September 27, 2017

TO ALL TRANSPORTATION SERVICE PROVIDERS APPROVED TO PARTICIPATE IN THE CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM:

This Request for Offers (RFO) transmits the issuance of the 2017-2018 Filing Cycle Special Instructions for the filing of rate offers in the General Services Administration’s (GSA’s) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period January 1, 2018 through October 31, 2018. This RFO and Special Instructions (hereinafter referred to as RFO) are in accordance with the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. Transportation Service Providers (TSPs) who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rate offers in accordance with this RFO.

While we strongly encourage TSPs to read the entire RFO, we’ve highlighted below the major changes new to this RFO and others that have been carried over from previous RFOs that need to be highlighted again. These, along with other changes to the RFO, have been highlighted in “red” within the documents themselves.

Due Dates: Rate offers must be submitted in accordance with this RFO by the Initial Filing due date of 10:00 PM Central Time, November 14, 2017 and/or the Supplemental Filing due date of 10:00 PM Central Time, March 12, 2018. Rate offers received after these dates and/or not submitted in accordance with this RFO will not be accepted.

Industrial Funding Fee (IFF): The below identifies changes to the IFF owed by TSPs for shipments moving under this RFO.

1. Domestic IFF: A **3.50%** IFF is due on the total net transportation charges billable to the Government (includes line-haul, accessorial, packing charges, fuel surcharges, etc... **and Storage-in-Transit (SIT)** (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). A **3.50%** IFF is also due on the total net charges billable to the Government for the shipment of Privately Owned Vehicles (POVs). An IFF is not assessed against Unaccompanied Air Baggage (UAB) shipments unless an agreement has been developed. Please refer to Section 2-7.6 of this RFO for additional information on the application of the IFF.

2. International IFF: A **3.50%** IFF is due on the total net transportation charges billable to the Government (includes line-haul, accessorial, packing charges, fuel surcharges, etc... **and SIT** (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). A **3.50%** IFF is also due on the total net charges billable to the Government for the shipment of POVs. An IFF is not assessed against UAB shipments
unless an agreement has been developed. Please refer to Section 2-7.6 of this RFO for additional information on the application of the IFF.

**HTOS:** Due to the revised HTOS published on September 26, 2017 for an effective date of January 1, 2018, many items contained in the Cover Letters of previous RFOs are now duplicative to those in the revised HTOS and have been removed from the Cover Letter of this RFO. TSPs are strongly encouraged to review the HTOS with an effective date of January 1, 2018 in its entirety. In addition to being distributed on September 26, 2017, the HTOS will also soon be accessible at [https://www.gsa.gov/portal/content/103864](https://www.gsa.gov/portal/content/103864).

**GSA Domestic 500A Tariff (GSA500A):** The GSA500A is the tariff by which all domestic rate offers submitted in accordance with this RFO are based on.

1. The GSA500A-2016 Tariff became effective on December 16, 2016. Due to the new structure of the GSA500A, many changes were highlighted in the 2016-2017 RFO Cover Letter. To review those changes, TSPs can access the 2016-2017 RFO Cover Letter at [https://www.gsa.gov/portal/content/103864](https://www.gsa.gov/portal/content/103864).

2. The GSA500A-2017 Tariff is being issued and distributed along with this RFO and has an effective date of January 1, 2018. In addition to this distribution, it will also soon be accessible at [https://www.gsa.gov/portal/content/103864](https://www.gsa.gov/portal/content/103864).

**New Non-Alternating, Agency Specific Standing Route Order (SRO):** A new SRO – CONDI – has been added to Section 3 of this RFO. CONDI replaces the previous SROs for the Department of the Interior, Interior Business Center (NBCCO), the Department of the Interior, Geological Survey (GEOVA), the Department of Agriculture, Forest Service (FSVNM) and the Department of the Interior, National Park Service (NPSNE). As a result of this new SRO CONDI, please note that for TSPs utilizing the “carry over” option within the Transportation Management Services Solution (TMSS) system that rate offers previously accepted for NBCCO, GEOVA, FSVNM and/or NPSNE will not “carry over.” TSPs electing to submit rate offers for CONDI must submit new rate offers in accordance with the instructions provided at the end of this letter.

**Changes to Existing Non-Alternating and Alternating, Agency Specific SROs:** In recent meetings it was indicated that rate offers would no longer be accepted for the U.S. Postal Service under the SRO USPDC. This serves as notice that rate offers for USPDC will continue to be accepted and that changes have been made to USPDC. Changes have also been made to the SROs for the Department of the Treasury, Administrative Resource Center (ARCWV) and the Department of State (DOSDD, DOSDC, DOSHW and DOSSA). Please note that the destination serviced under DOSSA has been changed to N’Djamena and the Destination Code of 2730 must be used. All changes are identified in Section 3 of this RFO and have been highlighted in “red.” In addition, the SRO for the Department of the Treasury, Office of the Comptroller of the Currency (OCCDC) can now be found under Section 3.5 of this RFO. Please also note that the alternating SROs for the Department of Transportation,
Federal Aviation Administration - FAADC and FAAIN - have been removed from this RFO. Rate offers will not be accepted for either FAADC or FAAIN for an effective date of January 1, 2018. And as always, please review Section 3 of this RFO closely for any other Agency Specific requirements and changes.

**Alaska Shipments**: Item 227, Alaska Shipments of the GSA500A has been clarified. With regards to intra-state Alaska shipments, rate offers accepted in accordance with this RFO for shipments moving intra-state Alaska only apply when both the origin is within a 50 mile radius of the TSP’s Port Facility at the named point(s) in Alaska (see named points in Section 5.2.1 of this RFO) and is on the Alaskan Road system, and the destination is within a 50 mile radius of the TSP’s Port Facility at the named point(s) in Alaska and is on the Alaskan Road system. For shipments moving intra-state Alaska where the origin is not within a 50 mile radius of the TSP’s Port Facility at the named point(s) in Alaska or is within a 50 mile radius of the TSP’s Port Facility but not on the Alaskan Road system and/or the destination is not within a 50 mile radius of the TSP’s Port Facility at the named point(s) in Alaska or is within a 50 mile radius of the TSP’s Port Facility but not on the Alaskan Road system, the OTO provisions of HTOS Section 4.4. will apply.

**POV Recall Requirements**: Due to the status of POV recalls which involve electrical systems and could potentially start a fire resulting in damage to the POV and/or other property, GSA is encouraging TSPs to work with each individual Agency on protocols for accepting POV shipments. It is noted that employees, Agencies, and/or TSPs may check a POV recall status at the following website by entering a Vehicle Identification Number (VIN): www.nhtsa.gov/recalls.

**General Valuation**: All shipments moved under CHAMP are released based on Full Replacement Value – at $6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT (see specific SROs identified in Section 3 of this RFO for exceptions to the $6.00 valuation).

**Mileage Application**: Effective January 1, 2018, Web Based Version 31 of ALK Technologies, Inc. will apply (see 2-7.1.1. of this RFO for additional information and application).

**International Performance Bond**: All TSPs approved to provide International General Transportation and International Move Management Services are required as part of their filings to furnish a performance bond in accordance with Section 2-4.8 of the HTOS and subject to the provisions of Section 1-4 of this RFO. The performance bond MUST clearly identify that the bond is in force for the period **November 1, 2017 through October 31, 2018**, or later. A Certification of Continuation of Bond is acceptable. **A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted.** TSPs filing international rate offers are also required to adhere to the performance bond provisions outlined in Section 1.4.1.3.1. of this RFO. Performance bonds must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file.
Fuel Policy:

1. For domestic shipments, please refer to Item 16 of the GSA500A.

2. For international shipments, the TSP can only be compensated for a fuel surcharge on that portion of the shipment handled under traffic in the contterminous U.S. to the port or from the port to a point in the contterminous U.S. The fuel surcharge shall be calculated in accordance with the Fuel Policy identified in Item 16 of the GSA500A. In the event the shipment is transported from origin to port or port to destination on an ocean line through bill of lading, the TSP is not entitled to the GSA fuel surcharge calculation and can only pass through any fuel surcharge that may be generated from the ocean line. The TSP must provide a copy of the original bill to the Agency for reimbursement.

Fuel Surcharge for UAB Shipments: A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the Agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the Agency. There is no fuel surcharge calculation for land transportation for UAB. Please refer to Section 3 of this RFO for Department of State requirements.

Bunker Fuel Surcharges: A TSP may charge as a separate line item a fuel surcharge for bunker charges on international shipments and/or Alaskan water charges. The TSP must provide a copy of the original bill to the Agency for reimbursement. Please refer to Section 3 of this RFO for Department of State requirements.

Snow Removal Clarification: Unless it is for TSP convenience, snow removal is the responsibility of the relocating employee. If a TSP runs into issues with this, they are to immediately contact the Bill of Lading Issuing Officer (BLIO).

Submission of Rate Offers: All rate offers in TMSS automatically expire on December 31, 2017. If a TSP does not want to make any changes to their currently filed rate offers, but wants them to become effective again on January 1, 2018, the TSP must go in to TMSS and “carry over” their rate offers as identified in #1 below. If a TSP does not “carry over” existing rate offers or does not upload new rate offers during the Initial Filing window, any rate offers currently in TMSS will be deleted from TMSS effective January 1, 2018. However, please note that due to the implementation of the new SRO CONDI, TSPs will not be allowed to “carry over” existing rate offers for NBCCO, GEOVA, FSVNM and/or NPSNE to be applicable to CONDI. To submit new rate offers for CONDI, TSPs must use one of the options identified below. Rate offers effective during the Supplemental Filing period of May 1, 2018 do not require a change; however, TSPs have the option to modify existing rate offers and/or to add new rate offers during the Supplemental Filing window.

TSPs have four (4) different options when filing rate offers:

1. Utilize the rate filing capabilities of TMSS:
-5-

- TSPs must have access to the “HHG Rate Filing” module within TMSS. A firm’s TMSS Group Administrator can give access to this module. Once the “HHG Rate Filing” module has been accessed, a continuation of rate offers button will be displayed as a pop-up screen. The message will prompt the TSP to either accept or reject all rate offers to be carried over to the next rate filing cycle (except for rate offers for NBCCO, GEOVA, FSVNM and NPSNE – new rate offers must be submitted for the new SRO CONDI);

- If a TSP accepts the continuance of rate offers, TMSS will display a statement that rate offers will be carried over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over;

- If a TSP wishes to change an existing rate offer or add a new rate offer after submitting the request to carry over rate offers, the TSP may go into the “HHG Rate Filing” module the following day and do so; and

- If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed so that the TSP may begin the rate filing process.

2. Utilize the Format Requirements and Electronic Submission instructions found in Sections 6 and 7 of this RFO.

3. Utilize the “HHG Spreadsheet” from the TMSS Main page. This spreadsheet will allow for the download of a copy of the existing rate offers. TSPs may then make additions and/or deletions prior to re-uploading it for validation and acceptance.

4. Utilize the services of a Rate Filing Service Provider (RFSP).

Questions may be directed to Robyn Bennett at robyn.bennett@gsa.gov or (816) 823-3644 or Kim Chancellor at kim.chancellor@gsa.gov or (816) 823-3650.

Sincerely,

/s/ Robyn L. Bennett

Robyn L. Bennett
Lead Traffic Management Specialist
Employee Relocation Resource Center (QMCG)
SECTION 1
SPECIAL INSTRUCTIONS

1-1. General.
The following Filing Cycle Special Instructions of the General Services Administration (GSA’s) 2017-2018 Request for Offers (RFO) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. By submission of a rate offer(s) electronically, the submitting Transportation Service Provider (TSP) agrees to the following terms and conditions.

1-1.1. Terms/Conditions for Bills of Lading Issued for Government Shipments.
Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118.

1-1.2. Application.
1-1.2.1. Application of the Household Goods Tender of Service.
Unless otherwise noted, all provisions of the HTOS apply to this RFO.
1-1.2.2. Application of the GSA Domestic 500A-2017 Tariff (GSA500A).
Unless otherwise noted, all provisions of the GSA500A apply to domestic shipments moved under this RFO.

1-1.3. Effective Period.
Except as otherwise provided herein, rate offers made in response to this RFO will be for the period January 1, 2018 through October 31, 2018.

1-1.4. Eligibility to File.
All TSPs approved to participate in the GSA’s Centralized Household Goods Traffic Management Program (CHAMP) for either the Domestic and/or the International Program(s) prior to the Initial Filing period due date as required in Section 1-1.6.1 have the option to submit a rate offer(s) in response to this RFO.

1-1.5. Electronic Transmission.
All submissions of rate offers must be accomplished via the Internet utilizing the “HHG Rate Filing” module within the Transportation Management Services Solution (TMSS) system. When using the “HHG Rate Filing” module, TSPs can either utilize the rate filing screens to create/add/delete rate offers or they can “upload” manually created rate offers.

1-1.6. Filing Period.
1-1.6.1. Initial Filing.
Only those TSPs approved to participate in CHAMP may submit rate offers in accordance with this RFO. Rate offers are due by 10:00 P.M. Central Time, November 14, 2017 and will be reviewed and processed in accordance with Section 1-2.
1-1.6.2. New Filings.
New TSPs receiving permanent approval and who have not previously been part of CHAMP may submit a rate offer(s) in response to this RFO any time after permanent approval has been granted. Rate offers are due by 10:00 P.M. Central Time, November 14, 2017 and will be reviewed and processed in accordance with Section 1-2.
1-1.6.3. Late Filings.
Rate offers not responding to this RFO as required in Section 1-1.6.1, Initial Filing, may submit a rate offer(s) in response to this RFO during the Supplemental Filing identified in Section 1-2. Rate offers are due by 10:00 P.M. Central Time, March 12, 2018 and will be reviewed and processed in accordance with Section 1-2.
1-1.6.4. Supplemental Filings.
The Supplemental Filing allows a TSP to review and process any changes to its originally accepted rate offer(s) and for the submission of New and Late Filings as defined in Section 1-1.6. Supplemental rate offers must be submitted in accordance with this RFO and are due by 10:00 P.M. Central Time, March 12, 2018 and will be reviewed and processed in accordance with Section 1-2.
1-1.7. Re-Filings of Filing Deficiencies.

1-1.7.1. Non-Rate Related Technical Deficiencies.
TSP rate offers received between September 27, 2017 and November 14, 2017 or February 1, 2018 and March 12, 2018 which do not meet documentation requirements as stated in Section 1-4 will be considered unacceptable, rate offers will not be included in the database, and the TSP will be notified by email in accordance with Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018 will be entered into the database in accordance with Section 1-2.

1-1.7.2. Rate Filing Deficiencies.
TSP rate offers received between September 27, 2017 and November 14, 2017 or February 1, 2018 and March 12, 2018 which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by email in accordance with Section 1-3 for clarification and/or correction of rate offers. Corrections of deficiencies must be resubmitted by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing dates, rate offers will be considered unacceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 P.M. Central Time on the closing dates will be entered into the database in accordance with RFO Section 1-2. Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 P.M. Central Time on November 14, 2017 or March 12, 2018. A TSP or RFSP which submits a file for the last rate offer(s) validation at 10:00 P.M. CST on the closing day of November 14, 2017 or March 12, 2018 will not have an opportunity to correct any errors detected in that file after the closing time.

1-1.7.3. Suspect Rate Offers.
TSP rate offers received between September 27, 2017 and November 14, 2017 or February 1, 2018 and March 12, 2018 with suspect rate offers (i.e. discounts that are considered to be in error; for example: 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a “suspect record”. TSPs and/or RFSPs will be notified by email in accordance with Section 1-3 for clarification and/or correction of suspect offers. Corrections of suspect records must be resubmitted by 10:00 P.M. Central Time on the closing date of November 14, 2017 or March 12, 2018. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018, suspect rate offers will be considered acceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018 will be entered into the database in accordance with Section 1-2.

1-1.7.4. Rate Filing Service Provider (RFSP).
If a TSP’s rate offer is submitted in accordance with this RFO by a RFSP, the RFSP will be notified of the deficiencies and suspect rate offers and not the TSP. The RFSP will be notified by email in accordance with Section 1-3 for correction. Corrected rate offers must be resubmitted by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018, rate offers will be considered unacceptable and RFSPs/TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected...
rate offers received by 10:00 P.M. Central Time on the rate filing closing date of November 14, 2017 or March 12, 2018 will be entered into the database in accordance with Section 1-2.

1-1.8. Letter of Intent Certification.
By the submission of a rate offer to GSA in accordance with this RFO, the submitting TSP certifies that: “I have read and will comply with all the provisions contained in this RFO and its Special Instructions dated September 27, 2017, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated September 26, 2017 with an effective date of January 1, 2018, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO Section 1-4.1.”

1-2. Accepted/Effective Date.
Rate offers will be accepted and entered into the computer database on the date indicated in Section 1-2.5 or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.
Initial Filings allowable under RFO Section 1-1.6.1 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.2. New Filings.
New filings allowable under RFO Section 1-1.6.2, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.3. Late Filings.
Late filings of otherwise acceptable rate offers allowable under the limited terms specified in Section 1-1.6.3, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.4. Supplemental Filings.
Supplements to accepted rate offers allowable under the limited terms specified in Section 1-1.6.4 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.5. Schedule of Accepted/Effective Dates.

<table>
<thead>
<tr>
<th>Date Received By</th>
<th>INITIAL FILINGS</th>
<th>NEW FILINGS</th>
<th>LATE FILINGS</th>
<th>SUPPLEMENTAL FILINGS</th>
</tr>
</thead>
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<tr>
<td>9-27-17 thru 11-14-17</td>
<td>9-27-17 thru 11-14-17</td>
<td>2-01-18 thru 3-12-18</td>
<td>2-01-18 thru 3-12-18</td>
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</tr>
<tr>
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<td>5-01-2018 or before</td>
<td>5-01-2018 or before</td>
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<tr>
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<td>01-01-2018</td>
<td>5-01-2018</td>
<td>5-01-2018</td>
<td></td>
</tr>
</tbody>
</table>

1-3. TSP Notifications.
1-3.1. Domestic Rate Filings.
For rate offers submitted via the "Upload Rate File" function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.

1-3.2. International Rate Filings.
For rate offers submitted via the “Upload Rate File function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.
1-4. Documentation Requirements.
The following documentation is required to be on file with the Program Management Office (PMO) prior to the acceptance of a TSP’s rate offer, but no later than Section 1-2.5, Schedule of Accepted/Effective Dates, Date Received By. In the absence of any one or all required documents, the TSP’s rate offer(s) will not be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with Section 1-1.7.1, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the rate filing closing date. Rate offer files and error corrections submitted on the rate filing closing date will be accepted into the system, pending any errors. A TSP or RFSP will not have an opportunity to correct any errors detected in a file submitted on the rate filing closing date after the final validation.

1-4.1. TSPs Providing General Transportation and Move Management Services.
1-4.1.1. Trading Partner Agreement.
All TSPs approved to provide General Transportation Services and Move Management Services (MMS) are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA, the TSP’s rate offer filing will be subject to the provision in Section 1-4, above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.
By the submission of a rate offer to the GSA PMO in accordance with this RFO, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS Section 2.4.7 requirements during the period of its accepted rate offer filing. GSA reserves the right to request from the TSP at any time a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.
All TSPs approved to provide International General Transportation Services and International Move Management Services (MMS) are required as part of its filing to furnish a performance bond, in accordance with the HTOS Section 2-4.8, and subject to the provisions of Section 1-4.1.3.1. The performance bond MUST clearly identify that the bond is in force for the period November 1, 2017 through October 31, 2018, or later. A Certification of Continuation of Bond is acceptable. A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.

1-4.1.3.1. Addendum to the Performance Bond - International Only.
All TSPs approved to provide International General Transportation Services and International Move Management Services are required as part of its filing to furnish a performance bond to the PMO in the amount of $75,000. By the submission of an international rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal’s desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal’s liability to the Government for excess reprocurement costs when, due to the
Principal’s failure to complete delivery of a shipment, the Federal civilian agency named in the bill of lading deems it necessary to reprocure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Centralized Household Goods Traffic Management Program, Relocation Services Branch (QMCCB), 2300 Main Street, Kansas City, Missouri 64108, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier’s contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.

NOTE 1: The word “contracts” as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Centralized Household Goods Traffic Management Program International Government Bill of Lading Rate Solicitation.

NOTE 2: The word “services” as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

1-4.2. Submission To.
All required documents must be submitted as originals with original signatures to the address specified in Section 1-6.

1-4.3. Place of Receipt.
Receipt of documentation requirements by any other office of GSA or by a RFSP shall not be construed as receipt by the office specified in Section 1-6.

1-4.4. Time of Submission.
The TPA and Performance Bond must be submitted in accordance with Section 1-4. These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate offer related deficiencies in Section 1-1.7.1.

1-5. TSP Certification Statement.
TSP certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate offer electronically, the submitting TSP certifies that:
(1) Neither the TSP, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.
(2) The TSP is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:
(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm’s stock, assets, or otherwise.
(2) A principal owner is an individual or company, which owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members of close associates.
(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the
carrier's performance of its obligations under is contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE TSP HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact.

Centralized Household Goods Traffic Management (CHAMP)
Program Management Office (PMO) in Kansas City, MO

General Services Administration
Employee Relocation Resource Center (QMCG)
2300 Main Street
Kansas City, MO 64108

Robyn Bennett, robyn.bennett@gsa.gov
(816) 823-3644

OR

Kim Chancellor, kim.chancellor@gsa.gov
(816) 823-3650
SECTION 2
REQUEST FOR OFFERS

2-1. Application of HTOS.
This Request for Offers (RFO) and any resulting rate offer(s) are subject to the provisions of the General Services Administration’s (GSA’s) Household Goods Tender of Service (HTOS), dated September 26, 2017, with an effective date of January 1, 2018, supplements thereto and reissues thereof.

2-2. Federal Agency Authorized to Use.
2-2.1. Application.
This RFO and any resulting rate offer(s) are for the account of the U.S. Government and authorized cost reimbursable contractors, except when the relocation involves uniformed personnel of the Department of Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

2-2.2. Exception (Reserved).

The rates and charges offered and accepted pursuant to this RFO are applicable to shipments routed pursuant to any formal contract providing for Move Management Services awarded by GSA or a Federal Civilian, non-DOD Agency to the extent provided in the contract. Section 2-7.6, Industrial Funding Fee (IFF) applies to such shipments.

2-4. Definitions.
2-4.1. Household Goods Tender of Service (HTOS).
The Household Goods Tender of Service (HTOS) dated September 26, 2017, with an effective date of January 1, 2018, supplements thereto and reissues thereof is available on the HTOS, RFO and GSA500A Reference Library link on GSA’s website.

2-4.2. GSA Domestic 500A-2017 Tariff (GSA500A).
This is the term applied to the source document for the filing of domestic rate offers under this RFO.

2-4.3. Domestic Transportation.
The movement of a relocated Government employee’s household goods (HHG) between points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and points in Canada.

2-4.3.1. Code D: Domestic Household Goods.
Movement of HHG in a Motor Van or Container from origin residence to destination residence. The actual mode of service is at the discretion of the Transportation Service Provider (TSP). TSPs must advise the Bill of Lading Issuing Officer (BLIO) of their intent to containerize a shipment. When the TSP elects to containerize the shipment at their discretion, it will be at no additional cost to the Agency. As with all shipments moved under CHAMP and the GSA500A, responsibility for the shipment remains with the TSP to whom the Bill of Lading was issued.

2-4.3.2. Code C: Domestic Household Goods.
Movement of HHG in a Container (supplied by the TSP) from origin residence to destination residence when specifically requested by the Agency. Use of commercial best practice containers is authorized (see provisions of Section 2-7.2.1.1.1.). Shipments must always be containerized, will never be owner packed and cannot be left unsecured or outdoors. Containerization must be completed at the owner’s residence unless the BLIO authorizes, in writing, containerization at TSP/Agent warehouse. As with all shipments moved under CHAMP and the GSA500A Tariff, responsibility for the shipment remains with the TSP to whom the Bill of Lading was issued.
2-4.4. International Transportation.
This is the term applied to door-to-door container movement of HHG in lift vans between the conterminous United States (including the District of Columbia, Alaska and Canada) and an international country or off-shore location, or between two international countries or off-shore locations in lift vans. A TSP provides complete through service from origin residence to destination residence by surface ocean means.

2-4.5. General Transportation Services.
This is the term applied to transportation and accessorial services normally associated with a HHG move, such as set out in interstate and intrastate tariffs or the HTOS.

2-4.6. Move Management Services (MMS).
This is the term applied to a MMS Provider’s arrangement, coordination, and monitoring of each relocating employee’s HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in Section 2-6 and HTOS Section 6 will be provided within a TSP’s approved scope of operations. No brokering of shipments will be allowed.

2-4.7. Transportation Service Provider (TSP).
This term applies to any participating TSP or forwarder that is approved in the Centralized Household Goods Traffic Management Program (CHAMP), Domestic and/or International, to provide General Transportation Services or MMS.

Special Agency provisions cited in this RFO are defined as specific terms and conditions applicable to a particular Federal department or Agency.

2-4.9. Bill of Lading Issuing Officer (BLIO).
This term applies to the individual or his/her designated representative within the shipping or receiving Agency responsible for HHG traffic management functions.

2-4.10. Unaccompanied Air Baggage (UAB).
This term applies to necessary personal items that are taken to a relocating employee’s new duty station before their shipment of HHG arrives. The determination of items considered as UAB is at the discretion of each Agency. UAB shipments will be post audited based on the following formula: dimension of container divided by 166 (converts to volume kilogram) x 0.4536 x base line rate x TSP percentage. Volume weight is defined as the length times the width times the height (in inches), divided by 166 and multiplied by 0.4536. Where gross weight exceeds volume weight, the TSP must charge for gross weight.

2-4.11. DUNS Number.
This term applies to a Data Universal Number System. DUNS numbers are issued by Dun & Bradstreet and consist of nine digits.

2-5. Filing Possibilities.

2-5.1. Filing Instructions.
Instructions for the submission of rate offers are set out in Section 6 and Section 7.

2-5.2. General Government Rates or Charges.
TSPs submitting rate offers pursuant to this RFO may file rate offers that apply to all Federal agencies. The term general government will be used to describe such rate offers. Rate offers submitted may be for the TSP’s full scope of operation or any part thereof.

2-5.3. Agency Specific Rates or Charges.
TSPs submitting rate offers pursuant to this RFO may file rate offers that apply to a specific Federal Agency as defined in Section 3 and Section 5. The term Agency Specific will be used to describe such rate offers. Rate offers submitted may be for the TSP’s full scope of operation or any part thereof.

2-5.3.1. Application of Rates.
Agency Specific rate offers will apply only to shipments for which the specific agency/bureau/location identified in Section 3 and Section 5, issues the Government Bill of Lading (GBL)/Commercial Bill of Lading (CBL)/Bill of Lading(BL).

2-5.4. Combination of General Government and Agency Specific.
TSPs submitting rate offers pursuant to this RFO may file rate offers that apply for both general government and Agency Specific. If the TSP files both general government and Agency specific rate offers, the TSP may base its submission on any part or parts of its approved scope of operation without regard to
consistency between general government and Agency Specific. For example, a TSP with an approved scope of operation of all domestic service areas may offer general government rates and charges between all domestic service areas, but offer Agency Specific rates and charges between only two (2) service areas for Federal Agency X, while offering Agency Specific rates and charges between four (4) different service areas for Federal Agency Y.

2-5.5. Alternating Agency Specific Standing Route Order (SRO) Rate Offers. TSPs may file alternating, Agency Specific SRO rate offers as identified in Section 5-1. Alternating SRO rate offers will apply specifically to those Federal agencies/bureaus/offices identified in Section 5-1 and may alternate with any other accepted rate offer.

2-5.6. Non-Alternating Agency Specific SRO Rate Offers. TSPs may file non-alternating, Agency Specific SRO rate offers as identified in Section 3 and Section 5-1. Non-alternating SRO rate offers will apply specifically to those Federal agencies/bureaus/offices identified in Section 3 and Section 5-1 and will not alternate with any other accepted rate offer.

2-5.7. Move Management Rate Offers. TSPs submitting rate offers pursuant to this RFO may file rate offers for MMS that apply to all Federal agencies. The term MMS will be used to describe such rate offers. Rate offers submitted may be for the TSP’s full scope of operation or any part thereof.

2-6. Move Management Services (MMS).
In addition to complying with provisions of HTOS Section 6, the MMS Provider (TSP) must also comply with the service, delivery timeframe, billing, reporting, and liability requirements set out elsewhere in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the BLIO as defined in the HTOS.

2-7. Special Provisions Affecting Rates or Charges.

2-7.1 General. Unless otherwise noted, all surface HHG shipments transported pursuant to the provisions of this RFO are deemed to be released at a value equal to $6.00 per pound times the actual total weight (in pounds) of the shipment and a valuation charge will not be assessed in conjunction therewith. There will be no additional cost for this level of service. The provisions in Section 2-7 will apply.

For rate offers effective January 1, 2018, the percentage stated in the submitting TSP’s rate offer will be based on mileage provided by ALK Technologies, Inc., Web Based Version 31. The parameters to use are:

General: borders closed, shortest mileage

One exception is that GSA has determined that all surface HHG shipments between any point in the United States (including the District of Columbia and Alaska) and a Canadian province will be based on the current Rand McNally mileage in place January 1, 2018.

2-7.1.2. Shipments of Unaccompanied Air Baggage.
Unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cubic feet (internal dimensions). In no case shall the carton dimensions vary more than two inches per side (length/width/height) due to the overwrap material and small manufacturing variances in the cardboard. All TSPs must have written approval from the BLIO authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight.

2-7.2. Rates or Charges.

2-7.2.1. DOMESTIC.

The percentage stated in the submitting TSP’s rate offer represents a linehaul/transportation discount off the total cost of the move for transportation and all accessorials services based on the rates and charges published in the GSA500A for a specific domestic move. The linehaul/transportation discount does not
apply to the GSA IFF, fuel surcharges, charges associated with storage in transit, third party services, or valuation charges when the shipment is declared in excess of the base valuation (See Appendix B of the GSA500A for additional items for which the linehaul/transportation percentage discount does not apply).

2-7.2.1.1. Containerized Shipments:
1. When moving a shipment via a container (either at the TSP’s own discretion (Code D) or when specifically requested by an Agency (Code C)), the TSP agrees to use best commercial practices in selecting containers to safeguard movement of personal property and agrees to use containers that meet Government/Military specifications when required. Any TSP-owned/leased commercially-designed shipping containers are authorized provided they meet or exceed Military Specification PPP-B-601.

2. Security seals must be used on all containerized shipments. All exterior HHG containers/cartons must be sealed with accountable seals at the employee’s residence, unless containerization at the warehouse is authorized in writing by the BLIO. Applicable seal control numbers must be entered on the inventory and cross referenced to each container utilized. The employee must initial the inventory attesting to the correct seal numbers listed on the inventory.
   (a) Wooden containers must have a minimum of four seals per container and seals must secure the access overlap door and side panels.
   (b) Commercially-designed shipping containers of permanent structure must be locked and sealed using a commercially approved tamper-evident device.

2-7.2.1.2. Storage-In-Transit (SIT) Discount.
TSPs submitting rate offers for the movement of HHG must offer a percentage discount applicable to all storage charges, including pickup or delivery out of storage. The storage in transit discount does not apply to the GSA IFF, fuel surcharges charges associated with the line haul transportation and accessorial, third party services, or valuation charges when the shipment is declared in excess of the base valuation. For shipments stored outside the 50 mile radius, the bottom line discount will apply to the pick up or delivery out of storage in transit. (See Appendix B of the GSA500A for additional items for which the SIT percentage discount does not apply).

2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska and Canada Only.
The percentage (%) stated in the submitting TSP’s rate offer for UAB shipments represents a single-factor rate based on the base-line rate set out below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

<table>
<thead>
<tr>
<th>Weight Group</th>
<th>Base-Line per Kilogram(KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 to 134 kg</td>
<td>US$1.32</td>
</tr>
<tr>
<td>135 to 224 kg</td>
<td>US$1.20</td>
</tr>
<tr>
<td>225 to 314 kg</td>
<td>US$1.14</td>
</tr>
<tr>
<td>315 to 404 kg</td>
<td>US$1.09</td>
</tr>
<tr>
<td>405 and over kg</td>
<td>US$1.04</td>
</tr>
</tbody>
</table>

2-7.2.1.4. Privately Owned Vehicle (POV).
2-7.2.1.4.1. Domestic.
The amount stated in the submitting TSP’s rate offer for the shipment of a POV represents a price per mile for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.2. Minimum Charge.
In those instances when the distance for shipping a POV is less than 300 miles, a minimum charge of 300 times the offered price per mile will apply

2-7.2.1.4.3. Alaska Only.
The amount stated in the submitting TSP’s rate offer for the shipment of a POV represents a flat price for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c)
transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with Section 2-7.2.1.4.1 and 2-7.2.1.4.3.
1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.1.4.5. POV Fuel Surcharge.

If the POV is transported on the same truck with the HHG, the TSP is not entitled to charge a separate fuel surcharge for the POV. If the POV is not going to be transported with the HHG, then prior to the commencement of loading the TSP must notify the Federal Agency and receive written approval for the alternate mode and identify that a surcharge maybe required. If the POV is transported via a car hauler and the car hauler charges a fuel surcharge, that surcharge can be passed through to the Federal Agency as a separate line item. The TSP must provide a copy of the original bill to the Agency for reimbursement. If the POV is transported via a separate HHG trailer, the TSP may calculate a surcharge using the standard fuel surcharge calculation identified in this RFO.

2-7.2.2. INTERNATIONAL.

2-7.2.2.1. Household Goods (HHG).

2-7.2.2.1.1. General.

The percentage (%) cited in the submitting TSP’s rate offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight including full replacement value TSP liability as defined in Section 2-7.5 and HTOS Section 10. The application of rate offers from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

2-7.2.2.1.2. Services Included.

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP.

(a) Special provisions applicable for LCD, LED, and Plasma Televisions.

These provisions apply for the packing and shipping of LCD, LED, and Plasma televisions, which are four (4) inches or less in depth and are incapable of standing alone without support (or the use of a base).

The TSP must utilize the original manufacturer’s shipping container is available and serviceable.

Crating charges apply only for televisions in excess of 60 inches (diagonal screen size) and if the relocating employee’s original carton is no longer available. Prior to any crating, the TSP must first gain written approval from the BLIO.

For televisions that are 60 inches or less (diagonal screen size), TSPs are authorized to use cartons which are specially designed to ship LCD, LED, and Plasma televisions. Further, the Transportation Officer can waive, in writing, the crating requirement referenced above at their discretion. When a waiver is granted, the billing must be supported by a copy of the waiver indicating that the Federal Agency waived the 60 inch requirement and that crating was authorized.

2. Servicing and unservicing of appliances, to include front load washing machines.

3. All land, water, and air transportation, EXCEPT:
   (a) additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
   (b) bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the TSP by ocean freight TSP pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the BL and supported by prorated paid ocean TSP invoices of the actual amount; and,
   (c) shipments of unaccompanied air baggage.

4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. Hoisting or lowering of an article.
7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in Section 2-7.2.2.1.3, below).
8. Ferry, tunnel and bridge charges/tolls.

2-7.2.2.1.3. Services Excluded.
1. Storage, waiting time and/or handling charges caused by failure of the origin BLIO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties. Prior to use of third parties, the TSP must get written authorization from the BLIO authorizing the service.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the BLIO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the BLIO may authorize an excessive distance carry charge as defined in the HTOS Section 17.

2-7.2.2.2. Rates and Charges for Accessorial Services.
The rates and charges set out in HTOS Section 12 are base-line rates. The percentage (%) stated in the submitting TSP’s rate offer for accessorial services represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in HTOS Section 12.

2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).
The percentage (%) stated in the submitting TSP’s rate offer for SIT represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in the HTOS Section 12 for the storage and pickup/delivery, including full replacement value TSP liability in Section 2-7.5.

2-7.2.2.4. Unaccompanied Air Baggage (UAB)
The percentage (%) stated in the submitting TSP’s offer for UAB shipment represents a single-factor rate based on the base-line rate set out in Section 2-7.2.2.6.2.2 per kilogram (kg) volume weight including full replacement value TSP liability as set out in Section 2-7.5 and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence. A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the Agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the Agency. Exceptions to the UAB surcharge are identified in Section 3.

2-7.2.2.5. Privately Owned Vehicle (POV).
The amount stated in the submitting TSP’s rate offer for the shipment of a POV represents a flat charge applicable to the following services:
1) preparation of vehicle;
2) pickup at origin;
3) transportation from origin to destination;
4) containerization or below deck storage in the ocean going vessel;
5) delivery to final destination; and,
6) valuation based on the current value of the vehicle.

2-7.2.2.5.1. Vehicle Sizes.
The flat charge must be stated in whole dollars and may be offered only on the following sizes:
1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.
2-7.2.2.5.2. Motorized Vehicles.
All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49CFR, hazardous material shipping paper requirements. The TSP may identify vessel carrier and hazardous material associated fees on their invoice as a pass through charge. TSPs must provide a copy of the original receipt from the vessel carrier for reimbursement consideration by the Federal Agency. Due to 49CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. POVs with an empty fuel tank and run to a stall are excepted from the requirements of 49CFR 176.905. POVs cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

2-7.2.2.5.3. Application of Transit Time.
Transit time schedules for both the domestic and international programs are identified in HTOS Section 10.

2-7.2.2.5.3.1. Transit Time Penalty.
In the event that the TSP fails to meet the transit times, it must notify the Federal Agency as applicable, within 24-hours of the delay. The TSP shall be responsible for arranging for, or the reimbursement of, a rental car on behalf of the transferee. Reimbursement or the rental of a like vehicle will be limited to a vehicle of the same, or comparable, size/model as being shipped by the transferee. The BLIO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-7.2.2.5.4. POV Transit Time Exceptions.
HTOS Section 10.3 identifies exceptions to POV transit times for specific identified locations.

