MATTRESSES
FISH TANKS
BICYCLES

CLOCKS

MUSICAL INSTRUMENTS

ARTWORK WITH APPRAISED VALUE UNDER \$2100 PER ITEM

HAT/ COAT RACK

ANY ITEMS GOING INTO STORAGE

CHANDELIER WITH APPRAISED VALUE UNDER \$2100

DOLL HOUSE

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9.2: Attachment: Acronym

No.	Abbreviation used in this TOS:	Description
1	BOL	Bill of Lading
2	CNS	Consumables
3	CO	Contracting Officer
4	COR	Contracting Officer Representative
5	FCL	Full Container Load
6	HHE/HHG	Household Effects/Household Goods
7	IN	Inch
8	IPPC	International Plant Protection Convention
9	ISPM 15	International Standards for Phytosanitary Measures No. 15
10	KGS	Kilogram
11	LAY	Layette
12	LBS	Pound
13	LCL	Less Container Load
14	LOI	Letter of Intent
15	MC	Motorcycle
16	OFV	Official vehicle
17	PBO	Packed by Owner
18	POV	Privately-owned vehicle
19	QASP	Quality Assurance and surveillance plan
20	STOS	Standard Tender of Service
21	TSP	Transportation Service Provider
22	UAB/UB	Unaccompanied Air Baggage/Unaccompanied Baggage
23	USAID	United States Agency for International Development
24	USG	United States Government
25	IATA	International Air Transport Association
26	FIATA	International Federation of Freight Forwarders
27	ISPM	International Standards for Phytosanity Measures
28	USDA	United States Department of Agriculture
29	APHIS	Animal and Plant Health Inspection Services
30	IPPC	International Plant Protection Convention
31	ETA	Estimated Time of Arrival
32	FAM	Foreign Affairs Manual
33	RSO	Regional Security Office
34	DOD	Department of Defense
35	USCG	United States Coastal Guard
36	NTE	Not to Exceed
37	CFR	Code of Federal Regulations
38	PBO	Packed by Owner
39	CM	Cubic Meters (measurements)
40	DOS	Department of State

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9-3 Attachment: Format of Request for special crating

14 FAM Exhibit 611.9 Limitations: Special Crating Request Format

Requests special crating for the items listed below

Company Name

for _____ This request is being made because

Employee's Name

Pre-move surveyor feels this is necessary to safely transport item.

Employee wishes the items to be specially crated.

Item	Dimensions	Cube	Cost	Approved/Denied

Authorizing Signatures:

Signature of Transportation Officer

Signature of HR Representative

ITEM 9-4 Pre-Warehouse Evaluation Questionnaire: Packing and transportation tender:

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Separate forms need to be completed for each inspection site. If the bonded store is located separately from the normal warehouse, a separate form needs to be completed for the bonded store.

Tick the applicable boxes

Location: Gaborone Mogoditshane Tlokweng
Type: Warehouse Bonded Store Warehouse & Bonded Store located on the same premises

Company name and address:	Tel:
Name of Contact for this Tender:	Tel: E-mail address:
Name of on-site Representative that will meet the team for the inspection:	Tel: E-mail address:
Warehouse name and address (Where cargo will be stored):	Tel:
Name of warehouse on-site contact/Manager:	Tel: E-mail address:
Bonded Store Name and address [if different from d) above]:	
Name of bonded store on-site contact/Manager [if different from e) above]:	Tel: E-mail address:

Please answer prior to inspection			
1. Number of staff?	Office:	Warehouse:	
2. FIDI (The Federation of International Movers) or IAM (International Association of Movers) Certification?		YES	NO
3. ISO Certification? (International Organization for Standardization)		YES	NO
4. Forwarding License?	Y / N / Using an agent		
Forwarding Agent Name:			
5. Importer Broker License?	Y / N / Using an agent		
Import Agent Name:			
6. Warehouse rented/owned? RENTED – lease expires:	Lease space	Owned	
If leasing space – name of warehouse*			
7. Size of the warehouse?	M2		
8. Ability to load/unload dock high	Y / N		
9. Pest control up to date? **	Y / N		
Frequency of fumigation – minimum every 6 months.			
10. Fire Extinguishers/sprinklers service up to date? ***	Y / N		
Last serviced: Next Service:			
11. Bonded Store available? *			
If using a different warehouse – name of warehouse*			
12. Dedicated space for Embassy cargo	Y / N		
13. Insurance to cover in-transit/in-store	Y / N		
14. Any objection to RSO check?	Y / N		
15. Do you fully understand the terms and conditions of this tender?		YES	NO

*Warehouse and Bonded store must be visited as part of the evaluation. ** **Attach** Pest control certificate/s

*** **Attach** Fire extinguisher/sprinkler inspection certificate/s

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ITEM 9-5 Rate Sheet

Rate sheet: Packing and Transportation Tender for period: 1 September 2020 - 28 February 2021

Name of Company submitting rates:

1. OUTBOUND UNACCOMPANIED BAGGAGE AND HHE BY AIR

Costs include the preparation of the shipment for airfreight, packing and delivery to the closest airport OR Tambo International Airport (Johannesburg).