2-7.2.2.6. Base-Line Rates.
2-7.2.2.6.1. Surface.

2-7.2.2.6.1.1. Surface Base-Line Rate Table.
The following base-line rate table is applicable to the HHG effects surface shipments.

<table>
<thead>
<tr>
<th>Weight Group</th>
<th>Base-Line Rate per hundred weight (cwt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 to 1,999 lbs</td>
<td>US$124.77</td>
</tr>
<tr>
<td>2,000 to 3,999 lbs</td>
<td>US$113.03</td>
</tr>
<tr>
<td>4,000 to 7,999 lbs</td>
<td>US$106.64</td>
</tr>
<tr>
<td>8,000 to 11,999 lbs</td>
<td>US$102.37</td>
</tr>
<tr>
<td>12,000 to 15,999 lbs</td>
<td>US$100.24</td>
</tr>
<tr>
<td>16,000 and over</td>
<td>US$98.11</td>
</tr>
</tbody>
</table>

2-7.2.2.6.2. Unaccompanied Air Baggage (UAB)
The following base-line rate table is applicable to the shipment of UAB.

<table>
<thead>
<tr>
<th>Weight Group</th>
<th>Base-Line per Kilogram(KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 to 134 kg</td>
<td>US$1.16</td>
</tr>
<tr>
<td>135 to 224 kg</td>
<td>US$1.05</td>
</tr>
<tr>
<td>230 to 314 kg</td>
<td>US$1.00</td>
</tr>
<tr>
<td>315 to 404 kg</td>
<td>US$0.96</td>
</tr>
<tr>
<td>405 and over kg</td>
<td>US$0.91</td>
</tr>
</tbody>
</table>

2-7.3. Application of Rates or Charges.
Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. In those instances where the submitting TSP does not offer a rate offer, it will be construed as NO RESPONSE.

2-7.3.1. Exception.
Except in supplemental filings, items left blank will indicate NO CHANGE.

2-7.3.2. Unaccompanied Air Baggage (UAB).
Rates or charges applicable to UAB will apply when shipped independent of surface HHG.
2-7.3.3. Privately Owned Vehicles (POV).
Rates or charges applicable to POV will apply when shipped independent of the surface HHG.

2.7.4. Alaska Only.
2-7.4.1. Combination of Rate Offers - Applies to Domestic Shipments Only
2-7.4.1.1. Accepted Rate Offer Does Not Include Alaska Service Areas (RFO Section 5-2).
In the event that a TSP handles a shipment between points in the conterminous United States and Alaska and it does not have any rate offers accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rate offers set out in the TSP’s accepted rate offers between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in the GSA500A applicable for Alaska, including Section 6 of the applicable GSA500A, supplements thereto and reissues thereof; provided, however, these charges will alternate with all other applicable combination or through rate offers and/or charges that a TSP may have on file on the date that a shipment is picked-up.

2-7.4.1.2. Accepted Rate Offer Includes Alaska Service Areas (RFO Section 5-2).
The provisions of Section 2-7.4.1.1 do not apply when GSA has accepted a TSP’s rate offer to handle shipments between points in the conterminous United States, Service Area 1 through 16, inclusive, and Alaska Service Areas defined in Section 5-2.

2.7.5. Released Value.
2-7.5.1. General.
2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.
Unless otherwise noted, all surface and UAB applicable to domestic and international shipments are deemed to be released at Full Replacement Value.

2-7.5.1.2. Privately Owned Vehicle Released Value.
Unless otherwise noted, all POV shipments applicable to domestic and international shipments are released at current market value.

2-7.5.1.3. Cost included in TSP’s offer.
The cost of providing Full Replacement Value as defined in this provision will be included in the TSP’s rate offer. Except as provided in Sections 2-7.5.2.2. and 2-7.5.3.2., a TSP may not charge a Federal Agency for Full Replacement Value.

2-7.5.2. DOMESTIC.
2-7.5.2.1. Transportation.
All domestic shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at the base Full Replacement Value of $6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT.

2-7.5.2.2. Employee’s Increase in Base Valuation.
The employee has the right to increase the value in excess of the base Full Replacement Value established by this provision and in accordance with the following.

2-7.5.2.2.1. Transportation.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.5.2.2.2. Storage-in-Transit.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Storage Liability Charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.5.3. INTERNATIONAL.
2-7.5.3.1. Transportation.
All international shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at a base Full Replacement Value of $6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT.

2-7.5.3.2. Employee’s Increase in Base Valuation.
The employee has the right to increase the value in excess of the base Full Replacement Value established by this provision and in accordance with the following.

2-7.5.3.2.1. Transportation.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.5.3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Storage Liability Charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.6. GSA Industrial Funding Fee (IFF)

The IFF is due on the total net transportation charges billable to the Government (includes line-haul, accessorial, packing charges, fuel surcharges, etc… and SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). IFF is also due on the total net charges billable to the government for the shipment of POVs.

2-7.6.1. Amount of Charge.

2-7.6.1.1. Domestic.

For domestic shipments, the GSA IFF will be 3.50% of the total net transportation charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc… and SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)) per shipment and 3.50% of the total net POV charges per shipment subject to the following provisions. An IFF is not assessed against UAB shipments unless an agreement has been developed.

2-7.6.1.2. International.

For international shipments, the GSA IFF will be 3.50% of the total net transportation charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc… and SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)) per shipment and 3.50% of the total net POV charges per shipment subject to the following provisions. An IFF is not assessed against UAB shipments unless an agreement has been developed.

2-7.6.2. Cost Included in TSP’s Rate Offer.

The cost of GSA IFF must be included in the TSP’s rate offer.

2-7.6.3. First Shipment.

The first shipment of a relocation performed pursuant to the HTOS is defined as a surface shipment of HHG effects, shipment of a POV, or UAB, all or any one of which are tendered to the TSP by the shipping Federal Agency as the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA’s IFF will be assessed against both the HHG element of the net transportation charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc… and SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)) and the POV element of the total net POV charges. An IFF is not assessed against UAB shipments unless an agreement has been developed. If there are multiple HHG and/or POV shipments, an IFF is assessed on each HHG shipment and each POV shipment.

2-7.6.4. Supplemental Shipments.

A supplemental shipment of a relocation performed pursuant to the HTOS is defined as any surface shipment, including a POV, or UAB tendered to the TSP by the shipping Federal Agency after the tender of the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA’s IFF will be assessed against both the HHG element of the net transportation charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc… and SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)) and the POV element of the total net POV charge. An IFF is not assessed against UAB shipments unless an agreement has been developed. If there are multiple HHG and/or POV shipments, an IFF is assessed on each HHG shipment and each POV shipment.

2-7.6.5. Payment of Charge.

The TSP will remit the IFF to GSA on a calendar year quarter basis in accordance with the terms of the HTOS. IFF payments remitted to GSA by approved CHAMP TSPs will be based on the number of shipments (HHG and POV) billed pursuant to CHAMP for which service was performed. Calculation of the IFF should be rounded out two decimal points. (example: .345 rounded to .35; .322 rounded to .32)
2-7.6.6. Verification of IFF.
To ensure that the IFF is correctly applied to the calendar year quarter for which submission is received, the check or attached documentation must identify the quarter (i.e., 1stqtr00, 3rdqtr00), and the GBL/CBL/BL number or include with the IFF submission a copy of the shipment report containing such information.

2-7.6.7. Failure to Submit IFF.
Failure to submit the Industrial Funding Fee due GSA for HHG and POV shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP’s approval.

2-7.7. Electronic GSA Form 3080.
In accordance with HTOS Section 7.5.1, TSPs MUST initiate an electronic GSA Form 3080 via the Transportation Management Services Solution (TMSS) system for all shipments moved in accordance with this RFO (HHG, UAB and POV).

2-7.8. Extended Storage.
Rate offers will apply into the TSP warehouse for extended storage. Rates for monthly extended storage per each hundred pounds and rates for full value protection per each $100 of value must be negotiated between the TSP and the Federal Agency.

The Fly America Act of 1974 (49 U.S.C. 40118) mandates the use of U.S air carriers for all cargo air transportation funded by the U.S. Government. One exception, however, is when the transportation is provided in accordance with a bilateral or multilateral air transport agreement under which both the U.S. Government and a foreign country’s government are parties. In addition, the Department of Transportation must have determined that the bilateral or multilateral air transport agreement satisfies the Fly America requirements.

The U.S. Government has in place several of these agreements that currently allow federally funded transportation of cargo to utilize foreign air carries in certain circumstances. To prevent from having to update the Federal Management Regulations (FMR) each time a new agreement is entered into, GSA recently issued a Final Rule, 79 FR 33474, that directs agencies and TSPs to the Department of State’s web-based site at http://www.state.gov/e/eb/tra/ata/index.htm for information relating to these agreements. This was added in 41 CFR Part 102-117.135.

In addition, §102-117.15 To whom does this part apply? and other provisions of §102-117.135 were updated. §102-117.135 also identifies circumstances when the use of a foreign air carrier may be allowed when a bilateral or multilateral agreement does not exist.

Requests for permission to use a Foreign Flag carrier shall be made to the BLIO on the form “Justification Certificate for use of Foreign Flag Vessel/Carrier” in Appendix C of the HTOS.

Failure to file a Foreign Flag waiver using the “Justification Certificate for the use of a Foreign Vessel/Carrier” in Attachment C of the HTOS when a Foreign Flag carrier requiring a waiver is used may result in the immediate placement of a TSP in a temporary non-use status.

2-9. Withdrawal of Accepted Rate Offers.
The following provision applies: accepted rate offers may be withdrawn from the GSA Cost Comparison data base upon a TSP’s failure to meet HTOS requirements and/or pending temporary non-use, suspension and/or debarment in accordance with 41 CFR 102-117. In those instances where shipment takes place after the effective date of withdrawal, the TSP’s accepted rate offer(s) will apply and remain in effect until either the TSP has been terminated for performance by the BLIO or the TSP’s approval to participate in CHAMP has been revoked by the Program Management Office (PMO) (See HTOS Sections 2.17, 2.18, and 3.2).

2-10. Extension of Offer by the Government.
The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.
2-11. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

The Government, by written notice, may completely or partially terminate a TSP’s performance of work under the BL and remove its rate offer(s) in accordance with the RFO and relevant HTOS provisions when it is in the Government’s best interest. If a rate offer(s) is removed, the Government shall be liable only for payment for TSP services rendered before the effective date of the TSP’s termination. Upon removal of the rate offer as provided in the HTOS, the TSP shall be paid any sum due the TSP for services performed under this rate offer to the date of the TSP’s termination by the BLIO, and in the event of partial termination shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not removed; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP under the provisions of the HTOS or otherwise and the Government shall have the right to offset any such claims against such payment.
SECTION 3
NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

3-1. General.
TSPs may file non-alternating, Agency Specific Standing Route Order (SRO) rate offers as identified below. Nonalternating SRO rate offers will apply specifically to those Federal agencies/bureaus/offices identified below and will not alternate with any other accepted rate offer. By submission of a rate offer under this Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency/bureau/office. The rate offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof.

3-2. Department Of Veterans Affairs (VA) – Domestic (DVADC).
TSPs submitting rate offers in accordance with Section 3-2, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

3-2.1. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2, all domestic VA shipments shall be released at $7.00 times the net weight of the shipment in pounds with a maximum TSP liability of $126,000.00 applicable to both shipments in transit and Storage-in-Transit (SIT). There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-2.2. Excess Released Value.
3-2.2.1. Transportation.
In the event the employee declares a value greater than the base valuation of $7.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-2.2.2. Storage-in-Transit.
In the event that the employee declares a value greater than $7.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-2.3. Weight Variance.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all VA domestic shipments shall be subject to a 110% weight variance. Weight variances of 110% or less will not require an explanation from the TSP. Weight variances exceeding 110% will require an explanation from the TSP that must be accepted/approved by the VA to allow the TSP to bill for the additional shipment weight.

3-2.4. Rate Basis.
By submission of a rate offer under Section 3-2, the TSP must have the ability to self-pack, load, and haul 85 percent or greater of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

3-2.5. Volume.
The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

TSPs submitting rate offers in accordance with Section 3-3, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-3.1. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in the Section 2-7.5.3, all international VA shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-3.2. Excess Released Value.
3-3.2.1. Transportation.
In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.
3-3.2.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-3.3. Weight Variance.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all VA international shipments shall be subject to a 110% weight variance. Weight variances of 110% or less will not require an explanation from the TSP. Weight variances exceeding 110% will require an explanation from the TSP that must be accepted/approved by the VA to allow the TSP to bill for the additional shipment weight.

3-3.4. Volume.
The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

TSPs submitting rate offers in accordance with Section 3-4, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-4.1. Application.
CONDI applies to all domestic and international shipments for which one of the agencies/bureaus/offices identified below issues the Government Bill of Lading and/or Commercial Bill of Lading. Each of these agencies/bureaus/offices will make their own TSP selections:

1. Department of Interior, Interior Business Center, Denver, CO (formerly NBCCO)
2. Department of Interior, Geological Survey, Reston, VA (formerly GEOVA)
3. Department of Agriculture, Forest Service, Albuquerque, NM (formerly FSVNM)
4. Department of Interior, National Park Service, Omaha, NE (formerly NPSNE) (currently responsible for the relocation requirements for the National Park Service’s Midwest, Southeast and Northeast Regions)

3-4.2. Released Valuation - Domestic.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2., all domestic CONDI shipments shall be released at $6.50 times the net weight of the shipment in pounds with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the agencies/bureaus/offices identified in Section 3-4.1. for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.3. Excess Released Value - Domestic.

3-4.3.1. Transportation.
In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00 whichever is less.

3-4.3.2. Storage-in-Transit.
In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00 whichever is less.

3-4.4. Released Valuation - International.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.3., all international CONDI shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the agencies/bureaus/offices identified in Section 3-4.1. for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.5. Excess Released Value - International.

3-4.5.1. Transportation.
In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-4.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.
3-4.6. Weight Variance – Domestic and International.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all domestic and international CONDI shipments shall be subject to a 110% weight variance.

3-4.7. Provider – Domestic and International
Only rate offers for the provision of Move Management Services (MMS) (M rates) will be accepted for CONDI. Rate offers for General Transportation Services (G rates) will not be accepted.

3-4.8. Volume.
The estimated volume of shipments under this RFO for CONDI is 2,100 shipments.

3-5. Department of the Treasury, Office of the Comptroller of the Currency (OCC), Washington, DC – Domestic and International (OCCDC)
TSPs submitting rate offers in accordance with Section 3-5, may file rate offers applicable between the points specified in Section 5-2 and 5-3 (as identified herein) and identified as Agency Specific Codes in Section 5-1.

3-5.1. Provider – Domestic and International.
The OCC utilizes the services of a Move Management Services (MMS) Provider outside of CHAMP; however, the OCC is requesting that the provisions of CHAMP apply for the relocation of their employee's personal effects. As a result, only rate offers for General Transportation Services (G rates) will be accepted for the OCCDC. Rate offers for the provision of MMS (M rates) will not be accepted.

3-5.2. Application.

3-5.2.1. Domestic.
The OCC is requesting domestic rate offers for the domestic points identified in Section 5-2.

3-5.2.2. International.
The OCC is requesting international rate offers only for London. As a result, rate offers will only be accepted for shipments moving between the points identified in Section 5-2 and the Destination Code of 925L identified for London in Section 5-3.

3-5.3. Weight Allowance.

3-5.3.1. Domestic.
Domestic shipments for OCCDC are bound to a 26,000 pound maximum weight entitlement; however, some employees, due to religious or ethnic culture, may be authorized a higher weight entitlement. TSPs will be notified of those employees who have been authorized by the OCC to ship over 26,000 pounds.

3-5.3.2. International.
As identified above, international shipments for OCCDC are limited to London (925L). Furnished housing is provided and for the most part furniture will not be shipped; however, bed(s) may be shipped if they meet the specifications and approval from the General Service Office at the Embassy in London. International shipments are limited to a 7,200 pound maximum weight entitlement. Unaccompanied Air Baggage (UAB) shipments are limited to a 200 pound maximum weight entitlement with an additional 100 pounds for each immediate family member relocating with the employee; however the maximum weight entitlement for UAB may not exceed 500 pounds total.

3-5.4. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2. and 2-7.5.3., all domestic and international OCCDC shipments shall be released at $10.00 times the net weight of the shipment in pounds with a maximum TSP liability of $260,000 applicable to both shipments in transit and SIT. For shipments authorized by the OCC at a weight exceeding 26,000 pounds, the maximum TSP liability will remain at $260,000. There will be no additional cost to the OCC for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.5. Excess Released Value.

3-5.5.1. Transportation.
In the event the employee declares a value greater than the base valuation of $10.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $10.00 times the net weight of the shipment or $260,000, whichever is less.

3-5.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $10.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $10.00 times the net weight of the shipment in pounds or $260,000, whichever is less.

3-5.6. Non –Application of Origin Service Charge (OSC) and Destination Service Charge (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under OCCDC. All domestic rate offers submitted for OCCDC must be inclusive of all accessorials identified in Paragraph 3-5.7., below, and may not be billed as a separate charge(s).
3-5.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.
All DOMESTIC rate offers solicited for OCCDC must incorporate the following accessorial services:
- ATC charges
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs
- All charges for shuttle service
- Crating up to $250 (any amount above this must have prior approval by the OCC)
- All uncrating
- Debris pickup

3-5.8. Excess Weight.
TSPs must notify OCC’s MMS Provider and the employee within two (2) business days once the results of the first set of weight tickets have been obtained and provide the MMS Provider and the employee with the cost of the overage.

3-5.9. The Volume.
The OCC is estimating that the volume of shipments under this RFO is 175 domestic shipments and 5 international shipments.

3-6. Reserved.

TSPs submitting rate offers in accordance with Section 3-7, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-7.1. Application.
The ARC is a Relocation Resource Center which provides relocation services to other agencies. ARCWV applies to all domestic and international shipments for which the ARC office located in Parkersburg, WV issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-7.2. Provider.
ARCWV is requesting rate offers for the provision of General Transportation Services (G rates) only. Rate offers for the provision of Move Management Services (MMS) (M rates) will not be accepted.

3-7.3. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2. and 2-7.5.3., all ARCWV shipments shall be released at $7.00 times the net weight of the shipment in pounds with a maximum TSP liability of $126,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the ARC for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-7.4. Excess Released Value.

3-7.4.1. Transportation.
In the event the employee declares a value greater than the base valuation of $7.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-7.4.2. Storage-in-Transit.
In the event that the employee declares a value greater than $7.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-7.5. Weight Variance.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all ARCWV shipments shall be subject to a 110% weight variance.

3-7.6. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing/invoicing for a domestic shipment moved under ARCWV. All domestic rate offers submitted for ARCWV must be inclusive of all accessorials identified in Paragraph 3-7.7, below, and may not be billed/invoiced as a separate charge(s).

3-7.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.
All DOMESTIC rate offers solicited for ARCWV must incorporate the following accessorial services:
- ATC charges
- Parking permits
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs (weight additive is allowable)
- Shuttle service
- Crating up to $1,000 (any amount above this must have prior approval by the ARC)
- All uncrating
- Servicing of appliances, such as refrigerators and washing machines
- Debris pickup
- All fees associated with servicing front load washer/dryers and pedestals
- Disassembly/Assembly of all types of beds

3-7.8. Application of Rate Offers – DOMESTIC CONTAINERIZED SHIPMENTS ONLY.
In addition to the accessorial services identified in 3-7.7., above, which must be incorporated into ALL DOMESTIC rate offers for ARCWV, the following must also be incorporated for rate offers submitted for Code C Containerized Shipments:
- The first thirty (30) day of SIT and all associated SIT charges including all charges associated with pickup/delivery and warehouse related charges

3-7.9. Pre-Move Survey.
A copy of the pre-move survey must be submitted via email to the ARC and to the employee within two (2) days from the date of the pre-move survey. The Subject Line of the email must contain the Relocation Number, the Employee’s last name and first Initial, the ARC’s Relocation Coordinator’s initials and “Pre-move Survey.” Example – PCS1400001 – Smith, J – RC – Pre-move Survey

3-7.10. Excess Weight.
The TSP must notify the ARC via email within two (2) days once the results of the first set of weight tickets have been obtained.

Billing/Invoicing must be received within sixty (60) days after delivery/service is performed. For excess weight shipments, two sets of proper weight tickets must be submitted with the bill/invoice. When billing/invoicing for international shipments, POV shipments (both international and domestic) and UAB shipments (both international and domestic), the TSP must include with the bill/invoice a copy of the Transportation Management Services Solution (TMSS) query screen specific to the shipment(s) being billed/invoiced.

3-7.12. Reporting.
Required reports must be sent via email on a monthly basis to PCSTravel@fiscal.treasury.gov.

The ARC is estimating that the volume of shipments under this RFO for ARCWV is 1,000 domestic shipments and 1,100 international shipments.

3-8. Drug Enforcement Administration (DEA) – Domestic (DEADD).

TSPs submitting rate offers in accordance with Section 3-8 may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

3-8.2. Weight Variance.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all domestic shipments shall be subject to a 110% weight variance. A copy of the pre-move survey must be submitted via email to the booking counselor and to the employee within two (2) days from the date of the pre-move survey. The subject line of the email must contain the Government Bill of Lading (GBL) number, shipment type, last name of the employee and “Pre-move Survey.”

3-8.3. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing/invoicing for a shipment moved under DEADD. All domestic rate offers submitted for DEADD must be inclusive of all accessorials identified in Paragraph 3-8.4., below, and may not be billed/invoiced as a separate charge(s).

3-8.4. Application of Rate Offers.
All domestic rate offers solicited for the DEA must incorporate the following accessorial services:
- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
• All stair carries
• One-time elevator charge
• All charges associated with heavy or bulky items, to include piano/organ.
• All charges for shuttle service
• Crating up to $250 (any amount above this must be approved by DEA)
• All uncrating
• Extra labor, long carry and all charges associated with Mini-storage.
• All Surcharges or Security fees associated with ocean portion of Alaska Moves

3-8.5. Domestic Volume.
The DEA is estimating that the volume of shipments under this RFO is 500 shipments.

3-8.6. Storage-In-Transit (SIT).
TSPs are required by the DEA to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DEA is instructing the TSP that any shipment placed in SIT outside the 50-mile radius will be considered SIT at TSP’s convenience (HTOS Section 5-5.2). Under the HTOS, TSPs are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

3-8.7. Excess weight.
DEA will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

All excess weight collection actions are handled by DEA. The TSP is not to take any excess weight collection action and is not authorized to waive an overweight payment. Weights should be reported 100% accurately and not falsified to fit the employee’s entitlement.

TSP personnel at an employee’s residence should not initiate discussions with the employee regarding the weight of the employee’s household goods. If the employee initiates discussions with TSP personnel at an employee’s residence regarding the weight of the employee’s household goods, the only acceptable response is “the only way to determine the actual weight of your household goods is to have the moving van weighed once it is loaded with your household goods” and invite the employee to attend a weigh-in at either origin or destination. For billing purposes, two (2) sets of proper weight tickets are to be provided with excess weight shipments. The TSP is to notify the booking counselor via e-mail within two (2) days once the results of the first set of weight tickets have been obtained.

3-8.8 Shipment of Boats/Kayaks/Canoe.
The shipment of boats/kayaks/canoes requires advance approval. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. These items are to be identified during the pre-move survey and a written request for shipment approval are to be submitted to the booking counselor within two (2) days after the pre-move survey.

3-8.9. Packed By Owner.
TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Highway Patrol/Law Enforcement Personnel who could place shipments on hold pending search, which will severely delay delivery. Once on-site TSP personnel encounter cartons marked “PBO” they must: open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-8.10. Shipment Tracking.
All TSPs offering rate offers for DEA shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

At the end of each rate offer cycle the TSP is required to submit a Claims Report showing all claims paid during that tender period on all DEA shipments. Contact the Transportation Management Unit Chief (FAPM) to receive an electronic template/copy of this report.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSP’s personnel must be fluent in English at origin and at destination. TSP’s personnel must have company issued Identification and in presentable company issued uniforms when performing work.

TSPs submitting rate offers in accordance with Section 3-9, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.
Brookfield Global Relocation Services is the US Postal Service’s Move Management Provider; however, the US Postal Service has requested that the provisions of CHAMP apply for the relocation of their employees’ personal effects. As a result, only rate offers for General Transportation Services (G rates) will be accepted for USPDC. Rate offers for the provision of Move Management Services (MMS) (M rates) will not be accepted.

3-9.2. Weight Allowance.
1. USPDC is taking exception to the 2,000 pound allowance to cover packing materials as identified in §302-7.2 of the Federal Travel Regulations.
2. Most shipments for USPDC will be bound by the normal 18,000 pound maximum weight entitlement; however, for some employees, the USPDC will authorize up to 25,000 pounds. TSPs will be notified of those employees who have been authorized by USPDC to ship up to 25,000 pounds.

3-9.3. Weight Variance.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all domestic and international USPDC shipments shall be subject to a 110% weight variance.

3-9.4. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2. and 2-7.5.3., all domestic and international USPDC shipments shall be released at $10.00 times the net weight of the shipment in pounds with a maximum TSP liability of $180,000.00 applicable to both shipments in transit and SIT. For shipments authorized by the USPDC at a weight exceeding 18,000 pounds, the maximum TSP liability will be $10.00 times the net authorized weight of the shipment in pounds, not to exceed $250,000.00. There will be no additional cost to the USPDC for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-9.5. Excess Released Value.
3-9.5.1. Transportation.
In the event the employee declares a value greater than the base valuation of $10.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $10.00 times the net weight of the shipment or $180,000.00, whichever is less.

3-9.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $10.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $10.00 times the net weight of the shipment in pounds or $180,000.00, whichever is less.

3-9.6. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under USPDC. All domestic rate offers submitted for USPDC must be inclusive of all accessorials identified in Paragraph 3-9.7, below, and may not be billed as a separate charge(s).

3-9.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.
All DOMESTIC rate offers solicited for USPDC must incorporate the following accessorial services:
- ATC charges
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs
- All charges for shuttle service
- Crating up to $250.00 (While the $250 must be incorporated into the rate offers, TSPs may provide crating up to $1,000 without prior approval. Crating above $1,000 must have prior approval from USPDC)
- All uncrating
- Extra labor, long carry and all charges associated with mini-storage
- All surcharges or security fees associated with the ocean portion of Alaska moves
- Cost of special motorcycle containers (Clip-Lok)
- All fees for reserving parking on streets or apartment buildings

The USPDC is estimating that the volume of shipments under this RFO is 1,300 shipments.
3-10. General Services Administration (GSA) – Domestic and International (GSADI).

TSPs submitting rate offers in accordance with Section 3-10, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-10.1. Application.

While there is no guarantee of any shipments or any future action, GSA’s Employee Relocation Resource Center (ERRC) maintains a Memorandum of Agreement (MOA) with one or more MMS Providers submitting rate offers for GSADI. Shipments handled under any MOA would be for GSA’s own internal employee relocations for which GSA issues the Government Bill of Lading (GBL) or Commercial Bill of Lading. In addition, one or more Federal civilian agencies with lower shipment volumes may enter into a Memorandum of Understanding (MOU) with the ERRC to participate in any existing and/or resulting MOA between the ERRC and a MMS Provider under this GSADI. These lower volume agencies would typically have less than 50 shipments per year and/or be agencies who request to use the ERRC’s MOA to “bridge over” until they can enter into their own MOA with a CHAMP MMS Provider. Any MMS Providers with which the ERRC might enter into an MOA with would be notified of any additional agencies allowed to use the services agreed to in a resulting MOA.

3-10.2. Provider – Move Management Services (MMS).

GSA is requesting rate offers for the provision of MMS (M rates) only for GSADI. Rate offers for General Transportation Services (G rates) will not be accepted.

3-10.3. Provider – Domestic and International.

TSPs submitting rate offers for GSADI must be approved for both GSA’s Domestic and International programs. TSPs must also have one or more M rate offers submitted under both the Domestic and International programs. If a TSP has approval for both the Domestic and International programs under two separate Standard Carrier Alpha Codes (SCACs), they may submit rate offers under this GSADI as long as all other requirements of GSADI are met.

3-10.4. Prepayment Audit Requirements.

TSPs submitting rate offers for GSADI must have all Prepayment Audit requirements as identified in 41 CFR 102-118 and the U.S. Government Freight Transportation Handbook conducted by an independent, non-affiliated auditor that is either approved under GSA’s Financial and Business Solutions (FABS) Schedule 520, Special Item Number 520-10 or has been certified by GSA’s Audit Division (QMCA) to perform Prepayment Audit services. All costs associated with arranging for and the performance of Prepayment Audits by an independent, non-affiliated auditor as described above must be included in the submitting TSP’s rate offers.

3-10.5. Postpayment Audit Requirements.

TSPs submitting rate offers for GSADI must prepare and submit to QMCA all required documentation to satisfy the Postpayment Audit requirements identified in 41 CFR 102-118 and the U.S. Government Freight Transportation Handbook. Documentation must be submitted either electronically or via Compact Disk (CD). TSPs must also submit a completed summary Postpayment Audit Submission form as provided for in Attachment 1, Postpayment Audit Submission Form. All costs associated with the preparation and submission of the required Postpayment Audit documentation must be included in the submitting TSP’s rate offers.

3-10.6. Participation in GSA’s Extended Storage Tender of Service (XTOS).

While not a requirement to submit a rate offer for GSADI, it is preferable that TSPs have one or more rate offers accepted under GSA’s current XTOS RFO.

3-10.7. Volume.

The GSADI is estimating that the volume of shipments under this RFO is 300 shipments.

3-11. Reserved.


3-12.1. General.

TSPs submitting rate offers in accordance with Section 3-12 may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1. The DOS will only accept corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. The selection of the origin agent (s) will be at the sole discretion of the corporate level management.

3-12.1.1. Shipment Reporting.

1. General: The DOS reserves the right to discontinue tendering any services if the TSP does not provide the reports as outlined under the provisions in this section. Reports must be submitted directly to the
respective Originating Agency, Despatch Agency or office. The DOS will periodically provide each TSP a list of e-mail addresses for all embassies and consulates.

2. **Electronic Data Interface (EDI):** A copy of EDI reporting requirements has been published and is available under Sections 10 and 11 of this RFO. As the DOS continues to improve our transportation software additional fields may be added or changes made to existing fields. TSPs will have the 30 days to adjust and pilot changes to EDI requirements. A supplemental reporting form for new TSPs and to be used in case of EDI failure can be found in Exhibit 3. This form shall only be used by new TSPs pending EDI implementation or upon request by the booking office.

3. **Pre-move Survey:** A copy of the pre-move survey must be submitted to the booking counselor and ALMArchive@state.gov. The subject line of the email must contain the text “Pre-move Survey”, shipment type, last name of the employee and, if it has been issued, the Work Order Bill (Bill of Lading (BOL)) number.

4. **Weights and Pieces:** All TSPs offering rate offers will be required to provide weights and pieces within three calendar days for Unaccompanied Air Baggage (UAB) shipments and seven calendar days for surface shipments from the day after the shipment is picked up.

5. **Inventories:** The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: “Employee Name, Inventory, Shipment Number”.

6. **Routing Details:** The TSP shall provide Routing details via EDI within three calendar days for UAB shipments and seven calendar days for surface shipments from the date permission to ship was granted by post. In cases where permission to ship requires an adjustment of the RDD, the TSP shall report a follow up date on their notice of missed RDD.

7. **Local Agents:** For all shipments, the TSP must provide their selected Agent to the booking counselor within 24 hours from the time the initial booking was received.

8. **Permission to Ship:** For US to Post shipments the TSP shall report via EDI requesting permission to ship or a follow up date of the destination GSO office no later than one day after pack end. Permission to ship shall be reported in the EDI file the day after destination GSO office grants it. The email granting permission to ship or the follow up date shall be forwarded to TTMContracts@state.gov and ALMArchive@State.gov. Failure of post to respond to a request to ship shall be reported after three business days to TTMContracts@state.gov and ALMArchive@State.gov.

9. **EDI Field 11, Arrival Date:** EDI field 11 is the ETA prior to delivery and it must remain a future date until the shipment has delivered. Reporting field 11 as a past date for a shipment that has not delivered is a false report and may be penalized.

10. **EDI Field 12, Available Date:** EDI field 12 is the available date, the date the TSP or agent has the shipment in their possession at destination and is prepared to deliver it. The arrival date shall not be reported as a past date without populating the available date field. Failure to report the available date may be grounds for a missed RDD.

11. **Foreign Flags:** The TSP shall report use of either US or Foreign Flag carrier via EDI per the procedures outlined in section 10 of the RFO (See 3-12.3 Fly America for additional information and requirements).

12. **Computer Software Requirement:** The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

3-12.1.2. Use of Agents.

1. **Use of Domestic Agents:** If services are being performed within the Washington, DC Metro area (defined as the 50 mile radius of the Washington Monument), the forwarder shall utilize one of the local Non-temp storage (NTS) pack and crate companies if the employee has a permanent storage shipment. This will minimize the number of companies in the employee’s residence. If there is no NTS shipment, or if the shipment is originating outside the Washington DC Metro area, the TSP may select an agent of their choosing.

2. **Use of International Agents:** TSPs may only use those designated agents abroad as defined under Section 9 of this RFO. The list of worldwide agents is updated monthly and changes will be shared with the active TSP currently participating.

3. **SCAC Code:** All TSPs used as agents in the United States must be registered with the Directory of Standard Multi-Modal Transportation Service Provider (NMFTA) and have an active Standard Carrier Alpha Code (SCAC). In addition TSPs must be registered and in good standing with the Better Business Bureau. Your packing company SCAC code must be unique to your organization and different from any of your affiliates.
3-12.1.3. Weight Variance.
In lieu of the weight variance of 115%, as provided for in HTOS Section 5.4.3., all international HHE surface shipments shall be subject to a 110% weight variance. LAY, CNS, UAB and HHE Air shipments are not subject to the weight variance. Additionally, when a shipment is surveyed at above 1,000 lbs and the actual net weight is under 900 Lbs, the RTO must authorize the TSP in writing for the shipment to proceed to leave the warehouse or the TSP may only bill the actual weight of the shipment not the contract minimum of 1,000 Lbs.

Where storage and warehouse handling charges apply, based on location of the warehouse where SIT service is provided, SIT rates utilized are those of the destination point shown again on the Government Bill of Lading (GBL) rather than the actual point of storage.

The percentage (%) cited in the submitting TSP’s rate offer for the surface HHG represents a single-factor rate, based on the Base-Line Rates specified in Section 2-7.2.2.6, per 100 pounds net weight including full replacement value TSP liability as defined in Section 3-12.7 and HTOS Section 9. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. The minimum weight is 1,000 pounds. Household effects (HHE) and Layette shipments that the RTO orders be sent by air should be billed at the filed rate for UAB. UAB guidelines concerning RDDs, minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

3-12.2.1. Services Included in Rate Offer.
1. Packing, including use of packing containers and materials from origin to destination, and unpacking.
   Residence Delivery for HHE, CNS and UAB including unpacking and removal of debris on the day of delivery. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. All lift vans must be of new wood and in compliance with the ISPM#15 Standard.
2. Servicing of appliances, to include front load washing machines.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.
5. Hoisting or lowering of an article.
6. Elevator, stair and excessive or long distance (origin/destination) carry, piano/organ carry and/or heavy or bulky item (to include piano/organ) charge. Elevator carry also referred to as inside lift. An elevator or lift is defined as part of the permanent structure of the building.
7. Ferry, tunnel and bridge charges/tolls.
8. All fees for reserving parking on streets or apartment buildings.
9. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rate offers. This includes all charges associated with pickup/delivery and warehouse related charges. SIT at origin for POVIs is ONLY permitted when Post reports Diplomatic Accreditation will be delayed at destination pending custom clearance. SIT for POVIs will not be authorized for employee convenience. The filed rates are also inclusive for first 30 Days of POV SIT and all associated POV SIT charges at origin when shipments are held pending post permission to ship. POV SIT shall be billed as a pass-through charge.
10. All rate offers solicited for the DOSDC must incorporate the following accessorial services:
   a. ATC Charges.
   b. All charges for shuttle service.
   c. Crating up to $250 (any amount above this must be approved by the DOS). Regardless of the actual cubic feet of the crate provided, compensation for internal crates will not exceed 3 inches beyond any single dimension (length, width or height) of the item being crated. All crating shall be done at the origin residence as identified on the Bill of Lading; all uncrating shall be done at destination residence as identified on the Bill of Lading. (See Section 12 of this RFO for 14 FAM Exhibit 611.6 Limitations)
   d. Only the standard charge (HTOS Section 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from mini-storage facilities must be included.
   e. Cost of special motorcycle container/crate.
   f. Bunker, War and Security Surcharges including 10-2 Rule Fees.
   g. All POV Fuel Surcharges regardless whether transported via a separate household goods trailer or car carrier.
   h. All sea and air fuel surcharges.
   i. All cost and labor associated with television carton or box (LCD, LED, and Plasma Televisions)
regardless of size. TSPs may utilize the owner’s previously used shipping container, if available and serviceable.

j. Demurrage resulting from the packer’s discretionary consolidation of HHE and POV shipments

k. All taxes including Value Added Tax (VAT).

l. For shipments to Brazil and Venezuela only, rate offers must include all demurrage and or port changes charges.

m. The customer or their designated representative will be allowed a one-time access at the origin warehouse to their effects at no additional charge.

11. All land, water, and air transportation, EXCEPT 3-12.2.2.below:

3-12.2.2. Services Excluded from Rate Offer that Require Pre-Approval for Payment.

1. International Accessorial Service Rules for Labor Charges. Shipments originated from the United States to destinations abroad may not exceed 120% of the charges as identified in HTOS Section 12.7. Waivers may be considered only under extraordinary circumstances and if submitted at least 3 work days prior to the pickup date.

2. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable customs documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS Section 12.17, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.

3. Any Government or public authority ordered charges for inspection, disinfections, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.

4. Servicing of articles requiring services of third parties.

5. Port congestion surcharges.

6. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit.

3-12.2.3. Services Not Authorized.

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.

3-12.3. Fly America.

The Fly America Act of 1974 (49 U.S.C. 40118) mandates the use of U.S air carriers for passenger and cargo air transportation funded by the government. However, exceptions are sometimes given for foreign airlines transporting government-funded cargo, if it is consistent with the goals for international aviation policy stated in section 40401(e) and is provided under a bilateral or multilateral air transportation agreement.

3-12.3.1. Air Transport Agreements.

Air transport agreements establish the basis for airlines of the countries involved to provide international air services for passengers, cargo, and mail. Open-Skies Agreements are a subset of air transport agreements that minimize government involvement in airline decision making about routes, capacity and pricing, and create a procompetitive operating environment for transportation services between the United States and foreign countries. Most air transport agreements do not address the Fly America Act. As of August 2014, seven Open-Skies agreements include provisions that allow foreign carriers to compete for U.S. government-funded transportation (referred to as preference) for contracted cargo traffic.

3-12.3.2. Cargo Preferences in Air Transport Agreements.

The provisions for cargo preferences are unique to each agreement, as are the air transport rights for carriers covered by those agreements. The list below specifies current readings for all-cargo operations for each country with cargo preferences. This will give you a clear answer as to which countries’ carriers are granted the right to carry cargo and/or passengers from the United States to their own country, and which countries’ carriers have been granted the right to carry cargo and/or passengers to a third country. These rights apply to government-funded transport on both scheduled commercial and charter operations.

   - Saudi Arabian carriers have the right to compete for transport (passengers and cargo) on flights only between the United States and Saudi Arabia.

o Cargo: Australian carriers have the right to compete for transport of cargo between points in the United States and points in Australia, and between Australia and any points outside the United States.

   o Cargo: Swiss carriers have the right to compete for transport of cargo between points in the United States and points in Switzerland, and between Switzerland and any other point.

4. United States Japan Memorandum of Understanding signed October 2010: Part XI
   o Cargo: Japanese carriers have the right to compete for transport of cargo between points in the United States and points in Japan, and between Japan and any other point.


Any air carrier that has received its Air Operator’s Certificate (AOC) from an EU Member State, Iceland, or Norway is covered by this agreement.
   o Cargo: Carriers of the EU, Iceland, and Norway have the right to compete for cargo operations between the United States and any other point, whether in the EU or elsewhere.


Each Party grants the other Party the right to perform international air transportation between points on the following routes:

   o For airlines of the United States, from points behind the United States via the United States and intermediate points to any point or points in Curacao and beyond; and for all-cargo service, between Curacao and any point or points.


Each Party grants the other Party the right to perform international air transportation between points on the following routes:

   o For airlines of the United States, from points behind the United States via the United States and intermediate points to any point or points in Azerbaijan and beyond; and for all-cargo service, between Azerbaijan and any point or points.

3.12.3.3. Other Situations.
U.S. carriers often reach code-share or blocked-space arrangements with foreign carriers. It is our understanding that in such situations, U.S. government-procured cargo may be transported by that foreign carrier, provided that the contracting is conducted with the U.S. partner.

Use of carriers that fall under a bilateral or multilateral air transport agreement which the Department of Transportation has determined meets the requirements of the Fly America Act do not require an approved foreign flag waiver signed off by the Department of State. Use of any other foreign flag carrier that does not fall under a bilateral or multilateral air transport agreement will still require a foreign flag waiver. PRIOR authorization for use of a foreign-flag aircraft must be provided by the booking office making the shipment by means of a Justification Certificate Requests for permission to use a foreign flag carrier. Send requests for permission to use a Foreign Flag carrier to the TTMCONTRACTS@STATE.GOV mailbox when the booking office is Washington, DC and to the respective Despatch Agency mailbox when the booking office is one of the Department of State Despatch Agency offices.

Use of a foreign flag carrier not covered by a U.S. Government bilateral or multilateral air transport agreement may be granted for one or more of the following circumstances:

1. no U.S. flag air carrier can provide the specific air transportation needed;
2. no U.S. flag air carrier can accomplish the agency’s mission;
3. no U.S. flag air carrier can meet the time requirements in cases of emergency;

4. there is a lack of or inadequate U.S. flag air carrier aircraft; or

5. to avoid an unreasonable risk to safety when using a U.S. flag air carrier.

TSPs must request a Foreign Flag waiver within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or the packout end date (whichever is greater) via e-mail to the booking office. Excessive requests of foreign flag waivers not deemed necessary for any service lanes may result in the TSP’s removal from that lane for the duration of the RFO for DOSDC. Failure to file Foreign Flag Waiver when a Foreign Flag carrier is required and is used may result in immediate removal of the TSP from that lane and or denial of payment.

Under CFR 47.403-3 Disallowance of expenditures. (a) “Agencies shall disallow expenditures for U.S. Government-financed commercial international air transportation on foreign-flag air carriers unless there is attached to the appropriate voucher a memorandum adequately explaining why service by U.S. flag air carriers was not available, or why it was necessary to use foreign-flag air carriers.

3-12.4. Transit Times on International Shipments for HHE, CNS and Privately Owned Vehicles (POV).

In lieu of the transit times identified in HTOS Section 10, the following criteria shall be used for determining international Required Delivery Dates (RDD) on the DOS shipments to and from the United States and foreign countries:

3-12.4.1. Transit Times on International Shipments for UAB and HHE by Air.

RDD for UAB and HHE by air shipments is 18 Days. In Iraq only, the RDD by air is 25 days.

3-12.4.2. Transit Times on International Shipments.

Required delivery dates for shipments going between international locations are specified in the chart in Section 3-12.5. These RDDs will be adjusted as historical data becomes available to validate transit times.

Late Delivery Reduction. - INTERNATIONAL ONLY. (In lieu of HTOS Section 8.4.1)

A late delivery reduction of $100.00 per day will be payable to the Federal agency paying the transportation charges, for each calendar day or fraction thereof, when the actual transit time for direct delivery shipments exceeds the transit time as defined in Section 3-12.5, subject to the following items:

1. When the Government and the participant mutually agree to a transit time longer than the transit time as shown in this HTOS, the penalty will begin on the day after the agreed date.
2. When the Government and the participant mutually agree to a transit time chart other than the chart in this HTOS, the penalty will begin on the day after the agreed date;
3. When a shipment consigned to SIT at destination is en route and the destination is changed to a direct delivery, the transit time is negotiable and no penalty occurs for late delivery.
4. This item will apply only for shipments which: (a) weigh or are rated at 1000 pounds or more that are picked up during the period from October 1 through May 14 of each subsequent year; OR. (b) weigh or are rated at 1500 pounds or more that are picked up during the period from May 15 through September 30 of each year.
5. This item will not apply if delay is caused by reasons beyond the participant's control, described as “Impractical Operation” in the participant's governing Government Rate Tender.
6. This item will not apply to a shipment, or portion thereof, which is lost or destroyed in transit and cannot be delivered due to such loss or destruction.
7. This item will not apply to an overflow portion of the shipment when the overflow weight represents less than twenty (20) percent of the total shipment weight and contains nonessential items (possessions not needed to maintain day-to-day housekeeping during the period of time between delivery of the main portion of the shipment and delivery of the overflow).
8. This item will apply when re-consignment or diversion is made on a shipment, based on the applicable mileage and weight of the shipment from point of diversion to the new destination.
9. The total reimbursement shall not exceed an amount equal to total charges for the shipment, excluding SIT.
10. This payment satisfies the Government's right to equitable adjustment for failure to perform, but does not waive, mitigate, or satisfy any other right or remedy available to the Government on account of late delivery by the participant.

3-12.4.3. Calculating Transit Times.

Transit times will be calculated from the last day of pick up until the shipment is available for delivery. See country and RDD Chart in Section 3-12.5 for transit times. Transit time will not include the time between the request for permission from post to forward shipment and the response to send shipment. The request to forward shipment to post must be made within three business days after pack out is completed, the TSP shall copy ALMArchive@state.gov on the request.
Shipment[s] that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing Office and ALMArchive@State.gov. The GBL issuing office may specify a group email for notifications or waive this requirement. Missed RDD reports shall include the shipment number and “Missed RDD Report” in the subject line. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. TSPs shall be notified via email by the GBL issuing office of missed RDDs and they will have 14 days from transmission of the notice to apply for exceptions to the RDD. A report will be provided to all ITGBL providers listing total shipments completed within the calendar year and RDD statistics. Forwarders will have 10 days from receipt of this report to rebut any shipments that were completed within the month prior to receiving the report. Failure to respond in a timely fashion may alone be grounds to apply the missed RDD reduction (HTOS Section 8.4.1). In cases where HTOS Section 8.4.1 applies, payment shall be made within 30 days of notice. Failure to meet the RDD resulting from the TSPs discretionary consolidation of HHE and POV will not be considered an acceptable exception to the RDD.

### 3-12.5. Transit Times on International Shipments for surface HHE, CNS and POV.

In lieu of the transit times identified in HTOS Section 10, the following criteria shall be used for determining international required delivery dates (RDD) on the DOS shipments to and from the United States and foreign countries:

<table>
<thead>
<tr>
<th>Country</th>
<th>RDD</th>
<th>Country</th>
<th>RDD</th>
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<td>NIGERIA</td>
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3-12.6. Application of International Rate Offers for Specific Cities within Countries.
TSPs submitting rate offers should file in accordance with Section 5-3.1.1. International Country Codes. To be considered for the DOS shipments, TSPs must file desired destinations in countries split by destination. Rate offers filed for destinations will be considered only for those destinations and “All Other Points” will apply to “All Other Points” in a country and not to split destinations. For instance, if the TSP files only “South Africa – All Other Points,” the rate offers will be for South Africa – All Other Points. The TSP must file rate offers for Cape Town, Durban, Johannesburg, and Pretoria to be considered for those destinations. The following is a list of all countries that require rate offers to be broken down in to cities:

<table>
<thead>
<tr>
<th>Country</th>
<th>Cities</th>
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</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Herat and Kabul</td>
</tr>
<tr>
<td>Australia</td>
<td>Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth and Sydney</td>
</tr>
<tr>
<td>Brazil</td>
<td>Brasilia, Recife, Rio De Janeiro and Sao Paulo</td>
</tr>
<tr>
<td>China</td>
<td>Beijing, Chengdu, Guangzhou, Shanghai and Shenyang</td>
</tr>
<tr>
<td>Iraq</td>
<td>Baghdad, Basrah, Erbil, Kirkuk and Mosul</td>
</tr>
<tr>
<td>Mexico</td>
<td>Ciudad Juarez, Guadalajara, Hermosillo, Matamoros, Merida, Mexico City, Monterrey, Nogales, Nuevo Laredo and Tijuana</td>
</tr>
<tr>
<td>Northern Mariana Islands</td>
<td>Saipan</td>
</tr>
<tr>
<td>Russia</td>
<td>Moscow, St. Petersburg and Vladivostock</td>
</tr>
<tr>
<td>South Africa</td>
<td>Capetown, Durban, Johannesburg and Pretoria</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>London, Edinburgh and Northern Ireland</td>
</tr>
</tbody>
</table>

3-12.7. Released Valuation –International.

3-12.7.1. Transportation.
In lieu of the TSP liability at $6.00 as provided for in Sections 2-7.5.3, the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, at a base value of $8.50 times the net weight of the shipment in pounds. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-12.8. Excess Released Value.

3-12.8.1. Transportation.
In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $8.50 times the weight. To seek a greater value the employee is to contact the TSP and seek a quote and make full payment to the TSP. A copy of the added policy and certification that payment was collected must be provided by the TSP to the DOS counselor prior to having the GBL issued. The counselor will issue the GBL with the additional valuation.

3-12.8.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $8.50 per pound released.

The DOS is estimating that the volume of shipments under this RFO is 17,000 shipments.

3-12.10. Sub-Forwarding.
TSPs accepted under DOSDC shall not sub-forward for any other TSPs accepted under DOSDC. Neither shall they tender for sub-forwarding to any other TSP doing business with the DOS. TSPs filing rate offers under DOSDC may choose to work with other business partners so long as they are not doing business with DOS under DOSDC. In all cases, the TSP to whom we issue the move and the work order will be responsible for all aspects of the move. The TSP shall be the primary POC for DOS customers and for DOS counselors.

3-12.11. Instructions for Lift Vans to be used for shipment of Household Effects.
Containers/Lift Vans to be used for a surface shipment of household effects must be new, soundly constructed of ¾ inch plywood, lined with a waterproof barrier, and reinforced with an inside framework with a base for easy access for forklift or any other lifting equipment. Wooden containers must be heat treated or fumigated in compliance with ISPM 15 standard, and/or the requirements of the destination country. Full consideration should be given to eliminating damage to the effects from exposure to inclement weather, salt water, salt atmosphere, possible violent external forces incident to ocean and/or inland transportation, and rough handling, to insure safe and undamaged arrival of the effects at the destination. Caulking compound must be used when wooden container panels are assembled to insure watertight joints. The DOS will not accept containers constructed of Oriented Strand Board (OSB). The dimensions of a standard container/lift van are 87 x 47 x 87 inches. Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

Sealing Lift Vans at residence
In lieu of sealing requirements in HTOS Section 5.3.8 the following provision applies. Lift vans shall be nailed shut and
sealed at origin residence. Four (4) serial numbered tamper evident self voiding un-reseal-able seals are required for each household goods lift van. These seals will secure both ends by overlapping two seals on each side to the ends of door panels about 1/3 the distance from the top and bottom of the container and one each from the top and bottom panels to the ends of doors of the lift van. Seal numbers shall be recorded on the inventory, either beside the container number or annotated by individual container number on the last page of the inventory. The employee or his or her representative will initial on the last page of the inventory attesting to the correct seal numbers listed on the inventory.

Lining and Banding of All Shipping Containers

Steel tension banding shall be applied prior to containerization but does not have to be applied at the residence.

A. Steel tension banding shall be applied prior to containerization but does not have to be applied at the origin residence.

B. The interior of all containers or lift vans shall be lined with polyethylene with minimum thickness of .004 inch. 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 container must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval of the DOS before use.

C. Steel tension banding shall be applied tight and secure to all wooden and plywood containers after loading and sealing. On containers 1.36 cubic meters (48 cubic feet) or less, steel tension banding of a minimum size of 1.905 centimeters (3/8 inch) in width by .0889 centimeters thick (.035 inch) may be used. On containers over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 centimeters (1 1/4 inch) in width by .0889 centimeters thick (.035 inch) shall be used.

D. Containers 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 container. Containers 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 container, 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 insure stability or to bridge unsupported spans.

3-12.12. Preparation of Unaccompanied Air Baggage (UAB) for Shipment.

A. All articles shall be packed into a shipping 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 container or contents.

B. All cartons, boxes, wrapping and cushioning materials, and shipping 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.

C. All shipping containers provided by the contractor(s) for the protection of baggage shall be tri-wall fiberboard boxes 5, 10 or 15 cube (inside measurement) with a minimum 900-pound test burst strength. The box is made of FOUR LINERS / THREE FLUTES as: liner1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is ½ inch.

D. UAB containers come in 3 sizes 5, 10 and 15 cube cartons. The dimensions of the cartons are:

<table>
<thead>
<tr>
<th>Internal Cube</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Inches</th>
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</thead>
<tbody>
<tr>
<td>5 CUBE</td>
<td>30</td>
<td>18</td>
<td>16.5</td>
<td></td>
</tr>
<tr>
<td>10 CUBE</td>
<td>37</td>
<td>19</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>15 CUBE</td>
<td>37</td>
<td>24</td>
<td>30</td>
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</table>

The carton dimensions will vary no more than two inches per side (length/width/height) due to the overwrap
material and small manufacturing variance in the cardboard, in no case shall the internal dimensions exceed 15 cube feet except for written authorization for unusual circumstances.

E. Packed items of air freight may not exceed the following weights of 90.90 kilograms or 200 pounds per carton.

F. If there are articles that are too large to fit into the standard containers, the contractor must first notify the transportation counselor to determine if those items are allowable.

G. The maximum weight of any packed container shall not exceed 90.72 Kilograms gross weight (200 pounds) without prior approval of the authorizing Government Agency.

H. All packed baggage must be completely wrapped in a reinforced kraft-asphalt-kraft waterproof material prior to banding.

I. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases.

J. TSA requires a minimum of 4 heavy duty metal bands or break resistant plastic banding applied to all air shipments. The shipment must be banded on all sides for each piece: two (2) 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 Government Agency. 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.

K. D containers are not to be used.

3-12.13. Billing through Department of State.

US Bank Freight Participation:

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment’s fee for this service is currently 1.405% of the invoice price, which is paid by the TSP. The 1.405% service fee is tied to the Wall Street Journal Prime Rate.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact the Transportation Analysis Section at TTM_Analysis@state.gov and the A/LM ARCHIVE at ALMARCHIVE@STATE.GOV within one week of receipt of this RFO. The Transportation Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be “US Bank Freight Payment Registration” and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, the TSP will be provided with a contract to sign and return to DOS (no more than two weeks after receipt of the contract). Once the contract is received, US Bank Freight Payment will establish a “trading partner” relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER or if a new or different SCAC will be utilized, they must contact DOS and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER). Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data.

NOTE: The DOS’s system will only accept one 1(one) Invoice per Work Order Number. Once an invoice has moved to the “Approval Final”, “Payment Initiated” or “Payment Settled” status in US Bank Freight Payment, the TSP must
The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another “invoice.” E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

**3-12.14. Excess Weight Charges.**
The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counsel of the shipment being overweight. The TSP shall not quote a dollar amount for the overweight to the employee or the counsel. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. Under NO circumstances is the TSP authorized to waive an overweight payment. The TSP shall report weights accurately and not modified to fit the employee’s entitlement. Once payment has been received, the DOS will notify the TSP that the shipment can be forwarded to destination. This hold time does not count against the transit time.

**3-12.15. Shipment of Boats, Kayaks or Canoes.**
The DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counsel of the shipment being overweight. The TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. Under NO circumstances is the TSP authorized to waive an overweight payment. The TSP shall report weights accurately and not modified to fit the employee’s entitlement. Once payment has been received, the DOS will notify the TSP that the shipment can be forwarded to destination. This hold time does not count against the transit time.

**3-12.16. Packed By Owner.**
TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO, they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

**3-12.17. Non-Acceptance of Locked Gun Cabinets and Other Similar Items.**
TSPs shall ensure that packing lists do not include any items listed as “locked gun safe” or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s).

**3-12.18. Shipment Tracking.**
All TSPs offering rate offers for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

**3-12.19. Claims Report.**
At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Please complete the Claims Report provided for in Section 13 (Do Not Alter Format) and forward to email address ITGBLDC@state.gov. Include “ITGBL Claims Report” in the subject line. TSP will be notified by the DOS Tender Administrator via email communication and advised when Claims Report is due to be submitted.

**3-12.20. Staffing Requirement - Domestic and International.**
All TSPs must use trained personnel qualified in their assigned duties in packing and/or handling of personal property. TSP personnel must include at least one employee that is fluent in English at origin and/or destination services. TSP personnel must also be fluent in language of foreign country. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC.

**3-12.21. Pickup and Delivery Hours.**
Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder(s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery, or POV pickup or delivery. If, for any reason, this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out. Packout dates will be set when the shipment is assigned. TSPs shall not arrange a date change with the
employee. Date changes must be initiated by the booking office. If an employee requests a date change, refer them to
their DOS counselor.

3-12.22. Multiple Tender Numbers.
A TSP shall not submit multiple tender numbers when submitting rate offers for the same type/mode of international or
domestic moves. Only one tender number shall be submitted for Domestic Code D shipments, one tender number for
Domestic Code C shipments and one tender number for International shipments. Submission of multiple tender numbers
could result in the DOS selecting only one or not selecting any at all.

3-12.23. Shipment Consolidations.
Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing
so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP
of Released Valuation as defined elsewhere in RFO and Special Instructions. Excess demurrage caused by consolidation
of HHE and POV shipments is not an acceptable accessorial expense.

When available and effective, TSPs must electronically file Customs Clearance documents. Waivers for Customs delays
will not be granted where TSPs have failed to make use of the most effective clearance vehicle possible.

3-12.25. Additional TSP Responsibilities.
The (ITGBL Freight Forwarder’s) TSP’s vehicle must be in good condition and with the name of the company permanently
(Non Magnetic) affixed/placed on the outside of the vehicle.

3-12.26. GSA Form 3080 Household Goods Carrier Evaluation Report:
TSPs will initiate the 3080 via the electronic 3080 module in GSA’s Transportation Management Services Solution
(TMSS) system. TSPs can access the 3080 module by going to TMSS and clicking on the link to TMSS/CHAMP
Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then
click on "Initiate." When completing the 3080 information for shipments booked by the DC office, for the Agency Move
Coordinator (AMC) email enter DC3080@state.gov and enter 0190000105 for the requested Federal Agency ID Code
(FAIC). For shipments booked by the DOS offices other than the DC office, please enter 0190000105 for the FAIC and
contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be
entered correctly when submitting 3080s for delivered DOS shipments. Under no circumstances shall the TSP send
the customer a 3080 form soliciting the Traveler’s Social Security Number.

3-12.27. Forms Required for the Exportation of POV.
Exhibit 1 List of Forms
Exhibit 2 Power of attorney format
Exhibit 3 Supplemental Reporting form
Exhibit 4 Reporting locations

3-12.28. Forms Required for the Importation of Personal Effects including POVs.
WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY
THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. Do not request the SSN in
association with any form. If an SSN is requested the passport number shall be used in its place.

Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles (All) Dated 10-2009
Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation (POV Only) Dated 5-2006
Exhibit 7 EPA 3520-1 Air Pollution Compliance (POV Only) Dated 9-2009
Exhibit RC-159 Treasury Department Supplemental Declaration (All) See 3-4.9.4

3-12.29. Mold Mitigation.
TSPs are expected to mitigate mold from occurring in all personal property shipments. Should mold occur, the TSP is
responsible for all costs associated with the clean-up and/or removal of the mold. In accordance with HTOS Section
9.1.3.2.1, the maximum TSP liability for a lost, destroyed or damaged POV is the current value of the vehicle based on the
National Automobile Dealers Association (in the month of landing converted to local currency) plus the cost of rental of a
comparable vehicle for the period of time during which the vehicle is unavailable for employee use. However, the liability
for the cost of rental shall not exceed the current value of the vehicle. The quality of repair, cleaning or replacement must
equal or exceed the standards applied in the CONUS. The maximum TSP liability to replace or repair lost, destroyed, or
damaged personal property, other than a POV, is $8.50 times the net weight of shipment in pounds in accordance to
Section 3-12.7.

3-12.30. TSP Company (SCAC) Affiliation.
All TSPs submitting a rate offer(s) for the DOS must be independent companies without any financial interests in
any other TSP submitting a rate offer(s) for the DOS under this RFO. Should it become known that multiple TSPs
are tied either financially or through shared staff, all TSPs involved will be considered ineligible until at least the
next open window filing period identified under this RFO or a future RFO and will be predicated on the Tender
Administrator’s approval.

Refer to Sections 9, 10, 11, 12 and 13 for additional information and requirements for DOSDC.


TSPs submitting rate offers in accordance with Section 3-13, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1. It is expected that 95% of all domestic shipments under DOSDD will be delivered to the DOS storage facility in Hagerstown, MD for NTS.

3-13.2. Released Valuation.

In lieu of the TSP liability at $6.00 as provided for in the Section 2-7.5.2 the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, shipments being released at a base value of $6.50 times the net weight of the shipment in pounds.. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-13.3. Excess Released Value.

3-13.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.50 times the weight.

3-13.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released.

3-13.4. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.

TSPs MAY NOT charge an OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing/invoicing for a domestic shipment moved under DOSDD. All domestic rate offers submitted for DOSDD must be inclusive of all accessorials identified in Paragraph 3-13.5, below, and may not be billed/invoiced as a separate charge(s).

3-13.5. Application of Rate Offers.

All domestic rate offers solicited for the DOSDD must incorporate the following accessorial services:

a. ATC Charges
b. All long carry charges at origin
c. All long carry charges at destination
d. All stair carries
e. Elevator charges also referred to as Inside Lift. An elevator or lift is defined as part of the permanent structure of the building.
f. All charges associated with heavy or bulky items, to include piano/organ.
g. All charges for shuttle service.
h. All fees for reserving parking on streets or apartment buildings.
i. Crating up to $250 (any amount above this must be approved by the DOS). Regardless of the actual cubic feet of the crate provided, compensation for internal crates will not exceed 3 inches beyond any single dimension (length, width or height) of the item being crated. All crating shall be done at the origin residence as identified on the Bill of Lading; all uncrating shall be done at destination residence as identified on the Bill of Lading. (See Section 12 of this RFO for 14 FAM Exhibit 611.6 Limitations)
j. All uncrating
k. Only the standard charge (HTOS Section 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from Mini Storage facilities must be included
l. Cost of special motorcycle container (Clip-Lok)
m. All Surcharges or Security fees associated with ocean portion of Alaska Moves
n. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier

All inclusive final billing (excluding fuel) must not exceed the TMSS filed rate offer.

3-13.6. Services Not Authorized

The Government shall not be held liable for or pay any invoices for fines including, but not limited, to parking fines incurred by the TSP or their agents.
Unless specifically approved in writing by the DOS at least 3 work days prior to the pickup date, charges for extra labor by the CHAMP approved TSP or by a 3rd party service provider, cannot exceed the discounted pricing identified in Item 120 of the GSA500A. Waivers may be considered only under extraordinary circumstances.

The DOS is estimating that the volume of shipments under this RFO is 2,300 shipments.

International Transfers may have a domestic component. Where there is a domestic component of an international move forwarders shall have the ability to work with a single Van Line per cycle. The van line selected by TSP for the contract cycle must have DOS non-alternating rate offers on file in TMSS. Associated van lines with rates that are not cost effective may be grounds for non-use. The TSP and their affiliated Van Line for the current contract cycle shall have non-alternating rates available in TMSS for all 48 contiguous states as origin and/or destinations in order to participate in the domestic or international TOS. For example, if a TSP has filed rate offers to Spain they shall have rate offers on file to and from Spain for all locations in the 48 contiguous states as origins and destinations. The majority of the domestic van line shipments affiliated with international moves originating outside of the DC area will go to our DOS Hagerstown storage facility.

3-13.10. Sub-Forwarding.
TSPs accepted under DOSDD shall not sub-forward for any other TSPs accepted under DOSDD. Neither shall they tender for sub-forwarding to any other TSP doing business with the DOS. TSPs filing rate offers under DOSDD may choose to work with other business partners so long as they are not doing business with the DOS under this DOSDD. In all cases, the TSP to whom DOS issues the move and the work order will be responsible for all aspects of the move. The TSP shall be the primary POC for DOS customers and for DOS counselors.

TSPs are required by the DOS to bill all SIT charges based on the destination listed on the Bill of Lading, not the actual SIT location. Any shipment placed in SIT outside the 50-mile radius shall be considered SIT at TSP’s convenience unless the issuing office authorized in writing SIT over 50-miles from the destination listed on the Bill of Lading.

US Bank Freight Participation:
TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment’s fee for this service is currently 1.405% of the invoice price, which is paid by the TSP. The 1.405% service fee is tied to the Wall Street Journal Prime Rate.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact the Transportation Analysis Section at TTM_Analysis@state.gov and the A/LM ARCHIVE at ALMARCHIVE@STATE.GOV within one week of receipt of this RFO. The Transportation Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be "US Bank Freight Registration" and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, the TSP with be provided with a contract to sign and return to DOS (no more than two weeks after receipt of the contract). Once the contract is received, US Bank Freight Payment will establish a “trading partner” relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER or if a new or different SCAC will be utilized, they must contact DOS and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER). Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data.

NOTE: The DOS’s system will only accept one (one) Invoice per Work Order Number. Once an invoice has moved to the “Approval Final”, “Payment Initiated” or “Payment Settled” status in US Bank Freight Payment, the TSP must...
contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another "invoice." E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

The DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counselor of the shipment being overweight. A status report should also be sent in at this time. The TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. Under NO circumstances is the TSP authorized to waive an overweight payment. The TSP shall report weights accurately and not modified to fit the employee’s entitlement. Once payment has been received, the DOS will notify the TSP that the shipment can be forwarded to destination. This hold time does not count against the transit time.

The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

3-13.15. Packed By Owner.
TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

TSPs shall ensure that packing lists do not include any items listed as “locked gun safe” or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s).

All TSPs offering rate offers for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Please complete the Claims Report provided for in Section 13 (Do Not Alter Format) and forward to email address ITGBLDC@state.gov. Include “ITGBL Claims Report” in the subject line. TSP will be notified by the DOS Tender Administrator via email communication and advised when Claims Report is due to be submitted.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSP personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel who perform services at the owner's residence shall be neat and in proper company issued uniform identifying them as employees of the company. TSP personnel must have company (contractor) issued photo identification which reflects company name and/or logo with employee’s name. TSP personnel must also be fluent in language of foreign country. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDD.

3-13.20. Pickup and Delivery Hours.
Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The
Forwarder(s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out.

A TSP shall not submit multiple tender numbers when submitting rate offers for the same type/mode of domestic or international moves. Only one tender number shall be submitted for Domestic Code D shipments, one tender number for Domestic Code C shipments and one tender number for International shipments. Submission of multiple tender numbers could result in the DOS selecting only one or not selecting any at all.

Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in this RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

The (ITGBL Freight Forwarder’s) TSP’s vehicle must be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: “Employee Name, Inventory, Shipment Number”.

All TSPs accepting shipments under DOSDD shall submit weekly updates of shipments in progress. Reports shall be submitted to TTMContracts@State.gov no later than 9:00 am Eastern Time each Monday covering undelivered shipments to date. Reports shall be in Excel format and comprised of the following fields: Customer Name, Broker, Origin City, Origin State, Destination City, Destination State, Load Date, Delivery Date, Estimated Weight, Miles.

3-13.26. GSA Form 3080 Household Goods Carrier Evaluation Report:
TSPs will initiate the 3080 via the electronic 3080 module in GSA’s Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to TMSS and clicking on the link to TMSS/CHAMP Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on “Initiate.” When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 0190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 0190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler’s social security number.

3-13.27. Forms Required for the Exportation of POV.
Exhibit 1 List of Forms
Exhibit 2 Power of attorney format
Exhibit 3 Supplemental Reporting form
Exhibit 4 Reporting locations

3-13.28. Forms Required for the Importation of Personal Effects including POVs.
WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. **Do not request the SSN in association with any form.** If an SSN is requested the passport number shall be used in its place.

Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles (All) Dated 10-2009
Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation (POV Only) Dated 5-2006
Exhibit 7 EPA 3520-1 Air Pollution Compliance (POV Only) Dated 9-2009
Exhibit 8 II RC-159 Treasury Department Supplemental Declaration (All) See 3-4.9.4

3-13.29. Computer Software Requirement:
The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

3-13.30. Rugs/Carpets Destined to Permanent Storage:
All rugs and carpets destined to permanent storage shall be moth flaked, rolled, and wrapped in kraft paper, without
and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be except for the exceptions and additions noted elsewhere in this Section 3-14, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSHW.

3-13.31. TSP Company (SCAC) Affiliation.
All TSPs submitting a rate offer(s) for the DOS must be independent companies without any financial interests in any other TSP submitting a rate offer(s) for the DOS under this RFO. Should it become known that multiple TSPs are tied either financially or through shared staff, all TSPs involved will be considered ineligible until at least the next open window filing period identified under this RFO or a future RFO and will be predicated on the Tender Administrator’s approval.

Refer to Sections 12 and 13 for additional information and requirements for DOSDD.

3-14. Department of State (DOS) – Hagerstown, MD (DOSHW).

The DOS maintains a warehouse at the United States Logistics Center - Hagerstown, Maryland. In this warehouse are shipments of household goods effects that at some point in the past have been placed there in a permanent and/or extended storage status. Rate offers submitted in accordance with Section 3-14 are for the door-to-door delivery of these shipments to their final destination in accordance with the instructions provided on the government issued Bill of Lading. Shipments may be crated or loose. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

3-14.2. Application.
Except for the exceptions and additions noted elsewhere in this Section 3-14, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSHW.

3-14.3. Volume.
Between May 1, 2016 and April 30, 2017, there were approximately 171 shipments with an average weight of 2,800 pounds. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from the selected TSPs.

3-14.4. Rate Offers.
Rate offers will only be accepted for shipments originating from the Hagerstown, MD warehouse (Service Area MD00) to all international locations. Rate offers will not be accepted for shipments from the international locations back to the Hagerstown, MD warehouse. Rate offers will also not be accepted for Category 1, 2, or 3 vehicles or UAB. TSPs should zero fill these positions when submitting rate offers for DOSHW.

3-14.5. Department of State, Hagerstown Warehouse Responsibilities.
Upon receipt of notification from the TSP that they accept an offered shipment, the designated Hagerstown Staff member will arrange to have the offered household goods effects staged and available within 48 hours of notification/acceptance from the selected TSP. For partial storage removals, the Hagerstown staff will be afforded ample time to communicate storage removal actions with the owner of the household goods effects. This is contingent on the owner’s actions and timeliness. Upon completion, the designated Hagerstown staff member will notify the Operations staff and TSP that the household goods effects are available for pickup. Prior to the pack/pickup date, Hagerstown will notify the TSP of weights and pieces to be removed and any unusual items requiring special attention. TSPs will be provided with existing inventories on all shipments moving under DOSHW.

3-14.6. TSP Responsibilities.
Upon receipt of the Allocation worksheet, the TSP shall contact the designated Hagerstown Staff member within 24 hours of receipt to obtain shipment availability. The TSP is required to load the shipment from the USLC-Hagerstown within 3 business days (5 days during peak season) of issuance of Bill of Lading. Multiple shipments can be scheduled for loading on the same truck to maximize resources. The TSP is required to pack all liftvans on site at the Hagerstown warehouse. TSPs must then deliver the household goods effects back to its agent’s warehouse for preparation and shipment to its final destination in accordance with all DOSDC and DOSHW guidelines. The TSP will be self-supporting in all aspects of their operations. The TSP shall furnish all equipment, materials and tools needed to pack and transport the shipment. The TSP can be charged for use of government resources. All debris generated by the TSP must be removed by the TSP. The TSP will ensure that brand new ISPM#15 standard crates (as defined in DOSDC) are used for all export shipments to post. The TSP shall affix four (4) seals according to the standards laid out above in DOSDC to lift vans loaded at the Hagerstown warehouse. The TSP shall band lift vans prior to containerization but banding is not required prior to departing the Hagerstown warehouse. The date that the shipment is reported by Hagerstown as available is the pack date to be used to compute the Required (RDD) Delivery Date. As previously noted, existing inventories are
provided by USLC Hagerstown staff. TSPs who reinventory must cross-reference to the storage inventory provided by the USLC Hagerstown staff. All work at the Hagerstown warehouse facility must be completed during operating hours and the TSP must leave the premises prior to the warehouse closing at 4:00 PM.

3-14.7. Claims.
In lieu of the TSP liability at $6.00 as identified in 2-7.5.3, the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, at a base value of $8.50 times the net weight of the shipment in pounds. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value. Please note that the TSP retains the option for reviewing the inventory and repacking to certify any questionable items provided the TSP honors the terms of 3-14.6.; TSPs must bring the required materials needed, complete work by 4:00 PM and remove any debris generated by the repacking. Failure to certify the inventory will not be accepted as a reason to deny a claim.

3-15. Department of State (DOS) – Surface Air Pilot DOSSA

The DOS ITGBL program has historically been unable to meet the maximum 75 day transit to post with conventional ITGBL shipments. DOSSA is intended to expand the scope to recognize that in some cases a portion of the shipment may have to move by air to make a 75 day transit time. Under DOSSA, in all cases the final leg to post must move by air. Rate offers submitted in accordance with Section 3-15 are for the door-to-door delivery of shipments to their final destination at an international location in accordance with the instructions provided on the Government issued Bill of Lading. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

Except for the exceptions and additions noted elsewhere in this Section 3-15, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSSA.

3-15.3. Volume.
The DOS will implement the pilot at the post below and the estimated count and gross weights for shipments for period November 1, 2017 through May 1, 2018 are included below. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from any selected TSPs.

<table>
<thead>
<tr>
<th>Post</th>
<th>Type</th>
<th>Count</th>
<th>Avg-Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>N’Djamena</td>
<td>HHE</td>
<td>4</td>
<td>2,814</td>
</tr>
</tbody>
</table>

3-15.4. Rate Offers.
When submitting the Single-Factor Rate Offer for transportation, the Single-Factor Rate Offer must include the charges related to all modes of transportation used to get the shipment to its final destination. Rate offers will only be accepted for shipments originating from Washington, DC, Maryland and Virginia (rate filing codes DC00, MD00 and VA00) and all international locations. When submitting rate offers, the Destination Code of 2730 must be used; however, rate offers accepted under DOSSA will apply only to the post of N’Djamena and not the entire country of Chad. DOS may request OTO rate offers from other areas of the United States for the period of the pilot.