UAB

	Unit of Measure	Rate (BWP)	VAT 12% T-code: BWP-VAT	Vat Inclusive Cost	T Code
a) Cost per lb. Gross weight Minimum of 100lbs. applies	Per lb.				BW-61A

HHE BY AIR

	Unit of Measure	Rate (BWP)	VAT 12% T-code: BWP-VAT	Vat Inclusive Cost	T Code
a) Cost per lb. net weight Minimum of 100lbs. applies (South Africa)	Per lb.				BW-61D

2. OUTBOUND – SURFACE SHIPMENTS

Costs include export packing, crating, temporary storage and delivery of personal and household effects to the Contractor's depot for final containerization, as well as the preparation of lift vans in accordance with Scope of work. Costs are based on net weight per pound (lb.) and exclude the weight of lift vans. Minimum 1000lbs per HHE surface shipment applies.

	Unit of Measure	Rate	VAT 12% T-code: BW-VAT	Vat Inclusive Cost	T Code
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a) Cost per lb. net weight	See below	See below	See below	See below	
Cost per lbs net weight, including packing and delivery to agent warehouse from residence- (Phikwe)	Per lb.				BW-62A1
b) Cost per lbs net weight, including packing and delivery to contractors' warehouse from residence- (Gaborone)	Per lb				SA-62A2
b) Cost Special crating of effects	Per lb.				BW-62A4
c) Cost for LCL packing and loading from residence using newly constructed liftvans	Per liftman				BW-62A3
d) Cost of Road haulage of container from Gaborone to port Walvis Bay	See below	See below	See below	See below	
Per 20ft container	Per 20ft container				BW-62C1
Per 40 ft. container	Per 40ft container				BW-62C2
e) Cost of road haulage of containers from Selibe Phikwe to Contractor's Gaborone Depot	See below	See below	See below	See below	
Per 20ft container					BW-62D1
Per 40ft container					BW-62D2
f) outbound supplies shipments- cost of packing, transportation to agent warehouse and clearing for export	Cargo				BW-611E

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a) cost of clearing, forwarding and road haulage of HHE/POV to over border destination	Cargo				BW-68D
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3. OUTBOUND – COST FOR DELIVERY TO CLOSEST AIRPORT

To the employee's residence of packed household effects shipments when shipped by air instead of surface due to a cost saving to the US Government, including but not limited to military shipments. Minimum of 100 lbs. per UAB shipment.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Delivery to Airport (JNB)	See below	See below	See below	See below	
Cost for delivery from Gaborone depot to OR Tambo International Airport (JNB)	Per lb				BW-63A
Cost for delivery from Selebi Phikwe to OR Tambo International Airport (JNB)	Per lb				BW-63B

4. LONG DISTANCE MOVES

Long distance moves of household effects including the packing, transportation, and unpacking.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
Long distance moves of household effects to and from the following destinations.	See Below	See Below	See Below	See Below	

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a) Gaborone to Selibe Phikwe	Per lb.				BW-65A
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5. FUMIGATION SERVICES FOR ALL OUTBOUND CONSIGNMENTS.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Fumigation of wooden lift vans	Per Liftvan				BW-66A
b) Fumigation of airfreight containers triwall	Per Airfreight Container				BW-66B
c) Fumigation of steel containers	See Below	See Below	See Below	See Below	
Per 20 ft. container	Per 20 ft. container				BW-66C1
Per 40 ft. container	Per 40 ft. container				BW-66C2
c) Fumigation of motor vehicles	Per Vehicle				BW-66D

6. OUTBOUND – PRIVATELY OWNED MOTOR VEHICLES (POV).

Cost includes receiving inspection reports, pre-shipment service, preparation, and containerization of vehicles for shipment.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
Cost includes receiving inspection reports, pre-shipment service, preparation and containerization of vehicle for shipment	Per Vehicle				BW-69A