3-15.5. Performance of Services.
The TSP shall make routing decisions to ensure a door-to-door transit of no more than 75 days. The TSP may route the first leg of the shipment by either air or surface as required to support the RDD. The final leg to N’Djamena must be by air.
The following documents must be provided to the TSP by the traveler prior to pickup of the POV:

1. The front and back copy of the title OR a certificate of origin
   (Forwarder will have a copy of the CFR 192.2 should U.S. Customs ask for the original title. Electronic copies of the title are not acceptable)

2. The original lien release (if the title shows a financial institution)

3. If the name on the title or lien is different than the name on the GBL, attach a copy of the marriage certificate.

4. The Government Bill of Lading (GBL)

5. A copy of the passport

6. A copy of the applicable travel authorization or travel order

7. Two copies of a power of attorney; (use the generic power of attorney form attached)

8. A copy of a valid driver’s license

9. A completed Form JF 49 (State Department form) prepared by the employee. This form contains the required information on POV and pickup location

Note to Transportation Counselor and Employee: All documents must be in the possession of the freight forwarder at least ten (10) calendar days prior to the pickup date

Note to Forwarder: If ALL documents are not received from the employee at least 10 calendar days prior to the pickup date, immediately notify the counselor and Operations Management at Transportationquery@state.gov that the POV pickup must be cancelled.

The employee will provide all of the POV documents to the forwarder except for the JF 49. The employee will provide the JF 49 to the Transportation Counselor

Note to Forwarder: Forwarder is required to brief the employee before pickup that at time of pickup the POV may not have more than ¼ tank of gas, no personal items, no after-market additions (i.e. ski / bike racks); you or anyone acting on your behalf will sign off on a condition report and accept a set of keys.
Exhibit 2

LIMITED POWER OF ATTORNEY
FOR
EXPORT/IMPORT OF PERSONAL EFFECTS AND VEHICLES

DATE______________________

Applies to:
POV ________ Initial
Personal Effects ________ Initial

I hereby name and appoint ____________________________________________
(Type or Print Name)
of ____________________________________________ to be my lawful attorney-in-fact
to act on my behalf to conduct all transactions necessary with the U.S. Customs Service in the proper
exportation or importation of the below stated personal vehicle or Household Effects which are described
as

____________________________________________________________________
Year
Make    Model    Color    Body
Identification Number (VIN) Title Number

OR

____________________________________________________________________
Vehicle

____________________________________________________________________
Household

Effects description
and to do all things necessary to ensure compliance with all requirements pursuant to section 192 of the
Customs Regulations.

Signature of Owner Owner’s Name- Type or Print

Signature of Co-Owner Co-Owner’s Name - Type or Print

Home Address of Owner City/State/Country Zip Code

Pursuant to the Customs regulation CFR 19 Part 111.29(b), if you are the importer of record, payment to the broker will not relieve
you of liability for Customs charges (duties, taxes, or other debts owed to Customs) in the event the charges are not paid by the broker.
Therefore, if you make payment by check, Customs charges may be paid with a separate check made payable to “U.S. Customs and
Border Protection” which shall be delivered to CBP by the broker.
Exhibit 3

This form is only to be used by new carriers pending adoption of EDI or as requested by the booking office.

Daily ITGBL Shipment Status Report- _________________ HHE, UAB, CNS or POV

CARRIER’S NAME: __________________________________________

Packing Information Weight and pieces must be reported within five calendar days for UAB and seven calendar days for HHE, CNS and POV from the day after the shipment is picked up. Report should reach the DOS Office via e-mail to: TTMContracts@state.gov

Employee’s Name __________________________________________
DA Shipment Number (Box 18 of GBL) ______________________________________
Pack Begin/Pack End/Pick-up Date _______________ / _______________ / _______________
Origin/Destination (city, state and country) ______________________________________
GBL Number ______________________________________
Survey Weight ______________________________________
Pieces ______________________________________
Gross Weight ______________________________________
Net Weight ______________________________________
Cube ______________________________________
Date Requested Post’s Permission to Ship ______________________________________
Date Permission Granted _________________ (If post fails to respond within 3 days notify the booking office).
*Date Info Emailed to State Department (update with current date when information changes) _________________

Shipping Information Shipping details must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post.

Date delivered to Pier ______________________________________
Port of Origin (no abbreviations) ______________________________________
Full Name of Airline/Shipping Lines ______________________________________
Ship Name ______________________________________
Voyage/Flight Number ______________________________________
Departure/Sail Date ______________________________________
Port of Discharge (air/sea) no abbreviations ______________________________________
ETA at Destination ______________________________________
Booking Number or Airway/Master Bill # ______________________________________
*Date Info Emailed to State Department (update with current date when information changes) _________________

Delivery Information: Delivery information must be reported within one business day after the shipment is delivered to SIT or residence.

RDD ______________________________________
Date available for delivery (or put in SIT) ______________________________________
Date Delivered to Residence (actual not schedule date) ______________________________________
Remarks if any (such as delay in Notification, Change Booking Details etc.) ______________________________________
*Date Info Emailed to State Department (update with current date when information changes) _________________
Notification Procedures for all DA’s for the Daily ITGBL Shipment Status Report.

Please copy ALMArchive@STATE.GOV for ALL shipments.

Shipment number starting with DC Send report to TTMCONTRACTS@state.gov

Shipment number starting with AI Send report to AID, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with MI Send report to USDA Miami, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with SE Send report to USDA Seattle, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with EL Send report to USDA ELSO, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with BR Send report to USDA Brownsville, Copy to TTMCONTRACTS and to the counselor
Instructions for completing CBP Form 3299 for Free Entry of Unaccompanied Articles Dated 10-2009 (see Exhibit 5).

The 3299 must be completed as defined below. The employee will complete 1-7, the carrier’s port agent will complete 8. A-F. **DO NOT** include the Employee’s social security number (SSN) on the form.

**Part I**
**To be completed by The Employee**

1. Employee’s full name as it appears in the passport
2. Employee’s Date of Birth
3. Date the Employee will arrive
4. Employee’s US Address including phone number if available
5. City where the Employee will clear customs (if available)
6. Name of Arriving Vessel carrier and flight/train (if available)
7. Names(s) of Accompanying Household Members

**To be completed by The Carrier**

8. Importation information
   A. Date of Import
   B. Name of Vessel
   C. Origin of Shipment
   D. Bill of Lading or Air Way Bill number
   E. Number and kinds of containers
   F. Marks and Numbers (see above, **DO NOT** include the Employee’s social security number (SSN) on the form).

**Part II**
**To be competed by The Carrier**

The Employee is returning U.S. Personnel. The carrier is responsible for ensuring that all staff (including origin agents) are aware that DOS staff are US personnel and thus must complete Part III not Part II.

**Part III**
**To be completed by The Employee**

1. Date of Employee’s last departure from the U.S. To be obtained from the Employee.
2. Employees Travel Orders. To be provided by the Employee.

**Part IV**
**To be completed by The Employee**

A. If applicable.
B. If applicable If item B (7) is selected duties may be collected.
C. If applicable.
D. Must be filled in only if selections were made from items A, B and C.

**Part V**
**To be completed by The Carrier.**

1. Name, 2. Sign & Date

**Part VI**
**To be completed by The Employee**

1. B. To be Selected, 2. Signed and 3. Dated

**Part VII Leave Blank**
DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES
19 CFR 148.6, 148.52, 148.53, 148.77

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES
1. IMPORTER'S NAME (Last, first and middle) 2. IMPORTER'S DATE OF BIRTH 3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS F. MARKS AND NUMBERS
5. IMPORTER'S PORT OF ARRIVAL
6. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)
7. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED, BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED
   A. DATE B. NAME OF VESSEL/CARRIER C. FROM (Country) D. B/L OR A/WB OR I.T. NO.
   E. NUMBER AND KINDS OF CONTAINERS

PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES
9. RESIDENCY (*x* appropriate box)
   I declare that my place of residence abroad is was
   A. NAME OF COUNTRY B. LENGTH OF TIME Yr. Mo.
   C. RESIDENCY STATUS UPON MY ARRIVAL (*x* One)
   (1) Returning resident of the U.S. (2) Nonresident: a. Emigrating to the U.S. b. Visiting the U.S.
10. STATEMENTS OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES
    I, the undersigned, further declare that (*x* all applicable items and submit packing list):
    A. Applicable to RESIDENT and NONRESIDENT
    (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (804.00.05, HTSUSA)
    (2) All instruments, implements, tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (804.00.10,804.00.15, HTSUSA)
    B. Applicable to RESIDENT ONLY
    All personal effects for which free entry is sought were taken abroad by me or for my account. (804.00.45, HTSUSA)
    C. Applicable to NONRESIDENT ONLY
    (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (804.00.05, HTSUSA)
    (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (804.00.35, HTSUSA)

PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY
I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct possession of the importer or of a member of the importer's family residing with the importer while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.
2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:

PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES
Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in Item D on the reverse.

A. For U.S. Personnel, Evacuees, Residents and Non-Residents
   (1) Articles for the account of other person.
   (2) Articles for sale or commercial use.
   (3) Firearms and/or ammunition.
   (4) Alcoholic beverages of all types or tobacco products.
   (5) Fruits, plants, seeds, meats, or birds.

B. For Residents and Non-Residents ONLY
   (6) Fish, wildlife, animal products thereof.

C. For Resident ONLY
   (7) Personal effects acquired abroad.
   (8) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP.

D. For Non-Residents ONLY
   (9) Articles taken abroad for which alterations or repairs were performed abroad.

CSP Form 3299 (10/09)
### Exhibit 5 Continued

#### D. LIST OF ARTICLES

<table>
<thead>
<tr>
<th>(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.</th>
<th>(2) DESCRIPTION OF MERCHANDISE</th>
<th>(3) VALUE OF COST OF REPAIRS</th>
<th>(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PART V -- CARRIERS CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

<table>
<thead>
<tr>
<th>1. NAME OF CARRIER</th>
<th>2. SIGNATURE OF AGENT (Print and sign)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY

The undersigned, certify that this declaration is correct and complete.

1. "X" One
   - ☐ A. Authorized Agent* (From facts obtained from the importer)
   - ☐ B. Importer

2. SIGNATURE

3. DATE

*An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).

PART VII – CBP USE ONLY (Inspected and Released)

1. SIGNATURE OF CBP OFFICIAL

2. DATE

CBP Form 3299 (10/09)
Instructions for completing DOT HS-7 Declaration for Motor Vehicles Importation Dated 5-2006 (see Exhibit 6)


To be completed by The Carrier
- Port of Entry
- Customs Port Code
- Customs Entry No.
- Entry Date.

To be completed by The Employee
- Make of Vehicle
- Model, Year
- Vehicle Identification Number (VIN)
- The Employee shall select the appropriate eligibility number on the form (1-13). Re-imported US manufactured vehicles are eligible under 2A.
- Name of Importer
- Importer’s Address
- Name of Declarant
- Declarant’s Capacity (Owner)
- Sign and Date.
**Exhibit 6**

### Declaration: Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

<table>
<thead>
<tr>
<th>POST OF ENTRY</th>
<th>CUSTOMER PORT CODE</th>
<th>CUSTOMER TIN NUMBER</th>
<th>VEHICLE YEAR</th>
<th>VEHICLE IDENTIFICATION NUMBER (VIN)</th>
<th>VEHICLE SUBGROUP NO.</th>
<th>DESCRIPTION OF MOTOR VEHICLE EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Classifications:**

- **GSA RFO, Issued 9/27/2017**

**Exhibit 6**

**GSA 2017-2018 Request for Offers**

**Centralized Household Goods Traffic Management Program (CHAMP)**

**POST OF ENTRY**

- **CUSTOMER PORT CODE**
- **CUSTOMER TIN NUMBER**
- **VEHICLE YEAR**
- **VEHICLE IDENTIFICATION NUMBER (VIN)**
- **VEHICLE SUBGROUP NO.**

**Description of Motor Vehicle Equipment**

1. The vehicle or equipment does not conform to the applicable Federal Motor Vehicle Safety Standards or other Federal Motor Vehicle Safety Regulations or the applicable Federal Motor Vehicle Theft Prevention Standards.
2. The vehicle or equipment is not in compliance with all applicable Federal Motor Vehicle Safety Standards or other Federal Motor Vehicle Safety Regulations or the applicable Federal Motor Vehicle Theft Prevention Standards.
3. The vehicle or equipment is not in compliance with all applicable Federal Motor Vehicle Safety Standards or other Federal Motor Vehicle Safety Regulations or the applicable Federal Motor Vehicle Theft Prevention Standards.

**Additional Information:**

- **Exhibit 6**
- **GSA RFO, Issued 9/27/2017**
EPA 3520-1 Air Pollution Compliance (POV Only) Rev. 10-10 (see Exhibit 7)

To be completed by The Employee
4. Vehicle Identification Number (VIN) .
5. Manufacture Date
6. Manufacturer (make)
7. Model
10. Owner
12. Signature
13. Date
14. Name, company and phone

To be completed by The Carrier
1.-3.
9. Importer
11. Storage location

Commercial imports, leave blank
8. Applies only to codes A,C,J,Z

U.S. conforming and “identical” vehicles
Appropriate box to be selected by employee. Notify TransportationQuery@state.gov if vehicle is non-conforming do not move without authorization from DOS Transportation Operations.
## United States Environmental Protection Agency

### Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

U.S. EPA Compliance & Innovative Strategies Division, 2000 Tealwood Blvd., Ann Arbor, MI 48105 http://www.epa.gov/vehicles/ Phone (734) 214-4162; Fax (734) 214-4176

This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.

**Penalties:** Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to $250,000 or imprisoned for up to 5 years, or both (16 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to $32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 65.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).

### Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)

<table>
<thead>
<tr>
<th>Port code</th>
<th>Entry date (mm/dd/yyyy)</th>
<th>Customs entry number</th>
<th>Vehicle Identification Number (VIN) or engine serial number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer date (mm/yy/yy)</th>
<th>Manufacturer (make)</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. ICI imports only, codes A, C, J, Z - EPA certificate no.,  
   model year and expiration date of applicable certificate:

### Names, Addresses, and Telephone Numbers of Relevant Parties


### U.S. conforming and “identical” vehicles

- **code B - U.S. certified - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.**
- **code F - U.S. certified, catalyst restoration - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.**
- **code EE - identical in all material respects to a U.S. certified version - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, letter from the U.S. or Canadian manufacturer representing on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian “identical” models, or 2) vehicle from any country with letter attached to this form from the manufacturer’s U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of “identical” Canadian vehicles for resale, use code FF.**
- **code FF - Canadian “identical” models imported for resale or lease - Canadian vehicle as described above appearing on EPA list of Canadian “identical” models, imported for resale or lease. The importer attests that the import will satisfy applicable labeling, warranty and CAFE requirements as specified by EPA.**

### EPA exempted vehicles

- **code M - miscellaneous exemption, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.**
- **code E - vehicle at least 21 years old (calendar year of manufacture subtracted from year of importation) and original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.**

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EPA Form 3520-1 (Rev. 10-10) Previous editions are obsolete

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GSA RFO, Issued 9/27/2017  Page 3 - 37
Exhibit 7 Continued

Excluded vehicles

- code L - racing vehicle as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.

- code U -2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 5000 rpm.

- code W - non-chassis-mounted engine to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.

- code Y - unregulated fuel - a vehicle that (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991-1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.

Temporary imports

- code G - imported for repair or alteration in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.

- code I - imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.

- code K - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotion) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.

- code N - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.

- code O - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports

- code A - imported by an ICI for modification in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.

- code C - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.

- code J - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). Customs bond required.

- code Z - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.

OEM imports

- code H - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.

- code Q - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.

U.S. Department of Transportation Requirements

Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cars/rules/import/.

Paperwork Reduction Act Notice

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are voluntary (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 286). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information; processing and maintaining information; and disseminating and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimate, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Indicate the OMB control number in any correspondence. Do not send the completed form to this address.
II RC-159 Treasury Department Supplemental Declaration (see Exhibit 8)

Background: Office of Management and Budget (OMB) has found that the II RC-159 Treasury Department Supplemental Declaration does not meet guidelines and cannot be demanded by customs officers as a routine form. Nonetheless, some customs officers still require this form possibly causing transportation delays if the form is unavailable. Although the form is not authorized, the forwarder should request the form as the traveler may not be available when the shipment is clearing customs. **Instruct the employee not to fill in the SSN field.** Supply a copy of the passport instead.

The carrier is directed to accept the form and keep it on file. It must not be submitted as a part of a standard customs package. If a customs officer requests the form the carrier is asked to contact our office with the name of the officer so the DOS can work with CBP to resolve the issue. DOS will advise carriers of revised instructions as the situation develops.
**TREASURY DEPARTMENT**
**U.S. CUSTOMS SERVICE**

**SUPPLEMENTAL DECLARATION FOR**
**UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS**

1. **OWNER OF HOUSEHOLD GOODS**
   (Last name, first and middle)

2. **DATE OF BIRTH:**

3. **CITIZENSHIP**

4. **PASSPORT** (Country and number)

5. **SOCIAL SECURITY NO:**

6. **RESIDENT ALIEN NO:**

7. **U.S. ADDRESS**

10. **EMPLOYER**

11. **POSITION WITH COMPANY**

8. **FOREIGN ADDRESS**

12. **LENGTH OF EMPLOYMENT**

9. **REASON FOR MOVING**

13. **NATURE OF BUSINESS**

14. **NAME & TELEPHONE OF COMPANY OFFICIAL WHO CAN VERIFY ABOVE INFORMATION**

15. **NAME AND ADDRESS OF FREIGHT FORWARDERS, PACKERS AND SHIPPING AGENTS**

16. **SHIPMENT ITINERARY**
   (Specific place of loading and intermediate ports)

17. **CERTIFICATION**
   A. AUTHORIZATION AGENT  B. IMPORTER (Check One)

18. **SIGNATURE**

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FORM II-RC-159
SECTION 4
EVALUATION AND ACCEPTANCE

4-1. Evaluation.

4-1.1. General.
Evaluation of a Transportation Service Provider’s (TSP’s) rate offer(s) for transportation services will be based on the combination of the TSP’s service performance and its offered charges. That combination will take the form of a Value Index (VI) as explained below.

4-1.2. Performance Evaluation.

4-1.2.1. DOMESTIC. For the 2017-2018 Filing Cycle, evaluation of the TSP’s service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP’s performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered “Unindexed” and its performance will not be a factor in the evaluation.

4-1.2.2. INTERNATIONAL. For the 2017-2018 Filing Cycle, evaluation of the TSP’s service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP’s performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered “Unindexed” and its performance will not be a factor in the evaluation.

4-1.3. Value Index (VI).

4-1.3.1. Computation.
A TSP’s VI is computed at the time each cost comparison is run. The computation uses the following steps:

1. A base total charges is computed for the cost comparison by adding together
   - Total Transportation Charges (line-haul, packing, and accessorial);
   - SIT Charges for 30 days (pickup/delivery & storage);
   - The greatest vehicle price offered by all TSPs for that cost comparison, if applicable;
   - The UAB Charge, if applicable (average of the weight breaks found in the base-line rate table in Section 2-7).

This base total is absent any discounts or percentages.

2. The average charge by all TSPs on that route is calculated.

3. The average discount is calculated by subtracting the average charge from the base total charges (#1 and #2 above)

4. The charge for each individual TSP is calculated based on its offered discounts/percentages/rates.

5. Each individual TSP’s discount is calculated by using the absolute value (abs) of the amount determined by subtracting the TSP’s charge from the base total charges (abs (#1 and #4 above)

6. The Discount Index (DI) for each TSP is computed by dividing each TSP’s discount by the average discount and multiplying the result by 100 (#5/#2, above)*100).

7. The VI for each TSP is finally computed by summing 70% of the TSP’s Customer Satisfaction Index (CSI) with 30% of the DI ((.7*CSI)+(3*#6, above)).

Example 1. If a TSP’s CSI is 105.37 and its DI is 91.55, its VI = 101.22

((105.37*.70) + (91.55*.30)).

Example 2. If a TSP has no CSI and its DI is 137.96, its VI = 41.39

((0*.70) + (137.96 *.30)).
4-2. Acceptance.

4-2.1. Domestic.
Accepted offers will be listed on the General Services Administration’s (GSA’s) Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with provisions of Section 4-3.

4-2.2. Agency Specific.
Accepted offers will be listed on GSA’s Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with provisions of Section 4-3.

4-2.3. International.
Accepted offers will be listed on GSA’s Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with the provisions of Section 4-3.

4-3. Cost Comparison Listing.

4-3.1. Definitions.

4-3.1.1. New TSP. New TSP as used in this provision means a TSP approved to participate in the GSA’s CHAMP after February 1, 2017.

4-3.1.2. Indexed TSP. Indexed TSP as used in this provision means any TSP, except a new TSP, for which GSA can calculate a CSI.

4-3.1.3. Unindexed TSP. Unindexed TSP as used in this provision means any TSP, except a new TSP, for which GSA cannot calculate a CSI for this Filing Cycle.

4-3.2. TSP Categories.

4-3.2.1. Category 1. All new TSPs will be listed on the cost comparison in cost ascending order.

4-3.2.2. Category 2. Category 2 TSPs are those with VI of 100.0 or greater. All TSPs with a VI equal to or greater than 100.0 as computed in accordance with Section 4-1.3 will be listed in VI descending order. TSPs with a VI less then 100.0 will be listed in no order and be identified as Category 3 TSPs.

4-3.2.2.1. Category 3. Category 3 are all TSPs with a VI of 99.99 or less and all unindexed TSPs.
### SECTION 5
FILING CODES AND ABBREVIATIONS

#### 5-1. Agency Specific Codes.
Listed below are the Federal civilian agencies/bureaus/offices for which the General Services Administration (GSA) is requesting rate offers for Agency Specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency/bureau/office as specified in Section 6.

<table>
<thead>
<tr>
<th>Federal Agency Name</th>
<th>Location</th>
<th>Code</th>
<th>Application</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Bureau of Prisons Relocation Service</td>
<td>Washington, DC</td>
<td>FBPDC</td>
<td>Domestic &amp; International</td>
<td>Alternating</td>
</tr>
<tr>
<td>Drug Enforcement Agency</td>
<td>Washington, DC</td>
<td>DEADC</td>
<td>International</td>
<td>Alternating</td>
</tr>
<tr>
<td>Drug Enforcement Agency - (refer to Section 3-8)</td>
<td>Washington, DC</td>
<td>DEADD</td>
<td>Domestic</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of Veterans Affairs - (refer to Section 3-2)</td>
<td>Washington, DC</td>
<td>DVADC</td>
<td>Domestic</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of Veterans Affairs - (refer to Section 3-3)</td>
<td>Washington, DC</td>
<td>DVADC</td>
<td>International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of the Interior, Interior Business Center</td>
<td>Denver, CO</td>
<td>CONDI</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of the Interior, Geological Survey</td>
<td>Reston, VA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Agriculture, Forest Service</td>
<td>Albuquerque, NM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of the Interior, National Park Service - (refer to Section 3-4)</td>
<td>Omaha, NE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of the Treasury, Office of the Comptroller of The Currency - (refer to Section 3-5)</td>
<td>Washington, DC</td>
<td>OCCDC</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of the Treasury, Administrative Resource Center - (refer to Section 3-7)</td>
<td>Parkersburg, WV</td>
<td>ARCWV</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>U.S. Postal Service - (refer to Section 3-9)</td>
<td>Washington, DC</td>
<td>USPDC</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>General Services Administration - (refer to Section 3-10)</td>
<td>Washington, DC</td>
<td>GSADI</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of State - (refer to Section 3-12)</td>
<td>Washington, DC</td>
<td>DOSDC</td>
<td>International</td>
<td>Non-Alternating</td>
</tr>
</tbody>
</table>
5-2. Domestic Service Areas.

The following codes will be used when completing electronic rate transmission record requirements as defined in Section 6.

5-2.1. Interstate Identification Codes.

<table>
<thead>
<tr>
<th>Service Area Pair Definitions</th>
<th>Origin Service Area</th>
<th>Destination Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points in the State of California</td>
<td>CA00</td>
<td>0100</td>
</tr>
<tr>
<td>Points in the States of Washington and Oregon</td>
<td>WA00, OR00</td>
<td>0200</td>
</tr>
<tr>
<td>Points in the States of Nevada and Utah</td>
<td>NV00, UT00</td>
<td>0300</td>
</tr>
<tr>
<td>Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming</td>
<td>ID00, MT00, ND00, SD00, WY00</td>
<td>0400</td>
</tr>
<tr>
<td>Points in the State of Colorado</td>
<td>CO00</td>
<td>0500</td>
</tr>
<tr>
<td>Points in the States of Arizona and New Mexico</td>
<td>AZ00, NM00</td>
<td>0600</td>
</tr>
<tr>
<td>Points in the States of Oklahoma and Texas</td>
<td>OK00, TX00</td>
<td>0700</td>
</tr>
<tr>
<td>Points in the States of Iowa, Kansas, Missouri, and Nebraska</td>
<td>IA00, KS00, MO00, NE00</td>
<td>0800</td>
</tr>
<tr>
<td>Points in the States of Michigan, Minnesota, and Wisconsin</td>
<td>MI00, MN00, WI00</td>
<td>0900</td>
</tr>
<tr>
<td>Points in the States of Illinois, Indiana, Kentucky, and Ohio</td>
<td>IL00</td>
<td>IN00</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>KY00</td>
<td>OH00</td>
</tr>
<tr>
<td>Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee</td>
<td>AR00</td>
<td>AL00</td>
</tr>
<tr>
<td></td>
<td>LA00</td>
<td>MS00</td>
</tr>
<tr>
<td></td>
<td>TN00</td>
<td></td>
</tr>
<tr>
<td>Points in the State of Florida</td>
<td>FL00</td>
<td>1200</td>
</tr>
<tr>
<td>Points in the States of Georgia, North Carolina, and South Carolina</td>
<td>GA00</td>
<td>NC00</td>
</tr>
<tr>
<td></td>
<td>SC00</td>
<td></td>
</tr>
<tr>
<td>Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia</td>
<td>DE00</td>
<td>DC00</td>
</tr>
<tr>
<td></td>
<td>MD00</td>
<td>VA00</td>
</tr>
<tr>
<td></td>
<td>WV00</td>
<td></td>
</tr>
<tr>
<td>Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania</td>
<td>CT00</td>
<td>RI00</td>
</tr>
<tr>
<td></td>
<td>MA00</td>
<td>NJ00</td>
</tr>
<tr>
<td></td>
<td>NY00</td>
<td>PA00</td>
</tr>
<tr>
<td>Points in the States of Maine, New Hampshire, and Vermont.</td>
<td>ME00</td>
<td>NH00</td>
</tr>
<tr>
<td></td>
<td>VT00</td>
<td></td>
</tr>
<tr>
<td>Points in Alaska:</td>
<td>AN00</td>
<td>2200</td>
</tr>
<tr>
<td>- Anchorage, Alaska</td>
<td>CV00</td>
<td>2201</td>
</tr>
<tr>
<td>- Cordova, Alaska</td>
<td>FB00</td>
<td>2202</td>
</tr>
<tr>
<td>- Fairbanks, Alaska</td>
<td>JN00</td>
<td>2203</td>
</tr>
<tr>
<td>- Juneau, Alaska</td>
<td>KN00</td>
<td>2204</td>
</tr>
<tr>
<td>- Ketchikan, Alaska</td>
<td>KD00</td>
<td>2205</td>
</tr>
<tr>
<td>- Kodiak, Alaska</td>
<td>PB00</td>
<td>2206</td>
</tr>
<tr>
<td>- Petersburg, Alaska</td>
<td>SA00</td>
<td>2207</td>
</tr>
<tr>
<td>- Sitka, Alaska</td>
<td>WG00</td>
<td>2208</td>
</tr>
<tr>
<td>- Wrangell, Alaska</td>
<td>Points in Canada:</td>
<td>AB00</td>
</tr>
<tr>
<td>Points in Canada:</td>
<td>BC00</td>
<td>2301</td>
</tr>
<tr>
<td>- Alberta, Canada</td>
<td>MB00</td>
<td>2303</td>
</tr>
<tr>
<td>- British Columbia, Canada</td>
<td>NB00</td>
<td>2304</td>
</tr>
<tr>
<td>- Manitoba, Canada</td>
<td>NL00</td>
<td>2313</td>
</tr>
<tr>
<td>- New Brunswick, Canada</td>
<td>NT00</td>
<td>2311</td>
</tr>
<tr>
<td>- Newfoundland and Labrador</td>
<td>NS00</td>
<td>2306</td>
</tr>
<tr>
<td>- Northwest Territory, Canada</td>
<td>ON00</td>
<td>2307</td>
</tr>
</tbody>
</table>
Note: If submitting a rate offer for an intra-state Alaska shipment, please use the service area pairs (AN00 – WG00 for Origins and 2200 – 2208 for Destinations) listed above, in lieu of the intrastate identification codes in Section 5-2.2.

### 5-2.2. Intrastate Identification Codes

<table>
<thead>
<tr>
<th>State</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points in Alaska:</td>
<td></td>
</tr>
<tr>
<td>- Anchorage, Alaska</td>
<td>AN00</td>
</tr>
<tr>
<td>- Cordova, Alaska</td>
<td>CV00</td>
</tr>
<tr>
<td>- Fairbanks, Alaska</td>
<td>FB00</td>
</tr>
<tr>
<td>- Juneau, Alaska</td>
<td>JN00</td>
</tr>
<tr>
<td>- Ketchikan, Alaska</td>
<td>KN00</td>
</tr>
<tr>
<td>- Kodiak, Alaska</td>
<td>KD00</td>
</tr>
<tr>
<td>- Petersburg, Alaska</td>
<td>PB00</td>
</tr>
<tr>
<td>- Sitka, Alaska</td>
<td>SA00</td>
</tr>
<tr>
<td>- Wrangell, Alaska</td>
<td>WG00</td>
</tr>
<tr>
<td>Alabama</td>
<td>AL00</td>
</tr>
<tr>
<td>Arizona</td>
<td>AZ00</td>
</tr>
<tr>
<td>Arkansas</td>
<td>AR00</td>
</tr>
<tr>
<td>California</td>
<td>CA00</td>
</tr>
<tr>
<td>Canadian Provinces:</td>
<td></td>
</tr>
<tr>
<td>- Alberta</td>
<td>AB00</td>
</tr>
<tr>
<td>- British Columbia</td>
<td>BC00</td>
</tr>
<tr>
<td>- Manitoba</td>
<td>MB00</td>
</tr>
<tr>
<td>- New Brunswick</td>
<td>NB00</td>
</tr>
<tr>
<td>- Newfoundland and Labrador</td>
<td>NL00</td>
</tr>
<tr>
<td>- Northwest Territories</td>
<td>NT00</td>
</tr>
<tr>
<td>- Nova Scotia</td>
<td>NS00</td>
</tr>
<tr>
<td>- Ontario</td>
<td>ON00</td>
</tr>
<tr>
<td>- Prince Edward Island</td>
<td>PE00</td>
</tr>
<tr>
<td>- Quebec</td>
<td>PQ00</td>
</tr>
<tr>
<td>- Saskatchewan</td>
<td>SK00</td>
</tr>
<tr>
<td>- Yukon</td>
<td>YT00</td>
</tr>
<tr>
<td>Colorado</td>
<td>CO00</td>
</tr>
<tr>
<td>Connecticut</td>
<td>CT00</td>
</tr>
<tr>
<td>Delaware</td>
<td>DE00</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>DC00</td>
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<tr>
<td>Florida</td>
<td>FL00</td>
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<td>GA00</td>
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<tr>
<td>Idaho</td>
<td>ID00</td>
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<tr>
<td>Illinois</td>
<td>IL00</td>
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<tr>
<td>Indiana</td>
<td>IN00</td>
</tr>
<tr>
<td>Iowa</td>
<td>IA00</td>
</tr>
<tr>
<td>Kansas</td>
<td>KS00</td>
</tr>
<tr>
<td>Kentucky</td>
<td>KY00</td>
</tr>
<tr>
<td>Louisiana</td>
<td>LA00</td>
</tr>
<tr>
<td>Maine</td>
<td>ME00</td>
</tr>
</tbody>
</table>
5-3. International Service Areas.

5-3.1. International Identification Codes.
The following codes will be used when completing electronic rate transmission record requirements as defined in Section 6.

5-3.1.1. International Country Codes.

<table>
<thead>
<tr>
<th>Country</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan – All Other Points</td>
<td>111A</td>
</tr>
<tr>
<td>- Herat</td>
<td>11HR</td>
</tr>
<tr>
<td>- Kabul</td>
<td>11KB</td>
</tr>
<tr>
<td>Albania</td>
<td>120A</td>
</tr>
<tr>
<td>Algeria</td>
<td>1250</td>
</tr>
<tr>
<td>American Samoa</td>
<td>060A</td>
</tr>
<tr>
<td>Angola</td>
<td>1410</td>
</tr>
<tr>
<td>Antigua</td>
<td>1490</td>
</tr>
<tr>
<td>Argentina</td>
<td>150A</td>
</tr>
<tr>
<td>Armenia</td>
<td>101A</td>
</tr>
<tr>
<td>Aruba</td>
<td>630A</td>
</tr>
<tr>
<td>Country</td>
<td>Code</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Australia – All other Points</td>
<td>160A</td>
</tr>
<tr>
<td>- Adelaide</td>
<td>16AD</td>
</tr>
<tr>
<td>- Brisbane</td>
<td>16BB</td>
</tr>
<tr>
<td>- Canberra</td>
<td>16CB</td>
</tr>
<tr>
<td>- Darwin</td>
<td>16DW</td>
</tr>
<tr>
<td>- Melbourne</td>
<td>16MB</td>
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<tr>
<td>- Perth</td>
<td>16PH</td>
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<tr>
<td>- Sydney</td>
<td>16SD</td>
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<tr>
<td>Austria</td>
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<tr>
<td>Azerbaijan</td>
<td>112A</td>
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<tr>
<td>Azores</td>
<td>735A</td>
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<td>Bahamas</td>
<td>1800</td>
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<tr>
<td>Bahrain</td>
<td>1810</td>
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<tr>
<td>Bangladesh</td>
<td>1820</td>
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<tr>
<td>Barbados</td>
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<tr>
<td>Belarus</td>
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<td>Belgium</td>
<td>1900</td>
</tr>
<tr>
<td>Belize</td>
<td>2270</td>
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<tr>
<td>Benin</td>
<td>103B</td>
</tr>
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*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.*
SECTION 6
FORMAT REQUIREMENTS

6-1. Format Requirements.
Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) submitting rate offers in response to this RFO MUST submit their rate offers electronically via one of the four methods identified in the Cover Letter of this Request for Offers (RFO). TSPs or RFSPs “Uploading” rate offers and not using the Transportation Management Services Solution (TMSS) rate filing screens for the creation/addition/deletion of rates offers, must adhere to the following format requirements set out in Section 6-2 below. A TSP or RFSP must have access to the “HHG Rate Filing” module in TMSS before they can create and/or upload rate offers. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs and RFSPs may use the TMSS help screens for additional assistance with rate filing. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS and the TSP or RFSP will be notified as set out in Section 1-1.6.

Important Notes on the Rate Filing Process:

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. Record type ‘H1’ is mandatory and all TSPs must file this record.
3. Record type ‘H2’ is an optional record and should be filed only by a RFSP. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
4. When the rate file preparation is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.
6-2. **Header Records.**

6-2.1. **Header Record.**

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<td>TSP’s Government Representative</td>
<td>45</td>
<td>88-132</td>
<td>Name of TSP’s authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.</td>
</tr>
</tbody>
</table>

6-2.2. **Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of TSP.**

<table>
<thead>
<tr>
<th>Record Field</th>
<th>Maximum Positions</th>
<th>Positions</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record ID</td>
<td>2</td>
<td>1-2</td>
<td>H2</td>
</tr>
<tr>
<td>RFSP Code</td>
<td>4</td>
<td>3-6</td>
<td>4 Digit Code Assigned by GSA</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>7-7</td>
<td>[backslash]</td>
</tr>
<tr>
<td>RFSP’s Name</td>
<td>45</td>
<td>8-52</td>
<td>Name of RFSP filing on behalf of the TSP</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>53-53</td>
<td>[backslash]</td>
</tr>
<tr>
<td>RFSP’s Phone Number</td>
<td>12</td>
<td>54-65</td>
<td>Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>66-66</td>
<td>[backslash]</td>
</tr>
<tr>
<td>RFSP’s Fax Number</td>
<td>12</td>
<td>67-78</td>
<td>Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>79-79</td>
<td>[backslash]</td>
</tr>
<tr>
<td>RFSP’s Email Address</td>
<td>45</td>
<td>80-124</td>
<td>Email address of Rate Filing Service Provider. This email address will be used to send the file transmission and confirmation</td>
</tr>
</tbody>
</table>
6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE  \20180101\   \12345DUNS\1234\KAnderson
H2HHGB\RATE FILING SERVICES, INC    \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

6-3. Rate Record

<table>
<thead>
<tr>
<th>Record Field</th>
<th>Maximum Positions</th>
<th>Positions</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Identifier</td>
<td>2</td>
<td>1-2</td>
<td>Enter “01” for GDTS, General Domestic Transportation Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “02” for ADTS, Agency Specific Domestic Transportation Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “03” for GDMS General Domestic Move Management Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “04” for ADMS Agency Specific Domestic Move Management Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “05” for GITS, General International Transportation Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “06” for AITS, Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS &amp; between off-shore points with FAADC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “07” for GIMS, General International Move Management Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “08” for AIMS, Agency Specific International Move Management Services; (Use this code for off-shore shipments to/from CONUS &amp; between off-shore points with FAADC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “12” for GCTS, General Containerized (Domestic Only) Transportation Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “13” for ACTS, Agency Specific Containerized (Domestic Only) Transportation Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “14” for GCMS General Containerized (Domestic Only) Move Management Services;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter “015” for ACMS Agency Specific Containerized (Domestic Only) Move Management Services.</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>3</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td>TSP Tender Number</td>
<td>4</td>
<td>4-7</td>
<td>TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).</td>
</tr>
<tr>
<td>NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>8</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td>Agency ID</td>
<td>5</td>
<td>9-13</td>
<td>Domestic: For Tender Identifier 01,03,12,14 -</td>
</tr>
<tr>
<td>ZERO FILL. For Tender Identifier 02,04,13,15 use AGENCY CODE IN SECTION 5.1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International: For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>14</th>
<th>Use a comma ( , )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin</td>
<td>4</td>
<td>15-18</td>
<td>Domestic: For Tender Identifiers 01,02,03, 04,12,13,14,15: INTERSTATE – use the ORIGIN Service Area Codes in Section 5.2.1; INTRASTATE - use the Service Area Codes in Section 5.2.2 (For intrastate Alaska, use the ORIGIN Service Area Codes in SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use Service Area Codes in Section 5-2.2 and 5.3</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>19</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>Destination</td>
<td>4</td>
<td>20-23</td>
<td>Domestic: For Tender Identifiers 01,02,03, 04,12,13,14,15: INTERSTATE - use the DESTINATION Service Area Codes in Section 5.2.1; INTRASTATE - use the Service Area Codes in Section 5.2.2 (For intrastate Alaska, use the DESTINATION Service Area Codes in Section 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>24</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>Transportation Percentage</td>
<td>4</td>
<td>25-28</td>
<td>Domestic including Alaska and Canada: For Tender Identifiers 01,02,03,04,12,13,14,15 – Linehaul/Transportation Discount: Enter the Linehaul/Transportation Discount being offered; for example: 0045 (45%) International: For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>29</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>Category 1 Vehicle</td>
<td>6</td>
<td>30-35</td>
<td>Domestic (except Alaska): price per mile; example 000050 ($0.50). International (including Alaska): Flat price per vehicle less than 300 cubic feet; example: 000975 ($975); 003900 ($3900).</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>36</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>Category 2 Vehicle</td>
<td>6</td>
<td>37-42</td>
<td>Domestic (except Alaska): price per mile; example 000050 ($0.50). International (including Alaska): Flat price per vehicle between 300–800 cubic feet; example: 000975 ($975); 003900 ($3900).</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>43</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>Category 3 Vehicle</td>
<td>6</td>
<td>44-49</td>
<td>Domestic (except Alaska): price per mile; example 000050 ($0.50). International (including Alaska): Flat price per vehicle over 800 cubic feet; example: 000975 ($975); 003900 ($3900).</td>
</tr>
</tbody>
</table>
### 6.3.1. Examples.

01,1234,00000,CA00,1400,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
02,1236,DEADC,OK00,1100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
03,1300,00000,CA00,0500,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
04,1301,FBPDC,MD00,0100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
05,1237,00000,210H,1410,0145,000975,000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM

---

<table>
<thead>
<tr>
<th>Field</th>
<th>Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage-in-Transit (SIT) Percentage</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>Domestic including Alaska and Canada:</td>
<td>4</td>
<td>51-54</td>
</tr>
</tbody>
</table>
| SIT Percentage                             |        | Domestic including Alaska and Canada: For Tender Identifiers 01,02,03,04,12,13,14,15 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%)
| International:                             |        | For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%). |
| Accessorial                                | 1      | 55                                                                          |
| Domestic including Alaska and Canada:      | 4      | 56-59                                                                      |
| Accessorial Percentage                     |        | Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%). |
| Unaccompanied Air Baggage (UAB)            | 1      | 60                                                                          |
| Domestic:                                  | 4      | 61-64                                                                      |
| Applies to Alaska and Canada shipments only: |        | Applies to Alaska and Canada shipments only: Enter the UAB percentage being offered; for example: 0045 (45%). For all points except Alaska and Canada ZERO FILL; example: 0000 |
| International:                             |        | For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%). |
| Phone Number                              | 1      | 65-65                                                                      |
| General Transportation:                    |        | Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. |
| MMS Provider:                              |        | Phone number must be a toll free number used to book shipments. |
| Facsimile Number                          | 1      | 78-78                                                                      |
| Facsimile Number that requesting customer agency may utilize to contact TSP. |
| Email Address                             | 45     | 92-136                                                                     |
| Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address. |
TIPS:
1. Rate Edit Criteria: The following is a list of the rate edit criteria used during the review and validation of TSP rate submissions to insure that the requirements as provided in this request are met.

   Missing Header Record, Must provide record type H1
   Invalid record type, Must be H1
   Valid TSP’s Government Representative must be provided
   Invalid record type, Must be H2
   RFSP’s Name must be provided
   Valid RFSP’s Email Address must be provided
   Invalid RFSP’s SCAC number
   Invalid SCAC number
   Invalid Phone Number
   Invalid Fax Number
   Email ID is required
   Invalid Move Management Phone Number
   Invalid Domestic Origin
   Invalid International Origin
   Invalid International Origin for FAADC
   Invalid Domestic Destination
   Invalid International Destination
   Invalid International Destination for FAADC
   Invalid International Route
   Invalid Domestic Service Pair Combination
   Invalid Agency Code
   Type 1,2,3,4,12,13,14,15 Records Rejected, No Domestic Transportation TPA on File
   Type 1,2,3,4,12,13,14,15 Records Rejected, TSP Not Authorized For General Domestic Transportation and/or Move Management Services
   Type 5,6,7,8 records Rejected. No International Bond on file.
   Type 5,6,7,8 Records Rejected, No International TPA on File
   Type 5,6,7,8 Records Rejected, TSP Not Authorized for International Transportation

   Domestic Records that contain rates over 100%
   (40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero
   (0)% of the rates/charges in the GRT or no charge for the service)
   Records that don’t contain valid rates for Domestic
   Records that don’t contain valid rates for International
   Suspect Alaskan and International records with auto rates > $20,000
   Suspect Alaskan records with auto rates < $5.00 (AK should be flat rate vs. cents per mile)
   Suspect Domestic records auto rates < $0.30
   Not within the TSP’s Approved Scope of Operation
   Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:
   (a) 40% offered discount means 40% of the baseline rate;
   (b) 100% offered discount means 100% of the baseline rate;
   (c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.
SECTION 7
ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission. The below information applies only to rate offer submissions when Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) are not using the Transportation Management Services Solution (TMSS) rate filing screens for the creation/addition/deletion of rate offers, but instead are manually creating rate offers to “upload.”

7-1.1. ELECTRONIC TRANSMISSION.
All electronic rate transmissions submitted in accordance with this Request for Offers (RFO) MUST be accomplished via the “Upload Rate File” function of TMSS within the TMSS HHG Rate Filing module. Non-electronic submissions will not be considered.

7-1.2. FORMAT REQUIREMENTS.
Format requirements, as set out in Section 6 must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.
In order to upload the file, it must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.
Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.
This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

<table>
<thead>
<tr>
<th>FILE NAME</th>
<th>MAXIMUM POSITIONS</th>
<th>POSTIONS</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>3</td>
<td>1-3</td>
<td>Must be HHG</td>
</tr>
<tr>
<td>TSP's SCAC</td>
<td>4</td>
<td>1-4</td>
<td><strong>RFSP</strong>: If transmitting rates on behalf of a TSP, enter TSP's SCAC.</td>
</tr>
<tr>
<td>Rate File Number</td>
<td>3</td>
<td>5-8</td>
<td>A running serial number starting with 001</td>
</tr>
<tr>
<td>Extension</td>
<td></td>
<td></td>
<td>File Extensions will NOT be supported.</td>
</tr>
</tbody>
</table>

Example of filenames:
File name where assigned SCAC has four positions: HHGABCD001 where ‘ABCD’ is the SCAC

The TSP or RFSP can send one or more files for rate filing. The TSP or RFSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.
Examples of multiple filenames for a SCAC:
TSP transmitting only one file: File Name: HHGABCD001
TSP transmitting two files: First File Name: HHGABCD001, Second File Name: HHGABCD002
TSP transmitting three files: First File Name: HHGABCD001, Second File Name: HHGABCD002, Third File Name: HHGABCD003.

If a TSP or RFSP is unsure of their firm’s SCAC or code in GSA’s CHAMP, contact GSA.

The File Naming Convention identified above MUST be strictly adhered to. If a firm submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names. Failure to do so will result in the rate offer(s) not being picked up from the TSP’s or RFSP’s Upload directory.
and/or automatic rejection of the rate offer(s). TSPs will not receive email for transmitting files with non-standard file names.

7-1.4. ACCESSING Upload Rate File Function.

In order to access the “Upload Rate File” function, a firm’s TMSS Group Administrator must first designate who will have access to this function and grant them access via TMSS. The administrator can do this by selecting the Account Information link from the main screen. This takes them to the Account Info-Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the “Allow Upload” toggle button from the available menu. They will also need to ensure that the “Rate File” toggle button is also checked. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the UpLoad Rate File Link available from the Review/Edit HHG Rates screen within the HHG Rate Filing Module.

When rate offers are ready for submission, the user will click on the Upload Rate File Link. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download. The user will then need to locate the file and then select it for upload.

7-1.4.1. UPLOAD DIRECTORY ACCESS.

Once the rate offers have been uploaded using the Upload Rate File function, the user may verify that the firm’s file was successfully transmitted. If the file doesn’t appear in the firm’s directory, the user will need to “Upload” the file again. This will only assist in verifying that the firm’s rate offer file was transferred successfully and WILL NOT verify that the contents of the firm’s rate offer file have been formatted correctly.

To access the firm’s own directory, click on the File Download link from the main menu. The user will then be taken to a directory tree. Scroll down to find the firm’s folder, which will be identified by its Standard Carrier Alpha Code (SCAC). The user will then be able access the folder and verify that the file(s) are present. NOTE: This will only allow the user to verify that the file is present in the directory. The user will need to follow the provisions of 7-1.5 below to check for error reports and acceptance of rate records in TMSS.

7-1.5. Confirming Rate Transmission.

Everyday during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated process will search the rate files uploaded that day by TSPs and RFSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP’s email address OR the RFSP’s email address if an RFSP has filed on behalf of the TSP. The email will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct email address be kept on file. Error files will be generated and placed in the firm’s directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted for the last rate offer(s) validation at 10:00pm CST validation on the closing date of November 14, 2017 or March 12, 2018. Users will need to connect to their directory via the File Download Module, using the instructions referenced in 7-1.4.1 to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with Section 1-1.7.
## Calendar Year 2016 Domestic Traffic Volume

<table>
<thead>
<tr>
<th>State/Province</th>
<th>Inbound</th>
<th>Outbound</th>
<th>Intra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta, Canada</td>
<td>17</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Alaska</td>
<td>125</td>
<td>175</td>
<td>14</td>
</tr>
<tr>
<td>Alabama</td>
<td>137</td>
<td>109</td>
<td>6</td>
</tr>
<tr>
<td>Arkansas</td>
<td>69</td>
<td>81</td>
<td>11</td>
</tr>
<tr>
<td>Arizona</td>
<td>342</td>
<td>404</td>
<td>77</td>
</tr>
<tr>
<td>British Columbia, Canada</td>
<td>36</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>723</td>
<td>817</td>
<td>222</td>
</tr>
<tr>
<td>Colorado</td>
<td>375</td>
<td>331</td>
<td>28</td>
</tr>
<tr>
<td>Connecticut</td>
<td>47</td>
<td>70</td>
<td>5</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>423</td>
<td>94</td>
<td>1</td>
</tr>
<tr>
<td>Delaware</td>
<td>16</td>
<td>21</td>
<td>2</td>
</tr>
<tr>
<td>Florida</td>
<td>428</td>
<td>507</td>
<td>61</td>
</tr>
<tr>
<td>Georgia</td>
<td>316</td>
<td>285</td>
<td>37</td>
</tr>
<tr>
<td>Iowa</td>
<td>45</td>
<td>66</td>
<td>4</td>
</tr>
<tr>
<td>Idaho</td>
<td>169</td>
<td>130</td>
<td>25</td>
</tr>
<tr>
<td>Illinois</td>
<td>187</td>
<td>251</td>
<td>9</td>
</tr>
<tr>
<td>Indiana</td>
<td>68</td>
<td>119</td>
<td>2</td>
</tr>
<tr>
<td>Kansas</td>
<td>56</td>
<td>82</td>
<td>7</td>
</tr>
<tr>
<td>Kentucky</td>
<td>71</td>
<td>97</td>
<td>8</td>
</tr>
<tr>
<td>Louisiana</td>
<td>130</td>
<td>124</td>
<td>15</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>98</td>
<td>110</td>
<td>2</td>
</tr>
<tr>
<td>Manitoba, Canada</td>
<td>7</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Maryland</td>
<td>753</td>
<td>632</td>
<td>23</td>
</tr>
<tr>
<td>Maine</td>
<td>21</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Michigan</td>
<td>133</td>
<td>161</td>
<td>12</td>
</tr>
<tr>
<td>Minnesota</td>
<td>109</td>
<td>156</td>
<td>20</td>
</tr>
<tr>
<td>Missouri</td>
<td>111</td>
<td>138</td>
<td>10</td>
</tr>
<tr>
<td>Mississippi</td>
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</tbody>
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One-Time-Only Shipments: 13
**ITGBL Local Agents**

**Country:** Afghanistan  
**Post:** Herat  
**Bureau:** SCA  

**Local Agents:**

**Post:** Kabul  
**Bureau:** SCA

1) **PAXTON International**  
House #1, Corner of Shura and Park Streets  
Karte Seh  
Kabul, Afghanistan  
POC: Wali Mohammad Wasif  
Tel: 93 (0) 70 295 329  
Cell: 0093 (0) 700 29 53 29  
Email: kabul@paxton.com  
Website: www.paxton.com

2) **MEBS Global Reach**  
Block 4, Industrial Parks, District 9  
Kabul, Afghanistan

3) **Move One**  
Pushta, Shamisi Plaza, District 4 Kabul-Afghanistan, Apartment B1  
Phone number: +93 700274374 & + 93 700 243 262  
Contact person: Mr. Richard Tagg & Mr. Ahmad Atta  
Email: richard.tagg@moveoneinc.com and ahmad.atta@moveoneinc.com

**Country:** Albania  
**Post:** Tirana  
**Bureau:** EUR

**Local Agents:**

1) **AES Cargo/ Move One**  
Rruga "Brigada e VIII"  
P. Teknoprojekt Sh.2 Ap 3/2 Nr. 33/1  
Tirana, Albania  
POC: Glenda Pajo  
Tel: 355 4 225 8103  
Cell: 355 69 206 7269  
Email: albania@moveonerelo.com

2) **AGS Tirana**  
Rruga: Llazar Xhajanka  
1027 Tirana, Albania  
POC: Genti Jacellari  
Mob: 355 69 20 86 315  
Tel, Fax: 355 44 500 617  
Email: admin-tirana@agsmovers.com

3) **Corstjens Worldwide Movers Group**  
POC: Joop Corstjens, Director Operations  
World Headquarters  
P.O. Box 71145  
1008 BC Amsterdam  
The Netherlands  
Tel: 31 20 42 63 777  
Fax: 31 20 42 63 789  
Direct Phone: 31 20 42 63 756  
Direct Fax: 31 20 42 63 757
Country: Algeria
Post: Algiers
Bureau: NEA

Local Agents:

Algeria Moving and Shipping
13 Lot Beau Sejour La Sapiniere
No. 7 Birmandreis
Algers, Algeria
POC: Mme. Ahlem Menar, GM
Tel/Fax: 213-21-56-48-53
Cell: 213-0770-415-261
algeria.mvg.shpg@hotmail.com

Master International Moving
POC: Mr AZOUZI Sofiane
Email: contact@masterinternationalmoving.com
Tel: +213661527810

Country: Angola
Post: Luanda
Bureau: AF

Local Agents:

3) TransPiramide, LDA
Travessa da Se, Ingombota
Luanda, Angola
POC: Rodrigo Celestino Junior
Tel: 244 222 396 207/ 928 149 533/ 912 519 039
Fax: 244 222 393 322
Email: inf-transpiramide@hotmail.com
for inbound shipments only, not for pack outs.

1) EMP-TRANS
Cargo Center Lds.,
Rua Gastao de Sousa Dias
Nr. 6 r/c Luanda, Angola
POC: Hugo Silva or Rodrigo Junior
Tel: 244-222-324632 or 244-222-321840
Email: cargocenter@ebonet.net

2) Africa International Removals LDA/AGS Frasers
Angola
Rua do Futungo
Bombas de gasolina de Sonangol "Mirantes"
Atras do restaurante "Girassol"
CP 5040 Luanda, Angola
POC: Mr. Gilles de Matos, Director General,
Branch Manager
Tel: (00244) 228 740 427
Cell: (00244) 923 71 46 44
Skype: manager_agsangola
Email: direction-angola@agsmovers.com
Country: Argentina
Post: Buenos Aires

Local Agents:

1) Argentina International Moving SRL
Suipacha 612, 3rd Floor Office E
1008 Buenos Aires, Argentina
POC: Daniel Oviedo
Tel: 54-11-4325-0500
Email: Argenmove@argenmove.com.ar

Transpack Argentina S.A
POC and title: Patricia Fluck Managing Director/ Luciana Ventura (Traffic Manager)
Address: Av. Bernardo Ader 2250 Munro
B1605FEF · Buenos Aires – Argentina.
Email: info@transpack.com.ar · http://redirect.state.sbu/?url=www.transpackcompanies.com.ar
Tel: Tel: +54 11 3221 6900 · Fax: +54 11 3221 6901

3) Nazareno Villa Abrille
Sales Manager
ARGENVANS Transportes Internacionales SA
Av. Santa Fe 1780 - Piso 12º - Of 1204
++54 11 4813-2000
(C1060ABQ) - Buenos Aires - Argentina
Email: http://www.argenvans.com.ar

Country: Armenia
Post: Yerevan

Local Agents:

1) Gosselin Yerevan
2/6 Gyulbekyan Street
Yerevan, Armenia
POC: Vahram Jordan
Tel: 374-10-268678/ 374-91-402445
Email: nomad@arminco.com

3) North-South Transport
4 Charentz Street, Apt. 121
Yerevan 0010, Armenia
POC: Irhan Kent
Tel: 374-10-571399
Email: irhankent@ns-trans.com
* shipping only, no packing*
## ITGBL Local Agents

**Country:** Australia

**Post:** Canberra

**Bureau:** EAP

### Local Agents:

3) Wridgways  
Kirby Holland  
E-Mail Kirby.Holland@santaferelo.com  
Ph. 02 6297 5444

2) Allied Pickfords  
Ron Doolan  
E-Mail Ron.Doolan@alliedpickfords.com.au  
Ph. 02 8868 2820

1) Grace Removals  
Rebecca Powell  
RPowell@grace.com.au  
02 6260 1344

4) Crown Relocations  
Peter Schacht  
E-Mail pschacht@crownww.com  
Ph. 02 8787 0417

5) NUSS Relocations  
Nigel Saunders  
nigelsaunders@nuss.com.au  
02 9425 4600

**Post:** Melbourne

**Bureau:** EAP

### Local Agents:

1) Allied Pickfords  
228 Greens Road, Dandenong  
Victoria, Australia 3134  
POC: Ron Gates  
Tel: 613 9797 1533  
Fax: 613 9797 1555  
Email: Ron.Gates@alliedpickfords.com.au  
**bonded facility**

1) Nuss Relocations  
148-152 Browns Road  
Noble Park North,  
Melbourne,  
Victoria, 3174  
Australia  
Tel: + 61 (03) 8793 4800  
Fax: 61 (03) 8793 4888  
Imports: Ike Deres  
Email: ikederes@nuss.com.au  
Tel: 03 8793 4800  
Exports: Ray Beard  
Email: raybeard@nuss.com.au  
Tel: 03 8793 4801  
Mob: 0413 833 039

1) Grace Removals Group  
195/201 Princess Highway, Hallam  
Victoria, Australia  
Tel: 613 9796 5155  
Fax: 613 9796 5221

1) Crown Worldwide (Aust) Pty Ltd  
118 Boundary Road  
Braeside, VIC 3195  
Australia  
Ph: 613 8586 7600  
Email: Melbourne@crownrelo.com  
Mike Curtis- mcritus@crownrelo.com  
Karen Taylor- ktaylor@crownrelo.com  
Exports- Russell Barber- email:  
rbarber@crownrelo.com  
Imports- Sarcha Thorpe- email:  
sThorpe@crownrelo.com
Local Agents:

Grace Removals
POC: Linda Liebenberg, Sales Manager
Email: lliebenberg@grace.com.au
236 Berkshire Road, Welshpool
WA 6058 Australia
Ph: +61 8 94540959

Wridgways
Chelsea Smith
Imports Manager
Wridgways The Worldwide Movers
314 Berkshire Road, Forrestfield WA 6058
Tel: +61 89359 7377
FAX: 61 89359 7378
Email: chelsea.smith@wridgways.com.au
www.wridgways.com.au

Crown Relocations
Stephen Blackwell
State Manager
39 Tomlinson Road
Welshpool WA 6106
Tel: +61 8 9351 7100
Email: s.blackwell@crownrelo.com

Allied Pickfords
John Blunsum
International Supervisor
80 Sheffield Road
Welshpool WA 6106
Phone 61-89334 5555
FAX: 61 89334 5511
Email: John.Blunsum@alliedpickfords.com.au
www.alliedpickfords.com.au
Local Agents:

Grace Removals Group
4 Tucks Road
Seven Hills NSW 2147
Australia
POC: FELIX MAGPANTAY
TEL: +61 2 9838 5639
FAX: +612 9938 5751
EMAIL:
IMPORTS: IMPORTSYD@GRACE.COM.AU
EXPORTS: EXPORTSYD@GRACE.COM.AU
** customs bonded facility**

Allied Pickfords Export:
Unit 2, 1 Foundation Place
Pemulwuy, NSW, 2145
Australia
EXPORT POC: Steven Vavdinos
Tel: +612 8868 2843
Fax: +612 8868 2811
Email: steven.vavdinos@alliedpickfords.com.au

Allied Pickfords
254 Toongabbie Rd
Girraween NSW 2145
Australia
** bonded facility **
IMPORT POC: Cathy Syfonios,
Tel: + 612 8848 8106
Fax: 61 2 9636 2466
Email: Cathy.Syfonios@alliedpickfords.com.au
Website: www.alliedpickfords.com.au

Wridgways
14 Epic Place
Villawood NSW 2163
Australia
EXPORT POC: John Santi
Tel: +61 2 9645 7700
Fax: +61 2 9644 7111
Email: John.Santi@wridgways.com.au
Website: http://www.wridgways.com.au
Import POC: Naomi Yawson,
Tel: : +61 02 9645 7738
F: +61 02 9743 8296
Email: Naomi.yawson@wridgways.com.au
** customs bonded facility**

Unigroup Worldwide UTS -
Chess Moving
13 Bessemer Street
Blacktown NSW 2148
Australia
EXPORT POC:John Peterson
Tel: 61 (02) 9671 8428
Fax: 61 (02) 9671 8485
Email: johnP@Chessmoving.com.au
IMPORT POC: Vijay Lal
Tel: 61 (02) 9671 8400
Fax: 61 (02) 9671 8485
Email: Vijayl@chessmoving.com.au
Website: www.chessmoving.com.au
**bonded facility **
Country: Austria

Post: Vienna

Bureau: EUR

Local Agents:

4) Sobolak International
Moving, Relocations
Stockerauer Strasse 161
2100 Leobendorf
Austria
POC: Reinhold Karpisek
Tel: 43 3362 691 19
Email: reinhold.karpisek@sobolak.com
** bonded facility **

2) Santa Fee
Relocation Services
Interdean Internationale Speditionges.m.b.H
(Post shipping contractor)
Eitergasse 5
A-1230 Vienna
Austria
POC: Janos Penzes
(Corporate Account Manager)
Tel: 43 1 865 4706
Fax: 43 1 865 4708
Email: janos.penzes@interdean.com
**bonded facility**

5) Zdenko Dworak Ges.m.b.H.
International Removals
Schemmerlstrasse 72
1110 Vienna
Austria
POC Mr. Boris Ceselkovski
Tel: +43 1 769 93 63
Email: ceselkovski@zdenkodworak.at

3) E. Fall
International Movers
Hans Fronius Str. 13
A-2380 Perchtoldsdorf
Austria
POC: Otto Schmideg, Manager
Tel: 43 1 865-9533
Email: otto.schmideg@e-fall.com

1) A. Kühner and Sohn GmbH
(Post shipping contractor)
Relocation Solutions
Girakstrasse 15
A-2100 Korneuburg
Austria
POC: Dr. Andreas Bauer-Kuehner
Tel: 43 2262 74544/10
Fax: 43 2262 74544/44
Email: abk@kuehner.co.at
**bonded facility**
Country: Azerbaijan  
Post: Baku

Local Agents:

3) Globalink Caspian –  
25-A Teymur Aliyev Street, English Yard Business Center,  
Baku, Azerbaijan  
Tel: +994 12 447 3111, fax: +994 12 447 30 16  
POC: Mir Junaid Ahmed, Branch Manager  
e-mail: j.ahmed@globalinkllc.com

1) Gosselin Moving Azerbaijan  
Ahad Yagubov Street 1/1, Baku Azerbaijan  
Tel: +994 12-491-23-81,  
POCs: Sabina Jafarova, Branch Manager  
e-mail: sabinaj@gosselingroup.eu  
John Braeckeveldt, Gosselin Moving-Georgia  
e-mail: JohnB@gosselingroup.eu

2) Interdean Ltd  
Nobel Ave. 15  
AZURE Business Center, Floor 8, Office 39  
Baku, Azerbaijan  
Tel: +994 12 447 4346, +994 12 448 6485/86  
POC: Mr. Vagif Samosud, e-mail:  
vagif.samosud@interdean.com  
Mobile: +994 50 210 7384

Country: Azores  
Post: Ponta Delgada  

Local Agents:

Oldemiro Cardoso Coelho & Herdeiros  
Volta do Paul, #4  
9760-512 Praia da Victoria  
Terceira, Azores  
POC: Mr. Hilario  
Tel: 295512917  
Fax: 295512943  
Email: Occpv@iol.pt ** bonded facility **

Agencia de Navegacao Oceanica, Lda.  
Av. Alvaro Martins Homen #21  
9760-412 Praia da Victoria  
Terceira, Azores  
POC: Fernando Lima  
Tel: 295512080  
Email: Fernando.lima@agoceanica.com ** bonded facility **
Country: Bahamas
Post: Nassau
Bureau: WHA

Local Agents:

3) Moving U Places
P.O. Box CB-11575
Nassau, Bahamas
POC: Miquel L. Knowles
Tel: 242-361-3872 or 242-455-8824
Email: movinguplaces@gmail.com

1) Certified Hauling
Airport Industrial Park
Windsor Road
Nassau, Bahamas
POC: Wayde Wallace Jr.
Tel: 242-603-6683 or 242-465-0051
Email: certifiedhaulingservice@gmail.com

2) A Team Logistics Bahamas Ltd.
P.O. Box CB-12261
Fire Trail Road West
Nassau, Bahamas
POC: Tiffany Moxey
Tel: 242-357-7247 or 242-463-3759
Email: ateamlogbahamas@gmail.com

4) Wide World Forwarding Ltd
P.O. Box N-460
Windsor Road
Nassau, Bahamas
POC: Martin Munroe
Tel: 242-352-3636 or 242-377-5605
Fax: 242-352-1990 or 242-377-3271
Email: martin.munroe@wideworldforwarding.com
Country: Bahrain
Post: Manama

Local Agents:
Writer Relocations Bahrain (Registered in Bahrain as Moving Systems W.L.L) Office 204, Salahhudin Center Building
Building 100
Road 402
Block 304
Manama
Kingdom Of Bahrain
P.O. Box 2431
Tel: +973-17214270, Fax: +973-17214271
Abdul Karim Nizar : Country Manager : 00973 39958481 : abdul.nizar@writercorporation.com
Simmi Joshi : Sales Manager : 00973 39957123 : simmi.joshi@writercorporation.com
Sheny Abraham : Asst Finance : sheny.abraham@writercorporation.com
Tom Pappahan : Move Coordinator : tom.pappachan@writercorporation.com
Glen Ignacio : Move Coordinator : glen.ignacio@writercorporation.com
Generic Email : writerbahrain@writercorporation.com

1) Circle Freight International
P.O. Box 5069
Manama, Kingdom of Bahrain
POC: Sunil Kumar
Tel: 973-17-735-355 or 973-17-731-904
Fax: 973-17-735-193
Email: Sunil@circlefreight.com.bh
Mr. Aleem - Military Move Supervisor Mob # (+973) 3984-8638; aleem@circlefreight.com.bh
ITGBL Local Agents

Country: Bangladesh
Post: Dhaka
Bureau: SCA

Local Agents:
M/S Cross Freight Ltd.
Address: 206/A (3rd Floor), Tejgaon Industrial Area, Dhaka-1208, Bangladesh.
Phone Number: +88 02 98 89825
Fax Number: +88 02 88 27908
Email address: sales@crossfreightbd.com
Web: www.crossfreight-bd.com
POC: Shaheen Reza
Email: shaheen.reza@crossfreightbd.com
Mobile: 01766698085
Name of Managing Director: Mahbubul Anam
Email: mahbubul.anam@crossfreightbd.com
Mobile: 01711563974

Homebound Packers and Shippers
SW(A) 26, Gulshan Avenue
P.O. Box No. GN 6052
Dhaka-1212, Bangladesh
Tel: 880-2-9887872, 9894645-46, 9894745-50
Fax: 880-2-8823416, 8823519
E-mail: henry.jacob@homeboundbd.com
Web: www.homeboundbd.com

Country: Barbados
Post: Bridgetown
Bureau: WHA

Local Agents:
1) Michael Greaves Associates
Carmichael House
Carmichael
St. George, Barbados
POC: Mr. Michael Greaves, Managing Director
POC: Mr. Karl Greaves, Operations Manager
Tel: 1-246-426-2417
Fax: 1-246-435-1847
E-MAIL: info@mgassociates.net / shipping@mgassociates.net
Ph: + (246) 426-2417
Fax: + (246) 435-1847
ITGBL Local Agents

Country: Belarus
Post: Minsk

Local Agents:

1) Calenberg Vilnius, UAB International Movers
Bukiskes, Avizieniai
LT-14182 Vilniaus raj., Lithuania
POC: Mr. Andrejus Lisovskis
Tel: 370 5 2430004
Fax: 370 5 2430005
Email: calenberg.Vilnius@takas.lt;
info@kraustymai.lt

2) Cargo Partner Ltd.
Cargo Partner (BY)LTD,
Promyshlennaja Str. 6B, office 15,
Minsk, 220075, Belarus.
POC: Olga Askolkina, Natalia Kracheva
Phone: +375 17 3462381
Fax: +375 17 3462382
Mobile: +375 29 1180790
E-mail: Natalia.Kracheva@cpartner.by
Mobile: +375 29 6484822
Email: olga.askolkina@cpartner.by

3) Corstjens Worldwide Movers Riga
Krasta 103
LV 1019 Riga, Latvia
POC: Olga Petroveca
Tel: 371 67 800 800
Fax: 371 67 800 801
Email: info.riga@corstjens.com; info@corstjens.lv;
olgap@corstjens.com

4) Interdean Moscow International Relocation
Novocheryomushkinskaya 61, Floor 3
117418 Moscow, Russia
POC: Victor Gordievich
Tel: 7 (495) 933 5232
Email: viktor.gordievich@interdean.com;
moscow@interdean.com
Minsk:
Oleg Fedorchenko
T.: +375 29 6577880
F: +375 17 2057722
E: minsk@interdean.com
interdean@tut.by

M&TM Freight LLC
220075, 6B-
1 Promyshlennaya St.
Minsk, Belarus
Phone: +375 44 797 4341
Viber: +375 99751100
WhatsApp: +375 44 797 4341
Contact person:Reiner Reints
P: +7-495-268-02-11 (ext. 164)
M: +7 (916)-812-43-61
E: reinier.reints@mtm-net.ru
w: www.mtm-moving.ru
A: 125362, str. Vishnevaya, 9, Building 1, office № 504, 5 floor BC «IMPERIAL PARK»
Moscow, Russia

Monday, July 10, 2017
Page 13 of 184
### Belgium

**Country:** Belgium  
**Post:** Antwerp  
**Bureau:** EUR  

<table>
<thead>
<tr>
<th>Local Agents</th>
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<tbody>
<tr>
<td>GOVLOG N.V.</td>
</tr>
<tr>
<td>Belcrownlaan 23 - 25</td>
</tr>
<tr>
<td>2100 Antwerp, Belgium</td>
</tr>
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### Brussels

**Country:** Belgium  
**Post:** Brussels  
**Bureau:** EUR  

<table>
<thead>
<tr>
<th>Local Agents</th>
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<tbody>
<tr>
<td>1) Government Logistics NV</td>
</tr>
<tr>
<td>Belcrownlaan 23</td>
</tr>
<tr>
<td>2100 Deurne</td>
</tr>
<tr>
<td>POC: Stephan jr. Geurts</td>
</tr>
<tr>
<td>Tel: 00.32.3.360.55.22</td>
</tr>
<tr>
<td>Email: <a href="mailto:StephanJr@govlog.be">StephanJr@govlog.be</a></td>
</tr>
<tr>
<td>3) Putters International</td>
</tr>
<tr>
<td>Erasmuslaan 30</td>
</tr>
<tr>
<td>B-1804 Gargowil-Zemst</td>
</tr>
<tr>
<td>POC: Luc Putters</td>
</tr>
<tr>
<td>Tel 00-32-2-255-80.95</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:luc.putters@putters.be">luc.putters@putters.be</a></td>
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### Belize

**Country:** Belize  
**Post:** Belmopan  
**Bureau:** WHA  

<table>
<thead>
<tr>
<th>Local Agents</th>
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<tbody>
<tr>
<td>1) Easy Move Packing</td>
</tr>
<tr>
<td>1 ½ Miles Northern Highway</td>
</tr>
<tr>
<td>Belize City, Belize</td>
</tr>
<tr>
<td>POC: Raul Pelayo</td>
</tr>
<tr>
<td>Cell: 501-602-3003</td>
</tr>
<tr>
<td>Tel: 501-203-0809</td>
</tr>
<tr>
<td>Email: <a href="mailto:easy_move_packing@live.com">easy_move_packing@live.com</a></td>
</tr>
<tr>
<td>2) Green Movers</td>
</tr>
<tr>
<td># 3 Guerrero Street</td>
</tr>
<tr>
<td>Belize City, Belize</td>
</tr>
<tr>
<td>POC: Mark Green</td>
</tr>
<tr>
<td>Tel: 011-501-662-1058</td>
</tr>
<tr>
<td>Email: <a href="mailto:greenmovers1@yahoo.com">greenmovers1@yahoo.com</a></td>
</tr>
<tr>
<td>3) MB Pariente</td>
</tr>
<tr>
<td>1053 Graduate Crescent</td>
</tr>
<tr>
<td>West Landivar</td>
</tr>
<tr>
<td>Belize City, Belize</td>
</tr>
<tr>
<td>POC: Miguel Pariente</td>
</tr>
<tr>
<td>Tel: 501-223-7833</td>
</tr>
<tr>
<td>Cell: 501-671-3779</td>
</tr>
<tr>
<td>Email: <a href="mailto:mbpariente@gmail.com">mbpariente@gmail.com</a></td>
</tr>
</tbody>
</table>
Local Agents:

CAT LOGISTICS SA
Carré 00059 M, Avlékété
2ème étage de l'immeuble SIVOTRANS - 001 BP 338
Tél: +229 21 31 05 96 / 21 31 09 34
Fax: +229 21 31 09 05
Operation Manager : Hilaire AZANDEGBE
Cel: +229 95 96 40 60 / 98 81 02 61
E-mail: h.azandegbe@catbenin.com
General Manager : Franck ABALO
E-mail: f.abalo@catbenin.com
Cel. +229 98 81 02 62
+229 95 95 65 13 ***INCOMING
SHIPMENTS ONLY

KANGOUROU LOGISTICS
C/1300 SAINTE RITA
02 BP 1163 Cotonou, Benin
Office tel (229) 96154037,
Manager: Clement GNANSOUNOU
Cell phone (229) 95 42 99 09 E-mail :
kangouroullogistics@gmail.com
***INCOMING AND OUTGOING SHIPMENTS

AEROTACTIC SARL
ZONE FRET AEROPORT DE COTONOU
04 BOX 0131 COTONOU
TEL: +229 21 30 88 20
CEL: +229 97 77 32 78
EMAIL: AEROTACT@BENINWEB.ORG

AGS FRASERS PK4 Zone Industrielle 312
Nvenamede 4021 F
Manager: Jonathan Combarieu
Email: manager-benin@agsmovers.com
Tel: (229)21335403
Cel: (229)97978333
*** No POVs
shipping FROM Benin Only
ITGBL Local Agents

Country: Bermuda
Post: Hamilton
Bureau: EUR

Local Agents:

Best Shipping
Street Address:
3 Addendum Lane
Pembroke HM 07
Bermuda

Mailing:
P.O. Box HM 335
Hamilton HM BX
Bermuda

Inbound:
Point of Contact:
Name: David Sousa
Phone: 441-294-4411
Email: dsousa@best.bm
and
Name: Christina Trott
Phone: 441-294-4415
Email: ctrott@best.bm

Outbound:
Point of Contact:
Name: David Sousa
Phone: 441-294-4411
Email: dsousa@best.bm
and
Name: Christopher Osborne
Phone: 441-294-4428
Email: cosborne@best.bm

Bonded Warehouse: Yes

Bermuda Forwarders
Street Address:
2 Mill Creek Lane
Pembroke HM 05
Bermuda
Mailing:
P.O. Box HM 511
Hamilton HM CX
Bermuda
POC:
Incoming:
Name: Toby Kempe
Phone: 441-294-6232
Email: Reloin@bermudaforwarders.com
**ITGBL Local Agents**

**Country:** Bolivia  
**Post:** La Paz  
**Bureau:** WHA

### Local Agents:

2) Express Cargo Services  
POC: Arsenio Nina  
Phone: 591 2 236-1111  
Cell: 591 719-53915  
Email: expresscargoser@entelnet.bo; anina@expresscargobolivia.com  
La Paz, Bolivia

TOTAL BOLIVIAN MOVING SRL  
POC: Carlos Ramos  
Phone 1: +591 (2) 242 3060  
Phone 2: +591 (2) 241 8582  
Email: c.ramos@tobolmoving.com  
Web: www.tobolmoving.com

3) Exprinter Liftrvans  
POC: Jackeline Cano Illanes  
Phone: 591 2 222-7861  
Email: jcano@exprinter.com.bo  
La Paz, Bolivia

BOLIVIAN MOVERS  
POC: Alvaro Orellana  
Phone: 591 2 222-1509  
Cell: 591 670 00433  
Email: aorellana@bolivianmovers.com  
Web: www.bolivianmovers.com

DO NOT USE Tisur. Only the agents noted above are approved for Bolivia.