7. INBOUND SHIPMENTS

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Cost for temporary storage, delivery, unpacking, removal of debris for unaccompanied baggage and household effects and official US Government supplies and equipment received via surface facilities and air facilities and for storage of US Government owned liftvans. Cost is per pound (lbs.) net weight for household effects and per pound (lbs.) gross weight for unaccompanied baggage. For supplies and government equipment the cost is per lbs. gross weight excluding the weight of the steel shipping container, as per instruction by COR. Minimum of 100 lbs. per UAB shipment and 1000lbs per HHE shipment applies.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Cost per lb. including unpacking and removal of debris same day	Per lbs.				BW-611A
b) Inbound UAB -- Cost per LB Gross weight minimum of 100 lbs applies (Botswana) Costs include the transportation UAB from AOE, clearance and delivery to residence in Gaborone	Per 100 lbs				BW-612A
c) Cost per LB Gross weight minimum of 100 lbs applies (Botswana) Costs include the transportation UAB from AOE, clearance and delivery to residence in Selebi Phikwe	Per 100 lbs				BW-612B
d) Cost of clearing, Transportation of cargo from AOE to Embassy warehouse to or as directed by the COR.	Cargo				BW-611B

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e) cost of clearance of shipments coming thru the borders on Botswana sid.	Cargo				BW-611C
f) Cost of clearance of shipments coming thru the borders on Botswana and foreign border	Cargo				BW-611D

8. COST TO DELIVER CONTAINERS
 On the ground to a US Government facility including the utilization of a crane.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
Cost includes the collection of the container by crane from contractor's local depot to a Government facility located in Gaborone, Selibe Phikwe and the delivery of container on the ground at US facility.	See Below				
Per 20ft container	Per 20ft container				BW-001
Per 40ft container	Per 40ft container				BW-002

9. PRIVATELY OWNED MOTOR VEHICLES (POV):

Cost for receiving vehicles in containers, preparing condition reports and undertaking pre-delivery services as per instruction by COR.

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	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Cost for receiving vehicles on containers, preparing condition reports and undertaking pre-delivery services per instruction	Per Vehicle				BW-613A

10. RE-WEIGHING

For undertaking re-weighing of inbound consignments to determine the net weight for billing purposes or upon request by the COR for verification purposes.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Cost per consignment packed in liftvans	Per Consignment				BW-614A
b) Cost per lbs. for consignments received loose packed.	Per lbs.				BW-614B
c) Cost per lbs. for airfreight shipment	Per lbs.				BW -614C

11. TEMPORARY STORAGE

Storage costs per cubic foot.

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Cost per day for 2,000 cubic foot – 1 to 30 days in Botswana	Per 100 cu. ft. per day				BW-615A

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b) Cost per day for 2,000 cubic foot – beyond 30 days in Botswana.	Per 100 cu. ft. per day				BW-615B
c) Cost for Temporary storage per vehicle – 1 to 30 days in Botswana	Per Vehicle/ Per day				BW-615E
d) Cost for Temporary storage per vehicle beyond 30 days in South Africa	Per Vehicle/ Per day				BW-615F

12. ADDITIONAL COSTS

Removal in and out of bond store

	Unit of Measure	Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
a) Additional bond store costs -HHE	Per consignment				BW-616A
b) Additional bond store costs -POV	Per consignment				BW-616B

ADDITIONAL COSTS (Continue)

s.q. = Special Quotation

		Rate	VAT 12% T-code: SA-VAT	Vat Inclusive Cost	T Code
Special crating of effects	Per consignment	s. q			BW-62A2
Cost of LCL and packing and loading	Per consignment	s. q			BW-62A3
Futile trip	Per consignment	s. q			BW-1000

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ITEM 9-5 Tender of Service compliance sheet

Compliance checklist for documentation required for the Packing and Transportation tender

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

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

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

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ITEM 9-6 HAZARDOUS/RESTRICTED MATERIAL FOR AIRFREIGHT AND PERMANENT STORAGE AGREEMENT

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

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

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

SIGNATURE

DATE

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ITEM 9-7 Trading Partner Agreement & Letter of Intent

U.S Embassy, Gaborone, Botswana

Packing and Shipping Tender of Service

Origin Packing Services

SCB-4021-T-0001

Carrier Agreement

To abide By the Terms and Conditions of U.S Embassy, Gaborone, Botswana

General Services Office

Plot 8847/8/9 Government Enclave

Gaborone, Botswana

This is to certify that our company accepts U.S Embassy's request to participate in the Embassy's Standard Tender of Service for packing and Transportation services program.

I certify that I have read and will comply with all the provisions contained in the Embassy's Standard Tender of Service.

Company Name: _____

NAME(Authorized Official): _____

SIGNATURE: _____

TITLE: _____

Date: _____