1) Inbolpack S.R.L.  
POC: Fernando Duran  
Tel: 591 2 231-7070  
Fax: 591 2 239-2036  
Email: inbolpack.lpz@inbolpack.net  
La Paz, Bolivia
Country: Bosnia-Herzegovina

Post: Banja Luka

Local Agents:
See Sarajevo

Post: Mostar

Local Agents:
See Sarajevo

Post: Sarajevo

Local Agents:
3) Interdean Relocation Services
Sarajevo, Bosnia and Herzegovina
Put života 14, 71000 Sarajevo, BiH
Contact person: Adi Catibusic
Sales / Operations
T: + 387 33 525 143
M: + 387 63 377 561
F: + 387 33 525 143
E: adi.catibusic@interdean.com
***Bonded Facility

2) AGS Sarajevo
Luzansko Polje 7
Ilidza, Sarajevo
Bosnia – Herzegovina
POC: Mr. Jasmin Moro
Mobile: +387 61 192 086
Tel: 387 33 761 460
Fax: 387 33 761 461
E-mail:sales-sarajevo@agsmovers.com
***Bonded Facility

1) Move One ***
Ismeta Alajbegovicica Serbe 30
Stup, Sarajevo
Bosnia -Herzegovina
POC: Mr. Fuad Merzic
Mobile: +387 61 133 002
Tel: 387 33 765 195
Fax: 387 33 765 196 ***
E-mail: bih@moveoneinc.com
***Bonded Facility
**ITGBL Local Agents**

**Country:** Botswana  
**Post:** Gaborone  
**Bureau:** AF

**Local Agents:**

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>City</th>
<th>Phone</th>
<th>CTC</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR MOVE WORLDWIDE</td>
<td>UNIT H IMAGE PARK</td>
<td>GABORONE</td>
<td>392 7595</td>
<td>NIELS HENRIKSEN</td>
<td><a href="mailto:move@info.bw">move@info.bw</a></td>
</tr>
<tr>
<td>3) CROWN RELOCATIONS</td>
<td>PLOT 14387, NEW LOBATSE ROAD</td>
<td>GABORONE WEST</td>
<td>316 5253</td>
<td>STEPHEN GOULDING</td>
<td><a href="mailto:sgoulding@crownww.com">sgoulding@crownww.com</a></td>
</tr>
<tr>
<td>2) AGS FRASERS INTERNATIONAL</td>
<td>PLOT 14398, NEW LOBATSE ROAD</td>
<td>WEST INDUSTRIAL</td>
<td>392 2558</td>
<td>GERRY NAUDE</td>
<td><a href="mailto:gerry.naude@agsfrasers.com">gerry.naude@agsfrasers.com</a></td>
</tr>
<tr>
<td>1) ELLIOTT INTERNATIONAL</td>
<td>UNIT 4/B/2, PLOT 22098</td>
<td>GABORONE</td>
<td>391 2531</td>
<td>BRENT ROUSE</td>
<td><a href="mailto:brent.r@elliottmobility.com">brent.r@elliottmobility.com</a></td>
</tr>
</tbody>
</table>
ITGBL Local Agents

Country: Brazil
Post: Brasilia

Local Agents:
1) Fink Transportes S.A. ***
   STRC Trecho 2, Conjunto D lotes 1-2
   CEP: 71225-524, Brasilia DF., Brazil
   POC: Mr. Arnaldo Assis, Director
   Tel: 55 61 3233 1880
   Fax: 55 61 3233 1999
   Email: arnaldo.fink@terra.com.br
   **** following customs clearance, secure
   warehouse facility ***
   Email: finkbsb@terra.com.br
   Email: amascarenhas@fink.com.br

2) Granero Transportes Ltda.
   STRC Trecho 3, Conjunto B, Lote 4
   Brasilia DF Brazil, CEP: 71.225-500
   POC: Fausto Rocha Ribeiro, Int'l Dept. Manager
   Tel: 5561 3233 3070
   Fax: 5561 3234 2716
   Email: bsb-internacional@granero.com.br
   Website: www.granero.com.br

Post: Recife

Local Agents:
1) Transportes Frey
   Rue Carlos Pena Filho
   170 Jiquia Recife - PE 50850-030 Brazil
   POC: Antonio Gomes, Jr.
   Tel: 55-81-3428-3277
   Fax: 55-81-3428-7791
   Email: mfrey@hotlink.com.br

2) Transportes Fink
   Fernanda Viana
   Tel 5521-3410-0716
   Email fviana@fink.com.br

Post: Rio De Janeiro

Local Agents:
2) Teamwork International Moving
   Avenida Brasil, nº. 33.809 B
   Bangu, Cep: 21852-002
   Rio de Janeiro, RJ, Brasil
   POC: Jania Pirete
   Tel:(5521) 2481-2531
   Fax: (5521) 3351-3569
   jania@teamworkintl.com.br

1) Transportes Fink S.A.
   Estrada dos Bandeirantes  2.856
   Jacarepagua
   Rio de Janeiro – CEP: 22775-110
   Rio de Janeiro – Brasil
   POC: Ms. Laura Ganon, General Manager
   E-mail:lganon@fink.com.br
   POC: Ms. Marcela Britto (in/out shipments
   Supervisor)
   Tel: 55 21 3410-9715
   E-mail: mbritto@Fink.com.br
ITGBL Local Agents

Post: Sao Paulo

Local Agents:
1) Fink Transportes S.A.
Rua Cardeal Santiago Luiz Copello, 81
CEP: 05308-000 Sao Paolo - SP - Brazil
POC: Cristiane Balista, Director
Tel: 55 11 3839 5401
Fax: 55 11 3835 3366
Email: cbalista@fink.com.br
General Email: finksp@fink.com.br

Country: Brunei
Post: Bandar Seri Begawan

Local Agents:
Morley & Co. (B) Sdn. Bhd.
7A Jln Sg. Buloh II
Spg. 705, Jln Muara BU 1329
Negara Brunei Darussalam
POC: Paul Morely Charles, General Manager
Tel: 673-279-0563/ 279-0705/ 279-0569
Fax: 673-279-0563
Email: morley@brunet.bn

Country: Bulgaria
Post: Sofia

Local Agents:
1) Orbit Ltd.
International Forwarding & Moving
Member of Orphee Beinoglou Group
16, Prodan Tarakchiev Str.
1540 Sofia, Airport Area
Bulgaria
POC: Ludmil Rangelov
Central Tel.: +359 2 970 6300/400/500
Direct Tel: +359 2 970 6311,
Cell : +359 89 990 3339
Fax: +359 2 970 6333
e-mail: lrangelov@orbit.bg
hhgs@orbit.bg
www.orbit.bg

2) Matrix Relocations LLC
Building 12, Business Park Sofia
1766 Sofia, Bulgaria
Tel: +359 2 807 6633
Fax: +359 2 807 6631

POC: Dessislava Bosman
Email 1: dessislava.bosman@matrixrelo.com
Email 2: sofia@matrixrelo.com

-----------------------
Monday, July 10, 2017
Local Agents:

3) SDV – Bollore, Africa Logistics
   Mr. Michael Bassinga, Responsible Service Aerien
   32, rue de L’Unicef 01 BP 379 Ouagadougou 01
   Tel: 226-50-31-77-55, 226-50-31-12-03
   Fax: 226-50-31-25-08
   Email: michael.bassinga@bollore.com

2) TRANS’DEM
   01 BP 163 Ouagadougou 01, Sector 15 Ouaga 2000
   Rue de la Jeunesse
   Ouagadougou, Burkina Faso
   POC: Bachetta Laurent
   Tel: 226-50-37-67-30
   Fax: 226-50-37-67-31
   Email: transdem@fasonet.bf

1) AGS Worldwide Movers
   Zone du Bois, 01 BP 1767 Ouagadougou, Burkina Faso
   POC: Antoine Secretan
   Tel: 226-50-36-16-79
   Fax: 226-50-36-12-24
   Email: direction-burkinafaso@agsmovers.com
Country: Burma
Post: Rangoon
Bureau: EAP

Local Agents:

1) Crown Relocations (Crown Worldwide Movers)
   #790 (Room #702) Danathiha Center
   Bogyoke Aung San Street, Lanmadaw Township
   Yangon, Myanmar
   POC: Daw Su Htway Win, General Manager
   Tel: (951) 223 288 x702
   Fax: (951) 229 212
   Email: yangon@crownrelo.com;
       crownworldwide@mptmail.net.mm

2) Asian Tigers Mobility
   Room 504, MMG Tower
   #44/56, Kannar Road
   41st-42nd Street
   Botataung Township
   Yangon, Myanmar
   POC: Ruud J.M. von Martels, Director
   Phone: (951) 250 290
   Mobile: (959) 506 3050
   Fax: (951) 252 313
   Email: ruud.vmartels@asiantigers-myanmar.com

3) N.M.T. Ltd.
   #123 – 2nd Floor, 42nd Street
   Botataung Township
   Yangon, Myanmar
   Tel: 951-245854, 951-380389 Fax: 951-392424
   POC: Daniel RAJIV
   Email: NMT@mptmail.net.mm

4) Schenker (Thai) Ltd., Yangon Branch
   POC: Aung Kyaw Soe Thu (Branch Manager)
   #59 A, U Lun Maung Street, 7 Mile, Mayangone Tsp., Yangon, Myanmar
   Phone/Fax: +95 1 651 250, 667 686, 666 646
   Mobile: +95 9 4210 960 12
   Email: quentin.vanmeerbeeck@santaferelo.com
   Website: http://www.santaferelo.com
Country: Burundi
Post: Bujumbura

Bureau: AF

Local Agents:

2) AGS Frasers Burundi
Avenue Teza, Quartier Asiatique
BP 2762 Bujumbura, Burundi
Tel.: +257 22 24 58 04
Direct.: +257 22 24 58 05
Mobile: +257 76 934 724 / +257 78 809 801
POC: Francis LECLET
E-mail: manager-burundi@agsmovers.com
Email address for US agent contact: ITGBL-Africa@agsmovers.com

1) 2. BOLLORE AFRICA LOGISTICS (former SDV TRANSAMI)
POC: Roger Nkubito
Tel.: 00257 22 22 96 93
Fax: 00257 22 22 58 95
Cell: 00257 79 910 378
Email: roger.nkubito@bollore.com
Country: Cambodia
Post: Phnom Penh
Bureau: EAP

Local Agents:

3) JVK-NAGA Movers Ltd.
1157 National Road #2, Bldg B
Sangkat Chakangrea Leu, Khan Mean Chey
Phnom Penh, Cambodia
Tel: 855-23-216-781
Fax: 855-23-216-751
E-mail: cambodia@jvkasia.com
POC: Mark Donohoe
Tel: (855) 23 724 746
Fax: (855) 23 366 323
Email: mark.donohoe@jvkasia.com
** bonded facility **

1) Asian Tigers Transpo
International (Cambodia) Ltd.
86 Street 160
Phnom Penh, Cambodia
POC: Paul Glew, Country Director
Tel: (855-23) 880 951
Fax: (855-23) 880 952
Email: paul.glew@asiantigers-cambodia.com
Website: www.asiantigersgroup.com
** bonded facility **

4) Crown Worldwide Ltd. (Cambodia)
115-116 Street, 335, Corner 542,
Boeung Kok 2
Khan Toul Kork, Phnom Penh,
Cambodia
POC: Frank P. Kursteiner, Country Manager
Email: fkursteiner@crownrelo.com
Tel: 855-23 881 004
Fax: 855-23 884 451
Website: www.crownrelo.com
** bonded facility **

2) Circle Worldbridge International Ltd.
#104A, First floor of Hong Kong Center, Prah Sothearas Blvd.
Phnom Penh, Cambodia
POC: Mr. Sear Rithy
Tel: (855) 23 216 049
Fax: (855) 23 224 453
Email: cfi@camnet.com.kh
rithy_sear@worldbridge.com.kh
** bonded facility **
**ITGBL Local Agents**

**Country:** Cameroon  
**Post:** Douala  
**Bureau:** AF

### Local Agents:

**Post:** Yaounde  
**Bureau:** AF

**Local Agents:**

2) CODEM AGS Groupe  
Elig Edzoa Area  
Box 6900  
Yaounde, Cameroun  
POC: Herve Bax de Keating  
Tel: (237) 22 20 33 25  
Fax: (237) 22 20 33 24  
Cell: (237) 99 50 34 12  
Email: direction-yaounde@agsmovers.com

1) MAC PAC INTL  
1321 RUE CHARLES BINDZI  
B.P 1095  
YAOUNDE - CAMEROUN  
Tel: 00 237 22 20 41 74  
Fax: 00 237 22 20 41 75  
email: macpaclouis@yahoo.fr  
ATTN: MR FRANCK HERTZ OR MR ALAIN HERTZ
**ITGBL Local Agents**

**Country:** Canada  
**Post:** Calgary  
**Bureau:** WHA

### Local Agents:

1) TR Westcan Inc./Tippet-Richardson  
POC: Robert Montgomery  
TR International Division  
2905 37th Avenue NE  
Calgary AB T1Y 5Z9  
Email: robm@tippetrichardson.com  
http://www.tippetrichardson.com/  
T 403.299.9700 | F 403.299.9750 | TF 800.842.4788

2) AMJ Campbell  
POC: Barry Byman  
International Corporate Sales  
1881-120 Ave NE  
Calgary, AB T3K 0S5  
bbyman@amjcampbell.com www.amjcalgary.com  
Direct: 403.204.6230  
Bus: 403.273.1220  
Fax: 403.248.7479

3) Sstarline Overseas Moving  
NATE EDWARDS | vice president  
t: 403.720.5378 | tf: 800.267.9958 | c: 403.471.0020  
nate@hsrelogroup.com | www.hsrelogroup.com | www.starlineoverseas.com  
POC: Grace Stypka  
Starline Overseas Moving  
Direct: 780-453-0496  
Toll Free: 800-267-9958 Main: 780-453-6777  
Fax: 587-473-9014  
Email: grace@starlineoverseas.com
Local Agents:

5) Maritime Moving and Storage, Allied Van Lines
51 Thornhill Drive
Dartmouth, Nova Scotia B3B 1R9
POC: Jack Flemming, President and Owner
POC: Norman Burke, Financial Officer
Tel: 902-468-6888
Email: mduffy@amjcampbell.com

1) Burgess Transfer, United Van Lines
20 Oland Court, Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1V2
POC: Graham Burgess, Co-Owner
Tel: 902-468-2929, 1-800-565-2929
Email: graham@burgesstransfer.com

2) Premiere Van Lines, Atlas Van Lines
31 John Savage Avenue
Dartmouth, Nova Scotia B2B 2C9
POC: Jessica Brown, Senior Sales Executive
Tel: 902-468-4313
Email: jbrown@premierevanlines.com

3) Guardian Transfer and Storage, North American Van Lines
210 Joseph Zatzman Driver
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1P4
POC: Dave Taylor, President and Co-Owner
Tel: 1-800-668-1353
Email: dtaylor@guardiantransfer.com

6) Halifax Transfer and Storage, Allied Van Lines
5 Burley Court
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 2A3
POC: Margaret Gray, Sales Representative
Tel: 902-468-6683
Email: M.gray@halifaxtransfer.ns.ca

4) AMJ Campbell Van Lines, Atlas Van Lines
15 Williams Avenue
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1X3
POC: Mike Duffy, Sales Consultant
Tel 902-481-2040
Email: mduffy@amjcampbell.com

Local Agents:

2) AMJ Campbell International
1475, 55ieme avenue
Dorval, Quebec, Canada
H9P 2W3
Tel: 1 800 874 1071
POC: Eric Belanger

1) Martel Express (Montreal) INC. (Member of United Van Lines)
10105 Boul. Henri-Bourassa West
Montreal, Quebec, Canada H4S 1A1
POC: Mathieu Valade
Tel: 514-331-3311
Fax: 514-331-0303
Email: mathieu.valade@martelexpressmontreal.com
### ITGBL Local Agents

**Bureau:** WHA  
**Post:** Ottawa  

#### Local Agents:

1. **AMJ Campbell**  
   2710 Stevenage Dr  
   Ottawa, ON  
   POC: Claude Martel 613-737-0000  
   cmartel@amjint.com

2. **Outaouais Moving**  
   150 Jean Proulx  
   Gatineau, QC  
   POC: Kym Leroux 819-771-1634  
   Kym@outaouaismoving.com

3. **Campbell Moving Systems**  
   165 Iber Rd,  
   Stittsville, ON  
   K2S 0L5  
   POC: Murray Crosby murrayc@campbellmoving.ca

---

**Bureau:** WHA  
**Post:** Quebec  

#### Local Agents:

3. **CDP Inc.**  
   1010, ave. Godin  
   Quebec (Quebec) G1M 2X(  
   POC: Mr. Jacques Gobeil  
   Tel: 418-687-3830 or 1-800-663-3820  
   Fax: 418-687-4419  
   Website: http://gcdp.ca/contact/php

1. **Demenagement Ste-Foy**  
   445 Mendel Street  
   Quebec (Quebec) G1X 4B9  
   POC: Mr. Julien Richard  
   Tel: 1-800-463-2606  
   Fax: 1-418-872-2464  
   Website: http://www.demenagementstefoy.com
### Local Agents:

1) Intercontinental Van Lines  
   26 Riviera Drive, Unit #1  
   Markham, Ontario, L3R 5M1  
   POC: Tim Garside - President  
   Tel: 905-946-859 / 800-533-5247  
   Fax: 905-946-1798  
   Email: timg@intercontinentalgroup.com  
   Web-site: www.intercontinentalgroup.com

2) Global International  
   450-3 Esna Park Drive  
   Markham, Ontario, Canada L3R 1H5  
   POC: Jim Petrakos - President  
   Tel: 905-475-1990/800-230-8741  
   Fax: 905-475-9542  
   Email: jim@globalintlcanada.com  
   simeona@globalintlcanada.com

3) Royal Moving and Storage  
   2301 Royal Windsor Drive, Unit 5  
   Mississauga, Ontario Canada L5J 1K5  
   POC: John Ho, Managing Partner  
   Tel: 905-823-6655 or 1 800 667 6046  
   Fax: 905-823-9220  
   E-mail: johnho@kms-royalmoving.com

4) Armstrong Moving  
   630 Secretariat Court  
   Mississauga, Toronto, ON L5S 2A5  
   POC: Daniel Renaud  
   daniel@armmove.com  
   905-795-6780  
   Fax: 905-670-0764
# ITGBL Local Agents

## Post: Vancouver

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bandstra Moving Systems ltd</td>
<td>9920 River Drive, Richmond, BC V6X 3S3</td>
<td>POC: John Bandstra, <a href="mailto:John@bandstra.com">John@bandstra.com</a>, Office 604-273-5111, Fax 604-279-1471</td>
</tr>
<tr>
<td>Peter van den Berg</td>
<td></td>
<td>Tippet Richardson, M +1. 604.317.1934 - <a href="mailto:peterv@tippetrichardson.com">peterv@tippetrichardson.com</a></td>
</tr>
<tr>
<td>TR INTERNATIONAL DIVISION</td>
<td>8035 North Fraser Way, Burnaby (Vancouver) BC V5J 5M8</td>
<td>Tel: 604.324.5015, F 604.324.2047, TF 1-800-771-5015</td>
</tr>
<tr>
<td>Crown Worldwide Group</td>
<td>2112 Indian Fort Drive, Surrey, BC V4A 3L8</td>
<td>POC: Oleg Sverdin, Tel: (888) 531-2609, Email: <a href="mailto:Osverdlin@crownrelo.com">Osverdlin@crownrelo.com</a></td>
</tr>
<tr>
<td>Bekins World Wide Moving</td>
<td>14251 Burrows Road, Suite 101, Richmond, BC V6V 1K9</td>
<td>POC: Peter Knight, Tel: (604) 214-4444, Email: <a href="mailto:peter@bekinsworldwide.com">peter@bekinsworldwide.com</a></td>
</tr>
<tr>
<td>Williams Moving International</td>
<td>2401 United Boulevard, Coquitlam, BC V3K 5Y3</td>
<td>POC: Cynthia Making, Tel: (604) 945-2517, Email: <a href="mailto:cmaking@williamsinternational.com">cmaking@williamsinternational.com</a></td>
</tr>
<tr>
<td>Salmon’s Transfer Ltd.</td>
<td>9500 Van Horne Way, Suite 100, Richmond, B.C. V6X 1W3</td>
<td>POC: Lynne Davies-Brown, Tel: (604) 273-2921, Email: <a href="mailto:lynne@salmonstransfer.com">lynne@salmonstransfer.com</a></td>
</tr>
</tbody>
</table>

## Post: Winnipeg

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premiere Van Lines</td>
<td>1373 Spruce Street, Winnipeg, MB R3E 2V8</td>
<td>Ph: 204.925.7795, Email: <a href="mailto:wpg@premierevanlines.com">wpg@premierevanlines.com</a></td>
</tr>
<tr>
<td>AMJ Campbell</td>
<td>1333 Niakwa Road E, #12, Winnipeg, MB R2J 3T5</td>
<td>Ph: 204.654.9116, Email: <a href="mailto:info@amjwinnipegmovers.com">info@amjwinnipegmovers.com</a></td>
</tr>
</tbody>
</table>
Country: Cape Verde
Post: Praia
Bureau: AF

Local Agents:

2) TIBA - Cabo Verde
Rua Andrade Corvo num.17-2º Plateau - Praia - Santiago
POC: Ineida Garcia –email: igarcia@tibagroup.com/capeverdedesk@tibagroup.com – Tel: (238) 261-8541 and Cell: (238) 918-3815
Email: ilima@tibagroup.com/capeverdedesk@tibagroup.com Angela Rodrigues Email: arodrigues@tibagroup.com Cell:(238) 910-2262

3) Agencia Fernandes e Monteiro, Lda
Rua Serpa Pinto, nr.57 Plateau-Praia-Santiago
POC: Carla Brito/Water Serra-Manager Tel: (238) 261-9838 Mobile: (238) 993-4743
Email: afm lda@hotmail.com/geral@fernadesmonteiro.com

1) AGS Cabo Verde Mudancas LDA
24, Rua da UCCLA - Achada Sto. Antonio CP 225-A Praia, Cape Verde
POC:Yoann Lacerda Tel: 238 262 36 22
Email : manager-caboverde@agsmovers.com Website: www.agsworldwide-movers / www.agsfrasers.com

4) CV Cargo, Lda
Agente Transitario CV Cargo Cidade de Lisboa, CP-80C Fazenda- Praia Cabo Verde
POC: Hermar Silva Phone: (238) 530-9637 Cel: (238) 581-9899 Fax: (238) 261-8344 Email: hsilva@cvcargo.com
Post: Bangui

Local Agents:

4) AGS Centrafrique *
Immeuble SOCATRAF Port Amont
B.P. 1468
Bangui, Central African Republic
Tel: 236 21610182/ 75054688
Fax: 236 21611378
Email: ags-bangui@ags-demenagement.com or agsbangui@intnet.cf
* sole packing company for post

1) SDV Centrafrique **
Rue Parent, B.P. 32
Bangui, Central African Republic
Tel: 236 21614822
Fax: 236 21614278
Email: ssvbangui@cf.dti.bollor.com

2) TTCI Centrafrique **
Rue Martin Luther King
B.P. 1564
Bangui, Central African Republic
Fax: 236 21616050/ 21617751
Email: ttci_douane@yahoo.fr.

3) SCAFE **
Avenue Barthelemy Boganda
B.P. 929
Bangui, Central African Republic
Tel: 236 21619261
Email: scalebgui@yahoo.fr or liimchrist@yahoo.fr
** freight forwarders

Country: Chad
Post: N'djamena

Local Agents:

Bureau: AF
ITGBL Local Agents

Country: Chengdu
Post: Chengdu
Bureau: EAP

Local Agents:

6) UniGroup Relocation
808-2, Idealism Center, No. 38, Tianyi Street, High-Tech Zone, Chengdu, China
POC: Aimee Zhang
Tel: +86-28-8528 7058 / +86 13060022902
Fax: +86-28-8528 7078
Email: aimee_zhang@unigrouprelocation.com

3) Crown Relocations (Chengdu)
Address: Room 821, Building C, Poly Center, Jinxiu Road no.1, Wuhou District, Chengdu, China
POC: Sheryl Song
Tel: +86 28 86080361
Fax: NA
Email: ssong@crownww.com

4) JVK MAGELLAN INTERNATIONAL MOVERS LTD.,
Address: #143-9 Wulidun Dong Jie, Jinniu District, Chengdu, China.
POC: Sissi Yuan
Tel: 86-28-68068700/86-139 0809 8584
Fax: 028-68068700
Email: sissi.yuan@jvkasia.com

2) Asian Tigers K.C. Dat (China) Ltd. Chengdu office
Room 502, KEN Building, No.22, Section1, First Ring Road South, Wuhou District, Chengdu Sichuan Province,
Tel: +86 2885215526
POC: Jackson Shen
Mobile: +8615900693003
Email: jackson.shen@asiantigers-china.com

1) SINO SANTA FE INTERNATIONAL TRANSPORTATION SERVICES CO., LTD
Address: Fl. 2, Tower 3, Ascott Raffles City, Section 4, South Renmin Road, Wohou District, Chengdu, China
POC: Amanda Qiao
Tel: 86-28 85226788/86 13942095112
Email: amanda.qiao@santaferelo.com; Cristina.li@santaferelo.com; Sally.li@santaferelo.com

7) AGS Four Winds Chengdu
Address: RM 1305, Building 2-2, Sun Dynasty International Towers, No.27 South Renmin Road, Chengdu, China
POC: Lucy Luo
Tel: +86 28 8529 3491/86 13880308256
Fax: +86 28 8529 3492
Email: lucy.luo@agsfourwinds.com

5) Sirva international Freight forwarding (Shanghai) Co., Ltd., Chengdu Branch
Address: Room 1303, building 2, Dading Century Plaza, No. 387 Tianren road, High-Tech Zone, Chengdu, China 610094
POC: Rick Yuan
Tel: 86-28-85126262/86-13348855569
Fax: 86-28-8512 6449
Email: rick.yuan@serva.com or rick.yuan@alliedpickfords.com.cn
Country: Chile
Post: Santiago

Bureau: WHA

Local Agents:

DECAPACK
Contact: Andres Gonzalez Mera
Phone: +56.2 2488 10 00
E-mail: andres.gonzalez@decapack.com
Address: Claudio Arrau 9452 Pudahuel
Santiago – CHILE

REMSSA
Contact: Maria Eugenia Rojas
Phone: (562) 2775-9990
E-mail: remssa@remssa.cl
Address: Lope de Ulloa 1.885, Quinta Normal,
Santiago-Chile

WARD VAN LINES
Contact: Pablo Soffiato
Phone: (562) 2663-6700 Ext 711
E-mail: Pablo.Soffiato@wardvanlines.com
Address: Américo Vespucio 2050,
Quilicura, Santiago-Chile

UNIPACK
Contact: Luis Silva
Phone: (562) 2799-7000
E-mail: lsilva@unipack.cl; info@unipack.cl
Address: Avda. Pdte. Eduardo Frei Montalva 6070,
Quilicura, Santiago-Chile.
ITGBL Local Agents

Country: China
Post: Beijing
Bureau: EAP

Local Agents:

Asian Tigers K.C. DAT (China) Ltd.
No. 13 XinZhongXili, Room 302
Grand Rock Plaza, DongCheng District
Beijing, 100027 China
POC: Lewis Turner, General Manager ( Sales and Marketing )
Tel: 86-10-6415-1188
Fax: 86-10-6417-9579
Email: Lewis.Turner@AsianTigers-Chian.com
Web-site: www.AsianTigersGroup.com ** customs bonded warehouse **

**AGS Four Winds International Transport Service (Shanghai) Co., Ltd Beijing Branch
Address: Room 2-090, Building 5, North Block, Shou Kai Bo Jun, No. 6 Xin Dong Road, Chaoyang District, Beijing, China.
Tel: 8424 3050 Ext. 217
Fax: 8424 3059 Ext. 201
Contact: Lynette Du
Title: Customer Service Coordinator
Email: lynette.du@agsfourwinds.com

China Way International Moving & Warehousing
Add: Bldg.10, Area 2, Anhuaxili, Chaoyang District, Beijing, China 100011
Contact: Ms. Sally Zhong
Tel: 8610 6423 5750
Fax: 8610 6425 4795
Email: sally@chinawaygroup.com
Website: www.chinawaygroup.com

UniGroup Relocation- Beijing
Room 7A 16, East Wing, Hanwei Planza, No 7
Guanghua road, Chaoyang district, 100004, Beijing, China
POC: Sophia Cheng, Branch Manager
Tel: 86-10-6561-0688
Fax: 86-10-6561-6980
Email: Sophia_cheng@unigrouprelocation.com
Website: www.unigrouprelocation.com

Crown Relocations
Crown Worldwide (China) Co. Ltd.
Joshua Rose
General Manager – Central China
No. 16 Xingmao 1st Street, Tong Zhou Logistics Park Majuqiao Town,
Tong Zhou District, Beijing, China 101102
Tel : +86 10 5801-8088
Mobile: +86 156 1875 6593
Email: jrose@crownww.com
Website: http://redirect.state.sbu/?url=www.crownrelo.com

JVK Magellan International Movers, Ltd.
Room 26B, Block Two, Bauhinia court
No. 30 Dongsanhuan Beiliu Road
Chaoyang District, Beijing 100023, PR China
POC: Paul Sutton
Tel: 86-010-8762 5047
Fax: 86-010-8762 5281
Email: beijing@jvkasia.com or paul.sutton@jvkasia.com
ITGBL Local Agents

Sino Santa Fe International Transportation Services Co., Ltd.
No. 2, Street No. 8, Beijing Airport Logistics Zone
Beijing 101300 China
POC: Chad Forrest, Division Manager
Tel: 86-10-6947-0688
Fax: 86-10-6947-0699
Email: cforrest@santafe.com.cn
Website: www.santafereolo.com
bonded warehouse **

Sinotrans Beijing Company
Wang Si Ying Chaoyang
Beijing 100016 China
POC: Wan Ke, Sales Manager
Tel: 86-10-8739-9552
Fax: 86-10-8739-9360
Cell: 13911153625
Email: Wanke@sinotransbj.com
bonded warehouse **

Trans Dragon International Co.
No. 18 Dong Si Huan Zhong Lu
Beijing, China
POC: Simon Zhao
Tel: 86-10-8777-6092/6093/6094
Fax: 86-10-8777-6095
Cell: 13910713182
Email: service.1@transdragon.com.cn; service.2@transdragon.com.cn
customs bonded warehouse **

Continental International Moving
26B, BLDG B, BAUHINIA COURT,
NO. 30 DONGSANHUAN BEILU,
CHAOPYANGDISTRICT,
BEIJING, CHINA 100026
POC: MR. ZHANG QING
TEL: +86 10 8762 5110
FAX: +86 10 8762 5281
Email: info@cimmover.com or zhangqing@cimmover.com
** customs bonded warehouse **

Asian Express International Movers
Room 2908, Tower 6, SOHO New Town
88 Jiangouo Road
Beijing, China
POC: Michael Schopp
Tel: 86-10-8580-1471
Fax: 86-10-8580-1475
Cell: 13601304760
Email: mike@aemovers.com.hk
ITGBL Local Agents

Country:  China - All other points

Post:  Wuhan  Bureau:  EAP

Local Agents:

1) 武汉环球物流有限公司
   Wuhan Huanqiu Wuliu Co. Ltd
   POC Daisy Zha: 134 7602 8002 daisy.zha@my-glc.com

3) Santa Fe Relocation service, POC: Thomas Morocz
   Branch Manager – Chengdu, Nanjing & Wuhan
   Santa Fe Relocation Services
   Tel: +86 28 8522 6788 ext. 816
   Fax: +86 28 8522 6012
   Mobile: +86 176 0801 7207
   Email: thomas.morocz@santaferelo.com

AGS Wuhan Ms. Monica Lee
   email: Monica.lee@agsfourwinds.com
   Branch Manager
   Tel: +86 27 8571 7850
   Fax: +86 27 8571 5196
   Mobile: +86 139 7140 3013
   Address: Room 2028, 20/F, Zhongshan Plaza, 577 Jiefang Avenue, Wuhan, Hubei Province, 430022 China.

Crown Worldwide (China) Co. Ltd.
   Crown Building, No. 59, Lane 725-75, Sui De Road Shanghai, China 200331

   POC: Mr. Joshua Rose
   +86 21 6250 8820 (main line) ext. 699
   +86 156 1875 6593 (mobile)
   jrose@crownww.com
   www.crownrelo.com
ITGBL Local Agents

Country: Colombia
Post: Bogota
Bureau: WHA

Local Agents:

1) Aviomar S.A.
Avenida El Dorado #96 - 47
Bogota, Colombia
POC: Miguel Angel Florez, General Manager, e-mail address: mflorez@aviomar.com.co , cell Phone #: 313 293 5407 , Phone #: 555 1757
***BONDED Facility***

2) ABC Logistics Cargo's POC
Calle 24, 95-12 Bodega 45,
Parque Industrial Portos, Colombia
POC: Maria Andrea Rodriguez, President
Tel: 422 2383/ 422 2388
Fax: 422-2380
Email: marodriguez@abccargolog.com
***BONDED WAREHOUSE***

Portan S.A.
Calle 19 # 32 - 49
Bogota, Colombia
POC: Paula Colmenares, Manager
pcolmenares@portan.com
Tel: 277-0401/ 277-0441/ 565-8421/ 562-1232/ 562-1253
Fax: 562-0618

3) Aviatur S.A.
Calle 40 102-24
Bogota, Colombia
POC: Juliana Cruz
Tel: 422100
Fax: 4180584
Email: juliana.cruz@aviaturcarga.com.co
***BONDED WAREHOUSE***

Country: Congo, Republic of
Post: Brazzaville
Bureau: AF

Local Agents:

CODEM
PO Box 1280
Brazzaville, Republic of the Congo
POC: Mr. Matsiona Paul
Tel: 242 816124/ 5518374/ 6664286
Email: congo_codem@yahoo.fr

1) DEMEX
PO Box 15036
Brazzaville, Republic of the Congo
POC: Mr. Wilfride Nzouka
Tel: 242 813417/ 5218388/ 5517091
Email: demex0042000@yahoo.fr
Website: www-congo.com

SDV Congo
Avenue Felix Eboue, PO Box 2345
Brazzaville, Republic of the Congo
POC: Mr. Yvon Vancoppenalle
Tel: 242 6666156
Email: Yvon.vancoppenalle@cg.dti.bollore.com
Country: Costa Rica

Post: San Jose

Local Agents:
Adriana Montesdeoca  
Mudanzas Mundiales S.A.  
Ph (506) 2207-6936  
Central (506) 2207-6900  
E-mail amontesdeoca@gmm.cr  
www.gmm.cr

WINMOVERS. Mudanzas del Oeste, S.A.  
Address: De Multiplaza de Escazu, 800 mts norte, Complejo Attica, bodega #10.  
Phone number: 506-2215-3536  
Fax Number: 506-2215-3530  
Contact person: Edwin Obando Z. email: eobando@winmovers.com. Cel. 506-8381-6511  
Mario Escalante Z. email: mescalante@winmovers.com. Cel. 506-8812-9574  
Edwin Obando Jr. email: edwino@winmovers.com. Cel. 506-8812-8262

Fabian Ortiz  
APA Worldwide Movers  
Centro Colón Building, Suite 1-14  
San José, Costa Rica  
e-mail: fortiz@apaworldwidemovers.com or info@apaworldwidemovers.com  
Tel : (506) 2233-4785  
Cel*: (506) 8335-6464  
www.apaworldwide.com

Patricia Fuentes  
ABC Mudanzas  
Tel:(506) 2258-2400  
Toll Free USA & Canada  
1-877-750-0237  
Fax:(506) 2256-1039  
Email: pfuentes@abc-movers.com  
Skype: pfuentes70

Country: Cote D'Ivoire

Post: Abidjan

Local Agents:
Packing Service International  
G30 Rue Des Majorettes à Bietry  
07 B.P. 66  
Abidjan 07, Cote d'Ivoire  
POC: Jean Pierre Ceron, Director  
Tel: (225) 21-25-27-17  
Fax: (225) 21-25-28-13  
Email: demenagement@packing-service.com

AGS FRASERS COTE D'IVOIRE  
21 rue de l'industrie – Zone 3  
ABIDJAN  
Tel +225 21 25 73 73 / 74 74  
Email: abidjan@agsmovers.com  
POC : Guillaume DEHEM / Director : to manager- cotedivoire@agsmovers.com / Mob +225 59 59 07 67
Country: Croatia  
Post: Zagreb  
Bureau: EUR

Local Agents:

Gosselin Croatia  
Medimurska ulica 21  
10000 Zagreb  
Croatia  
POC: Zoran Bilandzija  
Phone: +385 1 5805 728  
Mob: +385 95 3908120  
E-mail: ZoranB@gosselingroup.eu

Tomić d.o.o.  
Savska cesta 141  
10000 Zagreb  
POC: Diana Tomic  
Tel: +385 1 6055148  
Fax: +385 1 6055940  
E-mail: diana.tomic@tomic-spedicija.hr

1) Zagreb-Dean d.o.o.  
XIV Podbrezje 19  
10020 Zagreb, Croatia  
POC: Mr. Nenad Leskovar  
Tel: 385-1-655-5270  
Fax: 385-1-655-5280  
Email: Zagreb-dean@zg.htnet.hr

2) AGS Zagreb  
Buzinski prilaz 21, Buzin  
10010 Zagreb, Croatia  
POC: Martin de Survilliers  
Tel: 385-1-660-8304  
Fax: 385-1-660-8155  
Email: manager-zagreb@agsmovers.com

4) Move One Zagreb  
Zupanjska 10  
10000 Zagreb, Croatia  
POC: Mr. Danijel Lackovic  
Tel: 385-1-363-6065  
Fax: 385-1-363-5157  
Email: danijel.lackovic@moveonerelo.com or moving@moveonerelo.com

Credo d.o.o.  
Vincenta iz Kastva 21  
Zagreb 10000  
POC: Piero Pejic/Jennifer Russell  
e-mail: info@credomovers.com  
Phones: 385-1-6171449; 385-98-353167

Country: Cuba  
Post: Havana  
Bureau: WHA

Local Agents:

Monday, July 10, 2017
Country: Cyprus
Post: Nicosia
Bureau: EUR

Local Agents:
1) Orbit Moving and Storage
Member of Orphee Beinogiou Group
22 KARAVOSTASIOU STREET,
DHALI INDUSTRIAL AREA, CY 2540, NICOSIA,
CYPRUS
POC: Ms. Natasha Tavoukjian
Tel: 357 22 871471 Cell:
00357 99 68 75 63
Fax: 357 22 817122 Email:
natasha@orbitcy.com
Website: www.orbitcy.com
Local Agents:

5) HrubyMOVING s.r.o.
sídlo společnosti - Kostelecká 879, 196 00 Praha 9
provozovna / korespondenční adresa - Kozomin 501, 277 45 Kozomin.
tel: 283 930 222, hrubymoving@hrubymoving.cz

POC: Mr. Jan Bayer                                 Senior
Relocation Advisor
T: +774 738 028,
F: +420 283 933 939
bayer@hrubymoving.cz
www.hrubymoving.cz

4) Move One Relocations, Prague
Vinohradska 25
120 00 Praha 2, Czech Republic
POC: Ladislav Kočárek
Tel: 00 420 233 321 406
Fax: 00 420 233 901 440
Cell: 00 420 603 563 696
Email: ladislav.kocarek@moveoneinc.com

3) Santa Fe Relocation Services(Santa Fe Reloc)
U Prioru 1076/5, 161 00 Prague 6
POC:Jan Hink, mobile 602 514 772, email: Jan.Hink@SantaFeRelo.com

2)Gosselin Worldwide Moving Group
Jeremiasová 947
155 00 Praha 5, Czech Republic
POC: Jiri Miltner
Tel: 00 420 235 520 545/6
Fax: 00 420 235 520 547
Cell: 420 603 525 286
Email: Ms. Edita Vackova,
editav@gosselingroup.eu
Mr. Jiri Miltner. jirim@gosselingroup.eu

1) AGS, International Movers, Prague
Na Jarove 2/2424
130 00 Prague 3, Czech Republic
POC: Petr Petruzela, Operation Manager, tel: +420 602 665 687, email: petr.petruzela@agsmovers.com .
Fax: 420 286 882 162
Mirko Marino Sales
Manager
Email: mirko.marino@agsmovers.com
and manager-prague@agsmovers.com

6)Voerman UTS Prague s.r.o.
Cestlice 198, 25101 Cestlice
Tel.: +420 323 602 659
Fax: +420 323 631 010
Country manager: Mr. Vadim Hristov
Email: vhristov@voerman.com
Mob.: +420 602 313 231
Website: www.voerman.com
ITGBL Local Agents

Country: Denmark
Post: Copenhagen
Bureau: EUR

Local Agents:
2) Aspire Mobility
Islevdalvej 110
2610 Rodovre, Denmark
Tel: 45 70 10 44 00
Fax: 45 44 84 92 22
Email: mobel@mobel.dk

3) Crown Relocations
Jernholmen 54-56
DK-2650 Hvidovre, Denmark
POC: Jacob Herlev Rasmussen, Account Manager
Tel: +45 7023 0620
Mobile: +45 2240 0644

1) Team Allied (Adam Transport)****** FIRST PREFERENCE******
Kanalholmen 31-33
2650 Hvidovre, Denmark
POC: Flemming Peetz-Schou
Tel: 45 36 86 00 04
Fax: 45 36 86 00 95
Email: flemming.peetz-schou@adam.dk **bonded facility**

Country: Djibouti
Post: Djibouti
Bureau: AF

Local Agents:
2) Massida Logistics
Reuben Ahronee – General Manager
Bd Cheick Osman – PO Box 661
Djibouti RDD
Tel: (253) 35 15 31
Fax: (253) 35 55 18
reuben@massida-logistics.com
info@massida-logistics.com
www.massida-logistics.com

1) ETS. MARILL
8, Rue Marchade, BP 57
Djibouti
POC: Laurent Eme, Transit Marill, Removal Department Manager
Tel 00 253 21 35 49 24
Mobile 00 253 77 82 31 18
Fax 00 253 21 35 64 64
Email : laurent.eme@groupe-marill.dj
POC Thierry Marill, Groupe Marill, Directeur General
Tel operator 00 253  21 35 11 50
Tel direct 00 253 21 35 37 31
Email: thierry.marill@groupe-marill.dj
Website: www.groupe-marill.com
ITGBL Local Agents


Local Agents:

2) La Rosa Del Monte Express  
POC: Maria Arias  
Tel: (809) 687-6620  
Email: domrep@larosadelmonte.com

1) L&G International Movers  
POC: Jose Lopez  
Tel: (809) 530-4494  
Email: jlopez@lginternationalmovers.com

3) Mudanzas del Caribe  
Winston Churchill Y14C  
Plaza Las Americas, 3rd Flr.  
Santo Domingo, Dominican Republic  
POC: Reynaldo Ruiz  
Tel: (809) 548-5420  
Fax: (809) 548-6385  
Email: c.movers@claro.net.do
## ITGBL Local Agents

**Country:** DR Congo  
**Post:** Kinshasa  
**Bureau:** AF

### Local Agents:

2) **DHL Global forwarding company**  
P.O.C: Jean Baptiste Kanku/ Gaspard Ibumbu  
Avenue de la Science  
Kinshasa Gombe  
243-817152725  
243-8171550305  
243-970035000  
Gaspard.Ibumbu@dhl.com  
Jeanbaptiste.kanku@dhl.com  
Olivier.muamba@dhl.com

5) **AGS Kinshasa**  
Kinshasa/ Limete  
P.O.C: Julien Porcher  
Email: managerkinshasa@agsmovers.com; importkinshasa@agsmovers.com  
***Packing/ Shipping/Clearing

3) **SDV Agetraf**  
Avenue Bobozo,4200  
Kinshasa Kingabwa, DRC  
Tel: 243-991004890  
P.O.C: Kevin Degraeve or Olivier Miasuekama  
Email: Kevin.degraeve@bollore.com; olivier.miasuekama@bollore.com  
***Shipping/Clearing

1) **Socodam (forwarding and packing)**  
Avenue Colonel Ebeya  
Kinshasa Gombe  
P.O.C: Dambana Jean Paul  
243-819916667  
243-819916667  
Socodam2005@yahoo.fr  
Socodamcontracting.office@yah

4) **Ets Jade**  
Avenue Akula,24  
Kinshasa Kingabwa, DRC  
Tel: 243-819505056  
P.O.C: Bijou Van Eycken  
Email: vaneyckennb@yahoo.fr; ebutab@yahoo.fr  
***Packing/ Shipping/Clearing
Local Agents:

1) JVK International Movers Ltd.
Rua Martires De Patria
Belo Timor, Block A, No. 71
Comoro
Dili, East Timor
Tel: 670-723-5784
Fax: na
E-mail: east.timor@jvkasia.com
POC: Cornelio Pacheco
Tel: 670 33 10076
Cell: 670 723 5784
Email: east.timor@jvkasia.com; cornelio@jvkasia.com

2) D&N Movers
POC: Cornelio Pacheco
D&N movers unipessoal lda
rua martires da patria,comoro Dili
Timor Leste
phone: + 670 7747 0203, +670 7718 1957 + 670 7725 7352 , + 670 7725 9711
skype: dnmovestrt
Email:
pacheco.dnmoverstlt@gmail.com; dn.moverstlt@gmail.com
ITGBL Local Agents

Country: Ecuador

Post: Guayaquil

Local Agents:

3) Global Transport
Bartolome Sanchez No. 71-69 y E. Guerrero
Panamericana Norte Km. 6 1/5 detrás de Nutrexpa
Quito, Ecuador
POC: Pablo Calero, President
Tel: (593-2) 248-0372/ 248-0406
Fax:(593-2)-247-2587
Email: pcalero.global@andinanet.net

1) INSA - International Shipping and Storage
Av. Juan Tanca Marengo Km. 3 1/2
Guayaquil, Ecuador
POC: Ing. Vicente Avalos, General Manager
Tel: (593-4) 265-8032
Email: vavalos@grupoinsa.com

2) Cayser Carga Y Servicios
Av. Juan Tanca Marengo Lm 0.5
Guayaquil, Ecuador
POC: Ing. Fernando Caicedo, General Manager
Tel: (593-4) 229-4110 / 229-5954
Fax: (593-4) 239-4403
Email: fcaicedo@cayser.net

Post: Quito

Local Agents:

1) ECUADORIAN TRANSPORT
Address: Malearte N6772, entre Av. Legarda y Occidental. Quito, Ecuador
POC: Gustavo Lopez, Manager
Tel: 011- 593 2 6034710 / 6036281
Fax: N/A
E-mail: operaciones@ecuadoriantransport.com; grace@ecuadoriantransport.com

2) GLOBAL TRANSPORT
Address: Bartolomé Sánchez N71-69 y Enrique Guerrero. Quito, Ecuador
POC: Pablo Calero, Manager
Tel: 011- 593 2 2480-372 / 406 / 2472-587
Fax: 011 – 593 2 2480-406
E-mail: cjaramillo@globallportesecuador.com

3) INTERNATIONAL SHIPPING & STORAGE – INSA
Address: Eloy Alfaro Avenue and Las Anonas corner. Quito, Ecuador
POC: Maria E. Avalos, Manager
Tel: 011- 593 2 2406065 / 066
Fax: 011 – 593 2 2406067
E-mail: mavalos@insa.com.ec

4) Premium Logistics
Tomas Charlope N47-204 yA. Zambrano
Quito, Ecuador
POC: Ing. Raul Serrano, Manager
Tel: 593 2 2234768; 593 2 2462998
Fax: 5932-244225
Email: rserrano@premiumlogistics.com.ec
ITGBL Local Agents

Country: Edinburgh
Post: Edinburgh
Bureau: EUR

Local Agents:
See agents for London.
ITGBL Local Agents

Country: Egypt
Post: Alexandria
Bureau: NEA

Local Agents:

5) Express International Group
Kilo 28, Abou Rawash Industrial Estate
Abou Rawash, Cairo, Egypt.
POC: George Nazzal
Tel.: 20-2-35391540 / 44
Fax.: 20-2-35391545 or 35391441
Vonnage: 817-7043485
E-Mail: gnazzal@expressintl.com.eg
Web-site: www.expressintl.com.eg

1) AGS FRASERS EGYPT
Section A - piece 54 - block (R)
6th division - building 54 - 9th floor - apt 91
Zahrara el Maadi - Cairo, Egypt
Email: manager@agsegypt.com
Tel: 00 20 (0) 232 813 84 65
Fax: 00 20 (0) 106 668 01 63

6) Four Winds International
11A Corniche El Nil,
Maadi, Cairo, Egypt
POC: Mrs Noreen El-Garabawy Chairman
Tel: (02) 02 3580113/3583608
Cell: (02) 010 0300 3888
Fax: (02) 02 3593605
Email: noreen@fourwinds-eg.com

2) Allied Pickfords Company - Egypt
Mr. George Kmeid
Vice-President Sales
Email: george@alliedpickfords-eg.com
Tel: +202-35390 831/2
Fax: +202-35390 383
Mobile: +2 (010) 958-0109

3) DHL Global Forwarding
36, Deliverande Street
Heliopolis, Cairo, Egypt
POC: Mrs. Amani Habashi,
Removals Department Manager
Tel: (02) 417 2040
Cell: (02) 109990286
Fax: 002 02 2910616
Email: ahamabi.habashy@dhl.com

4) United Trans Company
Mr. Adel Guirguis
General Manager
Email: trans@grpunited.net
Tel: +202 2460 33 70
Fax: +202 2460 33 80
www.grpunited.net
Local Agents:

2) Allied Pickfords Company - Egypt
Mr. George Kmeid
Vice-President Sales
Email: george@alliedpickfords-eg.com
Tel: +202-35390 831/2
Fax: +202-35390 383
Mobile: +2 (010) 958-0109

5) Express International Group
Kilo 28, Abou Rawash Industrial Estate
Abou Rawash, Cairo, Egypt.
POC: George
Nazzal Tel.: 20-2-35391540 / 44
Fax.: 20-2-35391545 or 35391441
Vonnage: 817-704385
E-Mail: gnazzal@expressintl.com.eg
Web.site: www.expressintl.com.eg

4) United Trans Company
Mr. Adel Guirguis
General Manager
Email: trans@grpunited.net
Tel: +202 2460 33 70
Fax: +202 2460 33 80
www.grpunited.net

3) DHL Global Forwarding
36, Deliverande Street
Heliopolis, Cairo, Egypt
POC: Mrs. Amani Habashi, Removals Department Manager
Tel: (02) 417 2040
Cell: (02) 10-9990286
Fax: 002 02 2910616
Email: amani.habashy@dhl.com

1) AGS FRASERS EGYPT
Section A - piece 54 - block (R)
6th division - building 54 - 9th floor - apt 91
Zahraa el Maadi - Cairo, Egypt
Email: manager@agsegypt.com
Tel : 00 20 (0) 122 813 64 65
Fax : 00 20 (0) 106 668 01 63

6) Four Winds International
11A Corniche El Nil,
Maadi, Cairo, Egypt
POC: Mrs Noreen El-Garabawy
Chairman
Tel: (02) 02 3580113/3583608
Cell: (02) 010 0300 3888
Fax: (02) 02 3593605
Email: noreen@fourwinds-eg.com
Country: El Salvador

Post: San Salvador

Bureau: WHA

Local Agents:

COMCA INTERNATIONAL
Blvd. Acero No. 12-A
Zona Industrial Merliot
Antiguo Cuscatlan
La Libertad
El Salvador, Central America

POC: Fernando N. Martinez
General Manager
Phone No. 503-2250-9300
Moving.comca@gmail.com

MUDISA (Mudanzas Internacionales, S.A. de C.V.)
Calle Chaparrastique No. 34
Zona Industrial Santa Elena
Colonia Santa Elena, Antiguo Cuscatlan
La Libertad, El Salvador, C.A.
POC: Cecilia Madrid and Lorena Sanchez
Tel: (503) 2289-3198
Email: projectmanager@mudisa.com.sv Website: www.mudisa.com.sv

Country: Equatorial Guinea

Post: Malabo

Bureau: AF

Local Agents:

Global Trans GE – Customs & Forwarding Agency
Abilio Balboa 446 – Malabo – Equatorial Guinea
M +240 222 27 32 10
e-mail commercial@globaltransge.com
Country: Eritrea
Post: Asmara

Local Agents:

55 Liberty Avenue 1t floor No .08
PO BOX 671
Asmara, Eritrea
POC: Yonas Tekie
Tel: 291-1-123688
Fax: 291-1-1120795
Email: ecfa@gemel.com.er

2) IBEX TRANS SERVICES
POC. Eyob O.Yesus
Tel : +291 1 126929  Fax: 291 1 127061
Mobile: +291 7 115891
P.O.BOX : 1643
Email : ibex@tse.com.er OR ibex_operation@gemel.com.er

1) Global Plc. Clearing & Forwarding, Packing Moving Warehouse
Blue Building No. 2
Asmar, Eritrea
POC: Ghebrekidan Kidane
Tel: 291-1-124445/ 124870
Fax: 291-1-124338
Email: global@gemel.com.er ***** PLEASE USE GLOBAL FOR ALL OUTBOUND SHIPMENTS ****

Country: Estonia
Post: Tallinn

Local Agents:

1) AVA Express OU
Peterburi Tee 46
11415 Tallinn, Estonia
POC: Rain Merisalu
Tel: 372 613 9737 or 372 514 8797
Email: rain@ava.ee or ava@ava.ee

MoveMaster OU
Parnu mnt 139E/5
11317 Tallinn, Estonia
POC: Aaro Kouts
Tel: +372 5400 5000
Email: aaro@movemaster.ee
Country: Ethiopia
Post: Addis Ababa

Bureau: AF

Local Agents:

1) Green International Movers
Addis Ababa, Ethiopia
POC: Brook Befikadu (General Manager)
Email: brook@greenint.com
Tel: 251-011-662-3682
Fax: 251-011-618-7984
Email: contact@greenint.com

2) Segon International Movers
Addis Ababa, Ethiopia
POC: Mulugeta Asefa / Tsedey Worku
Tel: 251-11-618-5942
Fax: 251-6-637815
Email: segon@telecome.net.et; segon@ethionet.et; segon.dir@ethionet.et

3) Panafric Global P.L.C.
Gambia Street, Tsige Mariam Building 2nd Floor
P.O.Box 7408
Addis Ababa, Ethiopia
Tel: +251-115-51 6250/ 7092
Tel: +251-115-15 3243
Fax: +251-115-51 5259
POC: Tesfa Dagnachew, Marketing Director
Mobile: +251-911-60 6741
Email: tesfad@panafricglobal.com
Email: panafric.global@ethionet.et
Web: www.panafricglobal.com

Country: Fiji Islands
Post: Suva

Bureau: EAP

Local Agents:

Movements International Fiji
Worldwide Shipping, Moving,
Storage & Relocation
Head Office: 9 Reservoir Rd
P.O.Box 12158, Suva, Fiji Islands
Tel: +679 3319476 / 3100271,
Tel: +679 3319479 /Mobile: +679 9922021
philippb@mifiji.com.fj
admin.mifiji.com.fj
sales@mifiji.com.fj
Skype: Suresh.mifiji
www.mifiji.com.fj

Williams & Gosling Ltd.
PO Box 79
Suva, Fiji
POC: Gina Pickering
Email: GinaP@wgfiji.com.fj
POC: Romana Andrews
Email: RomanaA@wgfiji.com.fj
Tel: 679-3312633
Web-site: www.wgfiji.com.fj
**bonded facility **
info@wgfiji.com.fj
### Local Agents:

1) Oy Victor Ek Ab
   Hyttitie 3
   00700 Helsinki, Finland
   POC: Mr. Antti Lind
   Tel: 358 9 1251 370
   Email: antti.lind@victorek.fi

2) Helsingin KTK Oy/ Master Mover
   Kankiraudantie 1
   00700 Helsinki, Finland
   POC: Arja Laitinen
   Email: arja.laitinen@helsinginktk.fi
   Email: mastermover@helsinginktk.fi
   Tel: 358-9-77787220

3) Alfa Quality Moving Oy
   Henry Fordinkatu 5 B
   00150 Helsinki, Finland
   POC: Dennis Westerholm/Managing Director, Peik Leka/Sales Manager
   Tel: 358-207-931100
   Fax: 358-207-731109
   Email: dennis.westerholm@alfamoving.fi,
   peik.leka@alfamoving.fi
   Web-site: www.alfamoving.fi
ITGBL Local Agents

Country: France

Post: Bordeaux

Local Agents:

See Paris

Post: Lille

Local Agents:

Post: Marseille

Local Agents:

1) Gosselin Worldwide Moving
   Belcrownlann 23
   2100 Deurne/Antwerp, Belgium
   POC: Werner Albrechts
   Tel: (32) 33 605 604
   Email: wernerA@gosselin.be

2) Provence Services
   94 chemin du Littoral
   13015 Marseille, France
   POC: Benoit Boulais
   Tel: (33) 491 095 030
   Fax: (33) 491 095 039
   Email: b.boulais@provenceservices.com
## ITGBL Local Agents

<table>
<thead>
<tr>
<th>Post: Strasbourg</th>
<th>Bureau: EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>See Paris</td>
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</tr>
</tbody>
</table>
## Gabon

**Country:** Gabon  
**Post:** Libreville  
**Bureau:** AF

### Local Agents:

AGS Gabon  
Z.I. Owendo  
B.P. 9161  
Libreville, Gabon  
POC: Duret Bernard, Director  
Tel: 241 07 57 96 70 or 241 07 57 75 49  
Fax: 241 70 41 56  
Email: direction-gabon@agsdemenagement.com

### Gambia

**Country:** Gambia  
**Post:** Banjul  
**Bureau:** AF

### Local Agents:

1) AGS Frasers Gambia  
59 Mamadi Manjang Highway  
PMB 422 Serrekunda Post Office  
Kanifing, The Gambia  
POC: Martial Chazeaud  
Contact email: Manager-Gambia@agsmovers.com  
Email address for US agent contact: ITGBL-Africa@agsmovers.com  
Tel: 220 437 2683  
Fax: 220 437 2524

2) Edgar Holdings Ltd.  
5 Liberation Avenue  
P.O. Box 143  
Banjul, The Gambia  
POC: Stephan Banna, Director  
Tel: 220 422 6494  
Fax: 220 422 7408  
Email: edgar@mail.gm
**ITGBL Local Agents**

**Country:** Georgia  
**Post:** Tbilisi  
**Bureau:** EUR

**Local Agents:**

1. GOSSELIN MOVING Georgia  
POC: John Braekeveldt and / or Eka Menabdishvili  
E-mail: johnb@georgia.gosselingroup.eu or ekam@georgia.gosselingroup.eu.  
TEL: +995 322 59-66-01/02/03  
FAX: +995 322 59-66-00  
Address: Didi Dighomi, 3-rd Micro-region, Tbilisi-0131, Georgia

2. GLOBALINK LOGISTICS GROUP Georgia  
POC: Manzoor Shah and /or Ia Meskhi  
E-mail: m.shah@globalinkllc.com and i.meskhi@globalinkllc.com.  
TEL: + 995 322 37-25-91/38-18-44  
FAX: +995 322 37-34-50  
Address: 14-A Shartava St., Suite 7, Tbilisi-0160, Georgia

3. INTERDEAN INTERNATIONAL RELOCATION  
Griboedov Street, 0108 Georgia  
POC: Revaz Chanturia and / or Amina Ahmedova  
E-mail: revaz.chanturia@interdean.com and amina.ahmedova@interdean.com; tbilisi@interdean.com.ge  
revaz.chanturia@interdean.com.ge  
TEL: +995 322 91-70-88  
FAX: +995 322 91-70-88  
Address: 5B N. Ramishvili St., Tbilisi-0179, Georgia
### ITGBL Local Agents

**Country:** Germany  
**Post:** Berlin  
**Bureau:** EUR

**Local Agents:**

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>4) Froesch GMBH &amp; Co. KG</td>
<td>Maerkische Allee 45, 14979 Grossbeeren, Germany</td>
<td>POC: Frank Westermann</td>
<td>Tel: 0049 (0) 33 701 / 532 60</td>
<td><a href="mailto:info.berlin@froesch.de">info.berlin@froesch.de</a></td>
</tr>
<tr>
<td>2) ITO (International Transport Organisation)</td>
<td>Damaschkestr. 31, 28308 Bremen / Germany</td>
<td>Mr. Wanja Schiefelbusch</td>
<td>Tel: +49 (0) 331-740 9072, Fax: +49 (0) 331-550 3400, Cell: +49 (0) 178-589 2005</td>
<td><a href="mailto:ws@ito-movers.de">ws@ito-movers.de</a></td>
</tr>
<tr>
<td>1) Santa Fe Relocation Services</td>
<td>Hauptstr. 07, 14979 Grossbeeren, Germany</td>
<td>POC: Christian Winkler</td>
<td>Tel:49-33701-21413, Email: <a href="mailto:Christian.Winkler@SantaFeRelo.com">Christian.Winkler@SantaFeRelo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

### Post: Bonn

**Bureau:** EUR

**Local Agents:**

### Post: Dusseldorf

**Bureau:** EUR

**Local Agents:**

See Berlin
ITGBL Local Agents

Post: Frankfurt

Local Agents:

1) Company Friedrich Kurz GmbH
Walter-Zapp-Strasse 4
35578 Wetzlar, Germany
Phone: 011-49-6441-9232-0 or 011-49-6441-9232-16
Fax: 011-49-64419232-22
Contacts are:
Barbara Galir, General Manager; Email:
Barbara.Galir@Kurz-Moving.de
PH: 011-49-6441-9232-16
Beatrix Kaup, Export; Email: Beatrix.Kaup@Kurz-Moving.de
PH: 011-49-6441-9232-18
Stephanie Kuhl, Import; Email:
Stephanie.Kuhl@Kurz-Moving.de
PH: 011-49-6441-9232-90 info@kurz-moving.de

2) Company Schmid & Kahlert GmbH & Co. KG
Peter-Sander-Strasse 38
55252 Mainz-Kastel, Germany
Contacts are:
Mr. Kahlert, General Manager; Email:
J.Kahlert@schmid-und-kahlert.de
PH: 011-49-6134-2026 27
Stefan Moll, Export/Import: Email: S.Moll@schmid-und-kahlert.de
PH: 011-49-6134-2026 34
Mr. Milo, Email: Milo@schmid-und-kahlert.de

Company BVL Bavaria Verpackungen & Logistik
Altenbachstrasse 31
63743 Aschaffenburg, Germany
Phone: 011-49-6028-99835-0 or 011-49-6028-9983511
POC: Nadia Scheffler (Move-Coordinator); email:
Nadia@b-v-l.com
Szymon Hurkacz ; email:
Szymon@b-v-l.com
General email address: Contact@b-v-l.com

Post: Hamburg

Local Agents:
See Berlin

Post: Leipzig

Local Agents:
See Berlin
Local Agents:

2) Interdean Relocation Services GmbH
Branch Office Munich
Lerchenstraße 26 – 28
80995 Munich
Point of contact:
Thomas Angermann
E-mail address:
Thomas.Angermann@interdean.com
Phone:
+49 89 143 8650   switch board
+49 89 143 865 23  direct line
Fax number:
+49 89 143 865 71

1) Schmid and Kalhler GmbH & Co. KG
Siemenstrasse 12a
85716 Unterschleissheim/Muenchen
POC: M. Lauer
Tel: 49 49 3190 810
Fax: 49 49 3190 8129
Email:m.lauer@schmid-und-kahlert.de
Country: Ghana  
Post: Accra  

Local Agents:

1) AGS (Frasers International) Ghana
Managing Director, THIBAULT MALEZIEUX +233
244 310 221
Email: manager-ghana@agsmovers.com
Spintex Road-East Legon
P.O. Box CT.1323, Cantonments, Accra, Ghana.

POC: THIBAULT MALEZIEUX
Email: manager-ghana@agsmovers.com
Email: import-ghana@agsmovers.com
Email: export-ghana@agsmovers.com

2) DOXA WORLDWIDE MOVERS LTD
Official/Group email address:  - doxavl@yahoo.com
/ doxavanlines@gmail.com
Contact person & tel. # for Documents: - Matthew Ackun - 0244263999 / 0207056074
Jacob Tampuri- 0203001178
Contact person & tel. # for Export: - Matthew Ackun 0244263999 / 0207056074
Gideon Adatsi -0277316118
Contact person & tel. # for Import: - Matthew Ackun -0244263999 / 0207056074
Jacob Tampuri - 0203001178
Contact person & tel. # for Invoices/Payments:
Bernard Arthur Tey - 0243425809
Matthew Ackun -0244263999 / 0207056074

3) UT Logistics
2nd floor, Dennis House Building
PMB 193, Tema
Ghana, West Africa
M: (+233) 202 640259
Email: servicedesk@ut-logistics.com
Website: www.ut-logistics.com
Official/Group email address: servicedesk@ut-logistics.com
Contact person & tel. # for Documents, Export, Import and Invoices/Payments: Ms Fidelia Otchere, +233-202-640259

4) Worldwide Movers Ghana Ltd
Mailing Address: PO Box CT10216, Cantonments, Accra, Ghana
Physical Address:
PSB Plaza, 3rd Floor
Plot #87 Spintex Rd.
Accra, Ghana
+233 302-971-258
http://www.worldwidemoversafrica.com/ghana.html
Grant Jones:
grant.wwmf@icloud.com
+233 260-840-559
5) Bbold Logistics Ghana Limited
Address: P.O.Box CO1008, Tema
Country, Ghana
Main Phone Number: +233 (303) 216979
Main Fax Number: +233 (303) 211478
Main Point of Contact: Claud Fifi Cobbold
Email: info@bboldlogistics.com;
claud@bboldlogistics.com

Imports:
Contact Person: Mandy Asmah
E-Mail Address:
mandy@bboldlogistics.com
Phone Number: +233 (303) 216979
Fax Number: +233 (244) 769196

Exports:
Contact Person: Claud Fifi Cobbold
E-Mail Address:
claud@bboldlogistics.com
Phone Number: +233 (303) 216979
Fax Number: +233 (244) 290043

Invoice Questions:
Contact person: Edwin Cobbold
E-Mail Address:
Edwin@bboldlogistics.com
Phone Number: +233 (243) 441327
Fax Number: +233 (303) 211478

After Hours/Emergency Contact
Contact Person: Maxwell Cobbold
E-Mail Address:
maxwell@bboldlogistics.com
Phone Number: +233 (303) 216979
Mobile Number: +233 (272) 211111 & 221111
**ITGBL Local Agents**

**Country:** Greece  
**Post:** Athens  
**Bureau:** EUR  

**Local Agents:**

4) ATTICA MOVERS LTD  
19 SYNGROU AVENUE  
ATHENS/ 11743 GREECE  
TEL. 0030-210-9216773  fax. 0030-210-9222395  
You may contact me, DIMITRA KOTSANIDOU  
email: dkotsanidou@atticamovers.gr

1) Orphee Beinoglou International Forwarders SA  
27th km Old National Road Athens-Korinth  
Elefsinia Location  
GR-19200 Elefsina/Athens  
S.B. (0030) 210 9466 100 (ext. 302 & 303 & 312)  
FAX: (0030) 210 55 41 035  
Cell.: (0030) 695.5-190.888  
POC: Lina Dekouli  
E-mail: ldekouli@beinoglou.gr

3) Matrix Relocations Ltd  
26 Skoufa str.,  
10673 Athens Greece  
Tel.: 30 211 800 0660  
Fax: 011 30 210 6104493  
POC: Mr. S. Michos  
Email: sergios.michos@matrixrelo.com  
itgbl@matrixrelo.com

2) Celebrity Int'l Movers  
102 Kapodistriou Av.,  
14235 N. Ionia  
Tel.: 011 30 210 2720103  
Fax: 011 30 210 2720105  
POC: Mrs. Marissa Tejada Benekos  
Email: marissa@celebrity.gr
**Local Agents:**

3) Orphee Beinoglou International Forwarders SA  
27th km Old National Road  
Athens-Korinth  
Elefsinia Location  
GR-19200 Elefsina/Athens  
S.B. (0030) 210 9466 100 (ext. 302 & 303 & 312)  
FAX : (0030) 210 55 41 035  
Cell. : (0030) 695.5-190.888  
POC: Lina Dekouli  
E-mail: ldekouli@beinoglou.gr

4) ATTICA MOVERS LTD  
19 SYNGROU AVENUE  
ATHENS/ 11743 GREECE  
TEL. 0030-210-9216773 fax. 0030-210-9222395  
You may contact me ,DIMITRA KOTSANIDOU  
email dkotsanidou@atticamovers.com

1) Matrix Relocations Ltd  
26 Skoufa str.,  
10673 Athens Greece  
Tel :+30 211 800 0660  
Fax : 011 30 210 6104493  
POC : Mr. S. Michos  
Email : sergios.michos@matrixrelo.com  
itgbl@matrixrelo.com

2) Celebrity Int'l Movers  
102 Kapodistriou Av.,  
14235 N. Ionia  
Tel : 011 30 210 2720103  
Fax : 011 30 210 2720105  
POC : Mrs. Marissa Tejada Benekos  
Email : marissa@celebrity.gr

---

**Country:** Grenada  
**Post:** St. George's  
**Bureau:** WHA

**Local Agents:**

1) St. Louis Services  
PO Box 311, The Carenage  
St. George's, Grenada  
POC: Mr. Phinsley St. Louis  
Tel: (473) 440-2921  
Email: stlouiservices@spiceisle.com

2) George's Agency and Traders  
Tanteen Terrace  
St. George's, Grenada  
POC: Mr. Anthony George  
Tel: (473) 440-9042; 440-6678  
Email: gat@spiceisle.com
**ITGBL Local Agents**

**Country:** Guangzhou  
**Post:** Guangzhou  
**Bureau:** EAP

**Local Agents:**

2) Asian Tigers Mobility  
Room 1707, New Ploy Tower  
No. 2 Zhong Shan Liu Road  
Guangzhou, China  
POC: Sarah Lee  
Email: sarah.lee@asiantigers-china.com  
Tel: (8620) 8666-2655  
Fax: (8620) 8667-8944

3) Santa Fe Relocation Services  
Room 1308, West Tower  
Yongcheng International Commercial Center  
Tiyu East Road  
Tianhe District  
Guangzhou 510620, China  
POC: Thomas Morocz  
Email: Thomas.Morocz@santafe.com  
Tel: (8620) 3887-0630  
Fax: (8620) 3887-0629

1) AGS Four Winds International Movers  
Room 705, R & F Golden Jubilee Business Center  
No. 5 Fuchang Road  
Haizhu District  
Guangzhou, China  
POC: Kenny Zheng  
Email: Kenny.zheng@agsfourwinds.com  
Tel: (8620) 8363-3735  
Fax: (8620) 8363-4356

**Country:** Guatemala  
**Post:** Guatemala City  
**Bureau:** WHA

**Local Agents:**

1) Swiss Global Movers  
3 Calle 6-70, zona 13  
Pamplona  
Guatemala City, Guatemala  
POC: Liliana Salguero  
Tel: 502-2259-0600  
Fax: 502-2472-3413  
Email: liliana.salguero@cropa.com.gt  
Website: www.cropa.com.gt

3) Intermud  
20 Avenue 18-01; Zona 11  
Guatemala City, Guatemala  
POC: Patrick Heinimann / Patricia Gonzalez  
Tel: 502 2415 6815  
Fax: 502 2415 6825  
Email: intermud@intermud.com  
Web-site: www.intermud.com
Country: Guinea

Post: Conakry

Local Agents:

2) AGS FRASERS GUINEE
POC: Michel GIOVANNUCCI
TEL: 00 224 62 35 72 73
00 224 63 40 72 73
Email: manager-Guinee@agsmovers.com
Email address for US agent contact: ITGBL-Africa@agsmovers.com

3) DHL Global Forwarding
POC: Mr. Boubacar Toure, Logistics and Fret Supervisor
Tel: (00224) 30 41 48 90
Cell: (00224) 64 40 03 04
Email: Boubacar.toure@dhl.com

1) Soguifret, Guinee
POC: Mr. Ibrahima Kalil Beret, General Director
Tel: (00224) 30 47 70 36
Cell: (00224) 64 22 41 34/ 60 25 61 19
Email: sogifret@sotelgui.net.gn

Country: Guinea-Bissau

Post: Bissau

Local Agents:

2) Transit Fret (Transfret):
AGENCE GUINEE BISSAU
RUA General Omar Torrijo
No. 33 Bissau
Tel: +245 20 74 05
Fax: +245 20 74 06
EMAIL: Transfret@yahoo.ca

1) AGS Frasers Senegal
Av. Malick Sy
BP: 2704 - Dakar, Senegal
POC: Jean Noel Boulnois
Tel: 221 822 54 30
Cell: 221 637 72 80
Email: tdicasal@orange.sn

Country: Guyana

Post: Georgetown

Local Agents:

1) Guyana Overseas Traders
1 Victoria Road
Sparendaam
Plaisance, East Coast Demerara
POC: Horace Wilson
Tel: 592-222-5552
Fax: 592-222-5553
Email: Guyotrad@networksgy.com
**ITGBL Local Agents**

*Country:* Haiti  
*Post:* Port-au-Prince  
*Bureau:* WHA

**Local Agents:**

2) CONCORDE WORLDWIDE MOVERS  
7, Rue Garnier  
Bourdon, Haiti  
Tel: 509-2813-7457; 3657-2660  
USA 1-646-233-1260  
POC: Mr. Reynald Lally / Jean Eddy Jeanniton  
Email: concordeoffice@gmail.com & concordehaiti@gmail.com  
rlally@concordehaiti.com  
Jean Eddy Jeanniton  
Email: (jpjmuchpowers@gmail.com)

1) EMBALLAGE ADVENTISTE  
Diquini 63, Carrefour, Haiti  
Email: info@emballageadventiste.com  
POC: Mr. Delide Meme  
Tel: 509-2813-1376 / 77  
Cell phone: 509-3759-3128

*Country:* Holy See  
*Post:* Vatican City  
*Bureau:* EUR

**Local Agents:**

See Rome, Italy.

*Country:* Honduras  
*Post:* Tegucigalpa  
*Bureau:* WHA

**Local Agents:**

2) Airlift International  
Boulevard Suyapa (100 mts. North of Emisoras Unidas)  
Tegucigalpa, Honduras  
POC: Mario Nunez Lacayo  
Tel: (504) 2233-0485; (504) 9992-2576  
Email: mnunez@mudanzasairlift.com; areyes@mudanzasairlift.com

1) Mundanzas Gamundi  
Colonia Las torres Km. 5  
Carretera al Batallon  
Comayaguela, Honduras  
POC: Susana Gamundi de Villars  
Tel: (504) 2233-2060; (504) 9990-2710  
Email: sgamundi@grupogamundi.com ** customs bonded facility **

3) Mudanzas International  
Edificio Internacional  
Boulevard Suyapa (frente la UNAH)  
POC: Maritza Rodriguez de Lacayo  
Tel: (504) 2239-1901; (504) 2239-1903  
E-mail: mudintl@yahoo.com  
info@mudanzasinternational.hn
Local Agents:

4) Santa Fe Relocation Services  
18 / Floor C.C Wu Building  
302-8 Hennessy Road  
Wanchai, Hong Kong  
POC: Mr. Franko Yu  
Tel: (852) 2833-2522  
Email: fyu@santafe.com.hk  
Website: www.santaferelo.com

1) Asian Tigers K.C. Dat Ltd.  
Suite 1702, 3 Lockhart Road  
Wanchai, Hong Kong  
POC: Lorretta Woo or Lydia Cheung  
Tel: 852-2528-1384  
Fax: 852-2529-7443  
Email: lorretta.woo@asiantigers-hongkong.com  
Email: lydia.cheung@asiantigers-hongkong.com

2) Crown Relocations  
Crown Worldwide Building  
9-11 Yuen On Street  
Siu Lek Yuen, Shatin, Hong Kong  
POC: Mr. Bruce Fox  
Tel: (852)2636-8353  
Email: bfox@crownrelo.com
Country: Hungary

Post: Budapest

Bureau: EUR

Local Agents:

1) ISanta Fe Relocations Kft.
   H-1211 BUDAPEST, Szállító u. 6. (2nd floor)
   POC: Anthony Heszberger
   Tel: (361) 888-6750
   Fax: (361) 277-2877
   Email: Anthony.Heszberger@SantaFeRelo.com
   Email: Andrea.Laskovics@SantaFeRelo.com
   Website: www.santaferelo.com

2) Move One Hungary
   Office address: 1117 Budapest, 11th district, Neumann
   Janos u 1/E, 5th floor
   Email: budapest@moveoneinc.com
   Phone: +361 266 0181

4) AGS Budapest
   Hunyadi Janos ut 162
   1116 Budapest, Hungary
   POC: Ingrid Lamblin
   Tel: 36 1 204 8674
   Fax: 36 1 204 8670
   Cell: 36 70 370 8902
   Email: manager-budapest@agsmovers.com

Gosselin Mobility Hungary
   Liliom Utca 1/B FSZT 3
   1094 Budapest
   Hungary
   Zsolt Sarandi
   General Manager
   Tel. +36 1 261 2651
   FAX.+36 1 260 1055
   CELL.+36 309 324127
   E-mail. ZsoltS@gosselingroup.eu
   WEB www.gosselinmobility.eu

Country: Iceland

Post: Reykjavik

Bureau: EUR

Local Agents:

1) Propack - Pókkun og Flutningar
   Smíssöhöfði 1
   110 Reykjavik, Iceland
   POC: Mr. Víðar Petursson
   Tel: (354)-587-9700
   Fax:(354)-587-9705
   Email: propack@propack.is
Local Agents:

AGS Four Winds India  
Third Floor,  
51 1st Main Road, Gandhi Nagar, Chennai, India  
Jefferson  
4886  
Tel: +91 44 4205  
Mr. Ivan  
Mobile: +91 99 620 27973  
Email address: manager-india-chennai@agsfourwinds.com

4) M/s Clintus Network, Mtd.  
Khasra No. 3321 Chattarpur  
New Delhi, India  
POC: Mr. Dinesh Joshi, Director  
Tel: 91-11-26803874/75/76/77/78/79  
Cell: 9810155741

1) Govias & Govias  
International Packers, Movers and Custom House Agent  
Catholic Centre Annexe  
Old #64, New #108, Armenian Street  
Chennai 600 001 India  
POC: Mr. Gratian or Mr. Fredrick  
Tel: 91-044-25362598; 91-044 42161599; 91-044-25382192  
Fax: 91-044-25382030  
Email: Gratian@goviasgroup.com; Fredrick@goviasgroup.com  
Email: Govias@md2.vsnl.net.in  
** bonded facility **

2) Allied Lemuir Pvt. Ltd.  
A.L. Movers Ltd.  
48/3a, Majestic Studio Complex  
Saligramam  
Chennai 600 093 India  
POC: Mr. B. Jayakumar, Regional Manager  
Tel: 91-044-23766091; 23763173/ 23766091  
Fax: 91-044-23766091  
Email: Jai.jumar@alliedlemuir.com

3) M/s Mithals International  
F-3/7, Okhla Industrial Area, Phase - 1  
New Delhi - 110020 India  
POC: Mr. Anil Mithal, Director; Mr. Jagdish Tacker, General Manager  
Tel: 9111 26817185/26371618/19/20  
Cell: 9810018484 (Mithal); 9810004080 (Tacker)  
Fax: 9111 26817186
Local Agents:

Santa Fe Moving Services Pvt. Ltd.
1st Floor, Plat No. 287/A,
Road No. 12, Banjara Hills
Hyderabad
Tel: +91 40 6610 1198 Mob :(91) 9704577177
pravesh.kumar@santafe.in

Govias & Govias / G. M. Govias & Sons
Int'l Packers & Movers/ Customs House Agent
Catholic Center Annex, Armenian Street
CHENNAI – 600 001
Contact : Mr. Fredric Govias, General Manager
fredrick@goviasgroup.com
gratian@goviasgroup.com
Tel : + 91 – 44 – 25382418 / 25382192 – BOARD
Tel : + 91 – 44 – 42161599 – DIRECT
Fax : + 91 – 44 – 25382030

Crown Relocations
Mr. Saikat Pal, Branch Manager
Babu Khan Mall, Somajiguda,
Hyderabad, India
saikatpal@crownww.com
http://www.crownrelo.com
Direct Line: +91 040 40059304
Mobile: +91 0 9949822173

1) AGS/Four Winds International Movers
Gopal Industries, Plot No. 19
IDA, Balangar, Hyderabad - 500037
T- Ravindran, Branch Manager
Boardline: +9123074593
Contact Person: T- Ravindran
Cell No. : + 91 9177830001
t-ravindran@agsfourwinds.com
sailaja.jonnalagadda@agsfourwinds.com

Writer Relocations
6-56/2/1, Opp. I.D.P.L. Factory
Balanagar, Hyderabad, India- 500 037
Boardline: +914023771834/1678/1095
Contact Person: Mr. Shathis
Cell No. : +91 9160017421
Contact Person: Ms. Preeti
Cell No. :91 9160017416
preeti.manvi@writercorporation.com
rsatish.kumar@writercorporation.com
www.writercorporation.com
Local Agents:

1) Writers Relocations
1/1 Central Plaza, 2/6 Sarat Bose Road
Kolkata 700020, West Bengal, India
POC: Mr. Indranil Gupta, Deputy General Manager
Tel: 91 33 24858653/54/55/56
Fax: 91 33 24756189
Email: indranil.gupta@writercorporation.com
Website: www.writercorporation.com

2) P.M. Relocations (Pvt) Ltd
P.M. Relocations Pvt. Ltd.
CZ-34, SCE-B, Metropolitan Society, Canal South Road,
Kolkata - 700105, West Bengal, India
POC: Utsab Paul, Branch Manager
Email: utsab.p@pmrelo.com
Phone: +91-33-32571152, 033-2323 2082
Fax: +91-33-2323 2081
Hand Phone: +91-98310 89317
Visit us at: www.pmrelocations.com

Crown Worldwide Movers Pvt Ltd
C/O Manas Flour Mill Ltd, Dankuni
Durgapur Expressway
P.O. Dankuni Coal Complex Township
Dist. Hooghly
West Bengal 712310
India

Corporate Service Manager: Ms. Gargi Ray
Tel: 91 33 2659 4554
Cel: 91 85 8406 2747
Email: groy@crownrelo.com
Local Agents:

Writer Relocations
105, Dr. B Ambedkar Road
Mumbai 400 033, India
POC: Prajakta Date
Cell: +91-9619487323
Tel: +91-22-6617 0112
Email: prajakta.date@writercorporation.com
Website: www.writercorporation.com

M/s. Titan Sea & Air Services Pvt. Ltd.
301/311, Gokul Arcade – ‘B’, Subhash Road,
Vile Parle (East), Mumbai - 400 057, India
POC: M. Jagannath Rai or M. Shekhar
Tel: 91 22 40543999/ 40543925
Fax: 91 22 40543990
Email: mjrai@tsaspl.com or
shekhar.rai@tsaspl.com

M/s Star Worldwide Movers Pvt. Ltd. Mumbai
Unit 16 - a a, Narayan Plaza Off
Saki Vihar Road
Chandivali Road, Andheri East
Mumbai - 400072
POC: Manali Bhagat/Rahul Mulki
Email: manali@starww.com / rahul@starww.com

IGL Relocation (A Division of Interport Global
Logistics Pvt. Ltd.)
Company POC: Purnima Parmeshwaran
Email : purnima@iglrelocation.com
Contact numbers:
Operator:+91 22 2222 6666 (100 Lines) Ext:661
Direct +91 22 21581861
Fax : +912221581642/43
Mobile : +91 80808-34820
Company address:
IGL Relocation
501, Bhoomi Velocity Infotech Park, Plot No. 39,
Road No. 23, Wagle Ind.
Estate, Thane (W) 400604 INDIA
www.interportglobal.com
www.iglrelocation.com

AGS Four Winds India Pvt Ltd.
402 The Ambience Court,
plot no 02, Sector 19-D,
Vashi, New Mumbai :: 400 703
Maharashtra INDIA
Tel :: 91 022 65306900/02265306903
Fax:- 91 022 65306900
Contact person:- Mr. Vineet Walimbe. (Branch
Manager)
Email ID:- vineet.walimbe@agsfourwinds.com
Mobile number :- 91 9920906670.
Local Agents:

3) Clintus Network - LIMITED
Khasra No. 332, Chattarpur
New Delhi, India
POC: Mr. Dinesh Joshi
Tel: 91-11-26803876, 26803879.
Cell: 9810155741
FAX: 91-11-26802631, 26802616.
Email: clintus@del12.vsnl.net.in

2) AGS Four Winds International Movers
D 84/2 Okhla Industrial area Ph I
New Delhi 110 020
POC: Ms. Payal Singh, Director
Tel: 91 11 4336 7336
Cell: 91 98 111 10061
Fax: 91 11 26 81 00 08
Email: payal.singh@agsfourwinds.com

1) Star Worldwide Movers Pvt. Ltd.
13/7 Main Mathura Road
Faridabad, India
POC: Mr. Atul Mithal; Ms. Aulina Sood; Ms. Deepanjali Verma
Tel: 9811054595; 0129 4093200
Sood: 9810066981; 0129 4093200
Verma: 9650272624; 0129 4093208
(Mithal)
Email: deepanjali@starww.com;
aulinamithal@starww.com
almithal@starww.com

4) Writer Relocations
34/1-7, Kherli Daula, 42 Milestone
NH-8, Gurgaon 12201
Haryana, India
Tel: 91-0124-262-6000 or 91-0124-2214197 (direct line)
Cell: 91 9654990203
parveen.kumar@writercorporation.com

P.M. Relocations Pvt. Ltd.
Plot No. 61, Sec-18
Gurgaon 122015, Haryana, India
Tel: +91-124-4551400
President and CEO: Aakanksha Barghava
Email: aakanksha@pmrelo.com
Web: www.pmrelocations.com
**ITGBL Local Agents**

*Country:* Indonesia  
*Post:* Jakarta  
*Bureau:* EAP

**Local Agents:**

1) Supra Raga Transport (SRT) PT.  
Ritra Building, 3rd Floor  
JL Warung Buncit Raya No. 6  
Jakarta 12740, Indonesia  
POC: Muad Suleman or Mr. Ananda  
Tel: (62) (021) 798-2220  
Fax:(62) (021) 798-2205  
Email: removal-div@srt.co.id  
Website: www.srt.co.id

2) Santa Fe Indonusa, PT (Santa Fe Relocation Services)  
Jl. Karanggan Muda Raya No.59  
Gunung Putri 16961  
Bogor, INDONESIA  
POC: Doug Slusher  
Tel: (62) (21) 2961 2990  
Cell: (62) 816 190 2830  
Fax: (62) (21) 2961 2991  
Email: Doug.Slusher@santaferelo.com / idsales@santaferelo.com  
Website: www.SantaFeRelo.com

3) Asian Tigers Lane Moving & Storage (PT. Citra Air)  
Kawasan Industri Gudang Taman Tekno  
Biok C, No.2, Sektor XI, Bumi Serpong Damai  
Tangerang-Jakarta, 15314, Indonesia  
POC: Dan Brod and Bill Lloyd  
Phone: +62 21 7561999  
Fax: +62 21 7800013, 7800749  
Email: dan.brod@asiantigers-indonesia.com  
ria.raviola@asiantigers-indonesia.com  
bill.lloyd@asiantigers-indonesia.com  
Website: www.AsianTigersGroup.com

4) AGS Four Winds Indonesia  
Menara Bidakara 2, Level 10 unit 3  
Jl. Jend. Gatot Subroto Kav. 71-73  
Pancoran, Jakarta 12870, Indonesia  
POC : Masayu Retnosari  
Email : masayu.retnosari@agsfourwinds.com  
Tel : +62 21 8370 8395  
Fax : +62 21 8370 8391  
Website: www.agsfourwinds.com

5) PT. Pacific Removindo (Allied Pickfords Indonesia)  
Jl. TB Simatupang kav. 89  
Tanjung Barat, Jakarta 12530, Indonesia  
POC: Deborah Minicola, or Arditama  
Email: deborah.minicola@alliedpickfords.co.id  
arditama@alliedpickfords.co.id  
Tel : +62 21 7807851  
Fax : +62 21 7824205  
Mobile: +62 81 1175 2769 (Deborah Minicola)  
+62 81 2106 2515 (Arditama)  
Website: www.alliedpickfords.co.id
## ITGBL Local Agents

4) PRIMA INTERNATIONAL CARGO (PIC) PT
Prima Graha
Jalan Warung Jati Timur No. 4-6
Warung Buncit
Jakarta Selatan – 12740
Indonesia
POC: Muad Suleman or Ade Ardian
Mobile: +62 816 744850 (Muad Suleman)
Mobile: +62 813 80762070 (Ade Ardian)
Office: +62 21 7900083
Fax: +62 21 7949120
Email: ams.ho@prima-logistic.com
Email: ade.jkt@prima-logistic.com
Website: www.prima-logistic.com

<table>
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<th>Post</th>
<th>Medan</th>
<th>Bureau: EAP</th>
</tr>
</thead>
</table>

**Local Agents:**

2) Santa Fe Indonusa, PT (Santa Fe Relocation Services)
Cilandak Commercial Estate, Building 208
Jl. Raya Cilandak KKO
Jakarta 12560 INDONESIA
POC: Doug Slusher
Tel: (62) (021) 789-2033
Cell: (62) 816 190 2830
Fax: (62) 789-2034
Email: sales@santaferelo.co.id;
dslusher@santaferelo.co.id
Website: www.SantaFeRelo.com

<table>
<thead>
<tr>
<th>Post</th>
<th>Surabaya</th>
<th>Bureau: EAP</th>
</tr>
</thead>
</table>

**Local Agents:**

1) Supra Raga Transport (SRT) PT.
Ritra Building, 3rd Floor
JL Warung Buncit Raya No. 6
Jakarta 12740, Indonesia
POC: Muad Suleman or Mr. Ananda
Tel: (62) (021) 798-2220; 798-2215
Fax: (62) 798-2205; 798-2188
Email: removal-div@srt.co.id or ananda@srt.co.id
or srt-ho@srt.co.id
Website: www.srt.co.id
Country: Iraq

**Post:** Baghdad

**Local Agents:**

Paxton International  
Al Kindy Hay, Section 215  
Street #14, House #29  
Baghdad, Iraq  
Email: iraq@paxton.com

---

Desert Road CCS Ltd.  
Address: Iraq, Baghdad, Baghdad International AirPort, Cargo Village  
POC: Hazim Mithael, Operations Director  
phone: 001 210 396 2008  
phone : 00964 (0) 790 198 6142  
e-mail : operations@desertroad.net

---

**Post:** Basrah

**Local Agents:**

Paxton International  
Al Kindy Hay, Section 215  
Street #14, House #29  
Baghdad, Iraq  
Email: iraq@paxton.com

---

**Post:** Erbil

**Local Agents:**

3) DHL International B.S.C. (c)  
Erbil, Ankawa  
Tel(1): +973 36061439  
Tel(2): +973 17335005  
Email: Emilio.Pereira@dhl.com

---

1) Paxton International  
413 Ishtar, Ankawa  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.com

---

2) Desert Road Ltd  
Baghdad International Airport  
Baghdad  
Email: operations@desertroad.net  
Tel(1): 001 210 396 2008

---

**Post:** Kirkuk

**Local Agents:**

Paxton International  
Italian Village, House #591  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.com

---

**Post:** Mosul

**Local Agents:**

Paxton International  
Italian Village, House #591  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.co
ITGBL Local Agents

Country: Ireland
Post: Dublin
Bureau: EUR

Local Agents:

1) Moveplus Limited,
Atlantic House,
Kill,
Co. Kildare.
P.O.C. Robert Gilbert/Rhona Dorris
Tel: 00-353-45-886-311
E-Mail: Rhona.dorris@moveplus.ie
rob.gilbert@moveplus.ie

2) Arpin International,
6B Elm House,
Millennium Business Park,
Naas,
Co. Kildare.
POC: Dee Hulse/Natasza Przybylska
Tel: 00-353-45-875-926
E-Mail: dhulse@arpinintl.ie
nprzybylska@arpinintl.ie

3) The Household Moving Company Ltd.,
Units 14-15, Block 13A,
Ashbourne Business Park,
Co. Meath.
POC: Brian Carroll
Tel: 353-1-849-9266
Cell: 353-87-282-699
Email: brian@hhm.ie
ITGBL Local Agents

Country: Israel  
Post: Jerusalem  
Bureau: NEA

Local Agents:

Ocean Relocation
Address: Yakum Post, Yakum 60972, Israel
Tel: 972-9-955-3456, Fax: 972-9-951-4321,
www.oceanrelocation.com
POC's -  
Drenger mobile 052-3691911, eran.drenger@oceanrelocation.com
Dana Will Drenger mobile 052-3691913, dana.drenger@oceanrelocation.com
Sophia Kasterin off. tel. 09-971-2012, mob. tel. 052-327-9923,
sophia.kasterin@oceanrelocation.com
Simaw Pasternak, mobile tel. 052-3279924, Sima.pasternak@oceanrelocation.com
General Email: sales@oceanrelocation.com,

Globus
Address: 7 Habosem Street, Industrial Center
Ashdod, PO Box 1230, 77610, Israel.
Tel. 972-8-932-4222, Fax. 972-8-942-8526, www.globus-intr.co.il
POC's –
Lior Sanderowitz / liors@Globus-Intr.co.il
972-529408682
Ofer Grinberg / oferg@globus-intr.co.il
972-52-6845418

A. Univers Transit Ltd.
Address: 15, Hadarim Street, Ashdod 77613, Israel
Tel. 972-8-8563145, Fax 972-8-8563387, www.univers-transit.co.il
POC: Ilan Rebibo mobile 054-4226268 a_rebibo@univers-transit.co.il
Amnon Kertes Mobile 054-499-2838 amnonk@univers-transit.co.il
or sales3@univers-transit.co.il

Sonigo
Address: 6, Bnei Darom Industrial Area, P.O.B 4068, Ashdod 7714001, Israel
Tel: 972-8-6111-222, Fax: 972-8-6111-223, www.sonigo.com
POC's -  
Mantinband mobile 052-611-9670, Shmuel@Sonigo.com,
Joe Semel mobile 052-611-9669, joe@sonigo.com,
Local Agents:

1) Globus  
Address: 7 Habosem Street, Industrial Center  
Ashdod, PO Box 1230, 77610, Israel.  
Tel. 972-8-932-4222, Fax. 972-8-942-8526,  
www.globus-intr.co.il  
POC’s  
– Ofer Greenberg off. tel. 972-8-932-4261, mobile  
52-6845418, marketing21@globus-intr.co.il  
- Ella Yankilevich, off. tel. 08-9324255 mobile  
052-6845295, import6@Globus-Intr.co.il

2) Ocean Relocation  
Address: Yakum Post, Yakum 60972, Israel  
Tel: 972-9-955-3456, Fax: 972-9-951-4321,  
www.oceanrelocation.com  
POC’s - Eran Drenger mobile 052-3691911,  
eran.drenger@oceanrelocation.com  
Dana Will Drenger mobile 052-3691913  
dana.drenger@oceanrelocation.com  
Sophia Kasterin off. tel. 09-971-2012, mob. tel. 052-327-9923,  
sophia.kasterin@oceanrelocation.com  
Sima Pasternak, mobile tel. 052-3279924,  
sima.pasternak@oceanrelocation.com  
General- Email: sales@oceanrelocation.com,

3) Sonigo  
Address: 6, Bnei Darom Industrial Area, P.O.B  
4068, Ashdod 7714001, Israel  
Tel: 972-8-6111-222, Fax: 972-8-6111-223,  
www.sonigo.com  
POC’s - Shmuel Mantinband mobile 052-611-9670,  
shmuel@Sonigo.com Joe Semel  
mobile 052-611-9669, jo@sonigo.com

4) A. Univers Transit Ltd.  
Address: 15, Hadarim Street, Ashdod 77613,  
Israel  
Tel. 972-8-8563145, Fax 972-8-8563387  
www.univers-transit.co.il  
POC: Ilan Rebibo  
Mobile 054-4226268 a_rebibo@univers transit.co.il  
Amnon Kertes  
Mobile 054-499-2838 amnonk@univers- 
transit.co.il or  
sales3@univers-transit.co.il
## ITGBL Local Agents

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<tr>
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<tr>
<td>50041 Calenzano, Florence, ITALY</td>
<td></td>
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<tr>
<td>POC: Pilo Sergio</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tel: 39 055.88.77.967</td>
<td></td>
<td></td>
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<tr>
<td>Fax: 39 055.88.78.50</td>
<td></td>
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</tr>
<tr>
<td>Email: <a href="mailto:firenze@gondrand.it">firenze@gondrand.it</a></td>
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<tr>
<td>Fracassi</td>
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<tr>
<td>Via S. Spirito 11</td>
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<tr>
<td>50125 Florence, Italia</td>
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<tr>
<td>POC: Adamo Nencini</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tel: 39 055.28.35.97/28.93.40</td>
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<tr>
<td>Fax: 39 055.21.47.71</td>
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</tr>
<tr>
<td>Email: <a href="mailto:a.nencini@fracassishipping.com">a.nencini@fracassishipping.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.fracassishipping.com">www.fracassishipping.com</a></td>
<td></td>
<td></td>
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<tr>
<td>Bolliger SPA</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Via Fosso della Magliana, 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00148 Roma - Italy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph. +39 06.65.68.81</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fax +39 06.65.57.133</td>
<td></td>
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<tr>
<td><a href="mailto:bolliger@bolligerroma.it">bolliger@bolligerroma.it</a></td>
<td></td>
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</tr>
<tr>
<td>POC: Simonetta Cialani, email: <a href="mailto:simonetta@bolligerroma.it">simonetta@bolligerroma.it</a></td>
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<tr>
<td>Bolliger SPA</td>
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<tr>
<td>Via Piave 26/30</td>
<td></td>
</tr>
<tr>
<td>20016 Pero (Milano-Italy)</td>
<td></td>
</tr>
<tr>
<td>Phone: +39 02844721 Fax +39 0289501233</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:bolliger@bolligermilano.com">bolliger@bolligermilano.com</a></td>
<td></td>
</tr>
<tr>
<td>Franzosini</td>
<td></td>
</tr>
<tr>
<td>Via Tommaso Edison, 209</td>
<td></td>
</tr>
<tr>
<td>20019 Settimo Milanese</td>
<td></td>
</tr>
<tr>
<td>Ph +39022640320</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:Franzosini.milano@franzosini.it">Franzosini.milano@franzosini.it</a></td>
<td></td>
</tr>
<tr>
<td>Global Moving srl</td>
<td></td>
</tr>
<tr>
<td>Via Cristoforo Sabbadino 163</td>
<td></td>
</tr>
<tr>
<td>00143 Ponte Galeria - Roma, Italy</td>
<td></td>
</tr>
<tr>
<td>PH: +39 0666182971</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:info@Globalmoving.it">info@Globalmoving.it</a></td>
<td></td>
</tr>
<tr>
<td>Poc: Mr Fabiano D’Annibale</td>
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## ITGBL Local Agents

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<tr>
<td>Naples International Moving Company Srl</td>
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</tr>
<tr>
<td>Zona Industriale ASO SUD</td>
<td></td>
</tr>
<tr>
<td>CAP 80125 Mar Gianise Caserta</td>
<td></td>
</tr>
<tr>
<td>POC: Giacomo Orlando</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:info@naplesinternational.it">info@naplesinternational.it</a>;</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ugosanso@naplesinternational.it">ugosanso@naplesinternational.it</a></td>
<td></td>
</tr>
<tr>
<td>Tel: +39 3665850810</td>
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<tr>
<td><strong>Franzosini Sud S.R.L.</strong></td>
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<tr>
<td>International Forwarders and Movers</td>
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<tr>
<td>Via delle Repubbliche Marinare, 109</td>
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<tr>
<td>Naples, Italy</td>
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<tr>
<td>POC: Luca Bosco</td>
<td></td>
</tr>
<tr>
<td>Tel: 39 081 752 05 40/ 559 06 88</td>
<td></td>
</tr>
<tr>
<td>Fax: 39 081 752 08 63</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:info@franzosinisud.it">info@franzosinisud.it</a></td>
<td></td>
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<tr>
<td>Website: <a href="http://www.franzosinisud.it">www.franzosinisud.it</a></td>
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<tr>
<td><strong>GOSSELIN ITALIA srl</strong></td>
<td></td>
</tr>
<tr>
<td>Strada Provinciale – Zona ASI</td>
<td></td>
</tr>
<tr>
<td>81030 Gricignano d'Aversa (CE)</td>
<td></td>
</tr>
<tr>
<td>P.IVA 01248780031</td>
<td></td>
</tr>
<tr>
<td>POC: Christophe Geurts</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:christopheg@gosselingroup.it">christopheg@gosselingroup.it</a></td>
<td></td>
</tr>
<tr>
<td>Mobile: +39 348 6053524</td>
<td></td>
</tr>
<tr>
<td>Bracale Mariano</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:marianob@gosselingroup.it">marianob@gosselingroup.it</a></td>
<td></td>
</tr>
<tr>
<td>Ph: 081 5028164</td>
<td></td>
</tr>
<tr>
<td>Mobile: +39 393 3533486</td>
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<table>
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<tr>
<td>AYS AT YOU SERVICE S.r.l.</td>
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</tr>
<tr>
<td>Via delle Querce snc – Loc. Castagnetta</td>
<td></td>
</tr>
<tr>
<td>00071 Pomezia (Roma)</td>
<td></td>
</tr>
<tr>
<td>POC: Massimo Santori</td>
<td></td>
</tr>
<tr>
<td>Ph.: +39-06-9122-600</td>
<td></td>
</tr>
<tr>
<td>Fax: +39-06-9182-1718</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:m.santori@ayssrl.eu">m.santori@ayssrl.eu</a></td>
<td></td>
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<tr>
<td>Bolliger Roma S.P.A.</td>
<td></td>
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<tr>
<td>Via del Fosso della Magliana, 12</td>
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</tr>
<tr>
<td>00148 Rome, Italy</td>
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</tr>
<tr>
<td>POC: Dr. Clement Bolliger</td>
<td></td>
</tr>
<tr>
<td>Ph.: +39-06-6568-8302</td>
<td></td>
</tr>
<tr>
<td>Fax: +39-06-655-7133</td>
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<tr>
<td>Email: <a href="mailto:Cb@bolligerroma.it">Cb@bolligerroma.it</a></td>
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<td>Zumstein S.r.l.</td>
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<tr>
<td>Via Albert Einstein, 12</td>
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<tr>
<td>00015 Monterotondo (Rome), Italy</td>
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<tr>
<td>POC: Paola Roffi / Elsa Zumstein</td>
<td></td>
</tr>
<tr>
<td>Ph.: +39-06-9069-696</td>
<td></td>
</tr>
<tr>
<td>Fax: +39-06-9069-729</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:paola@zumstein.it">paola@zumstein.it</a></td>
<td></td>
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<tr>
<td><a href="mailto:elsa@zumstein.it">elsa@zumstein.it</a></td>
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<tr>
<td>De Vellis Moving &amp; Storage</td>
<td></td>
</tr>
<tr>
<td>Via Volturso, 7</td>
<td></td>
</tr>
<tr>
<td>00185 Rome, Italy</td>
<td></td>
</tr>
<tr>
<td>Ph.: +39-0775-89881</td>
<td></td>
</tr>
<tr>
<td>Fax: +39-0775-8988211</td>
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</tr>
<tr>
<td>POC: Fabrizio Simi</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:Fabrizio.Simi@devellis.it">Fabrizio.Simi@devellis.it</a></td>
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<tr>
<td><a href="mailto:Christian.Devellis@devellis.it">Christian.Devellis@devellis.it</a></td>
<td></td>
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<tr>
<td><a href="mailto:Ivan.Devellis@devellis.it">Ivan.Devellis@devellis.it</a></td>
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</table>
Country: Jamaica
Post: Kingston

Local Agents:
B.L. Williams International Ltd.
48 - 52 Second Street
Port West, Kingston 13 Jamaica
POC: Ted Muschett or Arleen Sewell
Tel: 876-923-4846; 923-1974
Fax: 876-923-9491/2
Email: export@blwilliams.com
Web-site: www.blwilliams.com
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<tr>
<td>Company</td>
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<tr>
<td>&quot;Fukuoka Soko Co. Ltd.</td>
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<tr>
<td>19-19 Okihama-Machi, Hakata-ku</td>
<td></td>
</tr>
<tr>
<td>Fukuoka-Shi 812-0031 Japan</td>
<td></td>
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<tr>
<td>POC: Ms. Yuko Ishido,</td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
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</tr>
<tr>
<td><a href="mailto:ishido2y@fukuokasoko.com">ishido2y@fukuokasoko.com</a></td>
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</tr>
<tr>
<td>Tel: 81-92-281-0077</td>
<td></td>
</tr>
<tr>
<td>Fax: 81-92-281-0804</td>
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<tr>
<td>Email: <a href="mailto:mori@fukuokasoko.com">mori@fukuokasoko.com</a></td>
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<tr>
<td>Website: <a href="http://www.fukuoasoko.com">www.fukuoasoko.com</a>*</td>
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<td>3) Nippon Express</td>
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<tr>
<td>c/o Nihon Kajikentei Kyokai Bldg., 2F</td>
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<tr>
<td>2 - 4 - 23 Irfune, Minato - ku</td>
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<tr>
<td>Nagoya, Aichi, Japan 455 - 0032</td>
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<tr>
<td>POC: Takehiko Ogishima</td>
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</tr>
<tr>
<td>Email: <a href="mailto:Ta-Ogishima@ocnis.nittsu.co.jp">Ta-Ogishima@ocnis.nittsu.co.jp</a></td>
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<td>Website: <a href="http://www2.nittsu.co.jp/hikkoshi/index.html">http://www2.nittsu.co.jp/hikkoshi/index.html</a></td>
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<tr>
<td>2) Crown Lines Corporation</td>
<td></td>
</tr>
<tr>
<td>125-2 Kiba 2-chome Tobishima village</td>
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<tr>
<td>Ama-gun, Aichi, Japan 490-1444</td>
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<tr>
<td>POC: Tatsuhiko Mitsuya</td>
<td></td>
</tr>
<tr>
<td>Tel: 0567-56-1006</td>
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<tr>
<td>Tel: 0567-56-1007</td>
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<tr>
<td>Email: <a href="mailto:Tatsuhiko_Mitsuya@crownlines.co.jp">Tatsuhiko_Mitsuya@crownlines.co.jp</a></td>
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<tr>
<td>1) Fukuoka Soko Co., Ltd.</td>
<td></td>
</tr>
<tr>
<td>6 - 5 Funato - mach, Nakagawa - ku</td>
<td></td>
</tr>
<tr>
<td>Nagoya, Aichi, Japan 454-0805</td>
<td></td>
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<tr>
<td>POC: Mr. Tadashi Harada</td>
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</tr>
<tr>
<td>Tel: 052-353-0509</td>
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<tr>
<td>Email: <a href="mailto:harada@fukuokasoko.com">harada@fukuokasoko.com</a></td>
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<td>Website: <a href="http://www.fukuokasoko.com">http://www.fukuokasoko.com</a></td>
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### Post: Naha

#### Local Agents:

- **Ryukyu Logistics Co., Ltd.**  
  2-17-13 Minato-Machi  
  Naha, Okinawa Japan 900-0001  
  POC: Mr Mitsugu Shirado  
  Tel: 81-98-861-4701  
  Fax: 81-98-868-4862  
  Email: ray@ryukyu-logi.com & shirado@ryukyu-logi.com **bonded facility for HHE and UAB**

- **Okinawa Enterprise Corporation**  
  P.O. Box 266  
  Okinawa City, Okinawa Japan 904-2174  
  POC: Yoshiharu Kanno  
  Tel: 81-98-938-9688  
  Fax: 81-98-938-9690  
  Email: yuki@oeo-okinawa.com & yhanno@oeo-okinawa.co.jp

- **Asiatic Trans-Pacific**  
  1422 Yogi  
  Okinawa City, Okinawa Japan 904-2174  
  POC: Mr. John Rushalk  
  Tel: 81-98-931-0730  
  Fax: 81-98-933-8620  
  Email: brian_goldstein@pashanet.com; Mohan_Maeda@pashanet.com & moeko@phoenixtransport.com

### Post: Osaka-Kobe

#### Local Agents:

- **Crown Moving Service Co., Ltd.**  
  2-1 Mayafuto, Nada-ku  
  Kobe 657-0854 Japan  
  POC: Mr. Hiroyuki Kobayashi  
  Tel: 81-78-805-5631  
  Fax: 81-78-805-5632  
  Email: h.kobayashi@crown-move.com

- **Nippon Express Co., Ltd.**  
  Osaka Chuo Bldg., 4F, 1-1-18 Kitahorie, Nishi-ku  
  Osaka 550-0014 Japan  
  POC: Mr. Ryohi Konishi (ryoa-konishi@nittsu.co.jp)  
  Tel: 81-6-6538-3530  
  Fax: 81-6-6838-3538  
  Email: Yoshichika Ito (tokyo.overseas@NSS-Japan.com) **bonded facility**

- **Nihon System Service Co., Ltd.**  
  3-6-10 Nihonbashishi, Chuuo-ku  
  Tokyo 103-0027 Japan  
  POC: Mr. Yoji Yasuda  
  Tel: 81-3-3273-2463  
  Fax: 81-3-3273-2465  
  Email: yoji.yasuda@NSS-Japan.net
## ITGBL Local Agents

### Sapporo

**Local Agents:**

Nippon Express Co., Ltd.
Overseas Removals Business Branch
Foreign Corporate Accounts Group
5-7-28, Higashi-Shinagawa
Shinagawa-Ku, Tokyo 140-0002
Japan
Phone: 03-6682-2564
POC: Mr. Shingo Maki
itgbl_nippon@nittsu.co.jp

Website:
http://www.nipponexpress.com/about/corporate/network/index.html

** bonded facility **

Nihon System Service Co., Ltd.
2-6-6 Wakasu Koto-ku Tokyo 136-0083
Tel: 81-3-5534-7233
Fax: 81-3-5534-7240
Email: POC: Yoshichika Ito
tokyo.overseas@nss-japan.com
Website: http://www.nss-japan.com/Eng/index.html

### Tokyo

**Local Agents:**

1) Nippon Express Co., Ltd.
Tokyo Overseas Removals Branch
5-7-28, Higashi-Shinagawa
Shinagawa-Ku, Tokyo 140-0002 Japan
POC: Shingo Maki: shib-maki@nittsu.co.jp
POC: Motoi Asai: mo-asai@nittsu.co.jp
Tel: 81-3-6682-2564
Fax: 81-3-6894-6312

2) Nihon System Service Co., Ltd.
3F Kotobuki Bldg, 1-1-3 Yaesu, Chuo-ku,
Tokyo 103-0028
tel: 81-3-3273-2463
fax: 81-3-3273-2465
POC: Yoshichika Ito: yito@nss-japan.com
POC: Toshiaki Yokose: tokyo.overseas@nss-japan.com
Tel: 81-3-3273-2461
Fax: 81-3-3273-2465

### Yokohama

**Local Agents:**

1) Nippon Express Co., Ltd.
NITTSU Bldg. 10F
1-9-3 HigashiShinbashi, Minato-ku, Tokyo, Japan
103-0014
POC: Shingo Maki
Shib-nari@nittsu.co.jp
ITGBL_nippon@nittsu.co.jp
Tel: 81-3-6251-6300
Fax: 81-3-3251-6299

2) Nihon System Service Co., Ltd.
1F B Senju Soko, 26 Wakasu, Koto-ku, Tokyo
POC: Yoshichika Ito: yito@nss-japan.com
POC: Toshiaki Yokose: tokyo.overseas@nss-japan.com
Tel: 81-3-5534-7233
Fax: 81-3-5534-7240
ITGBL Local Agents

Country: Jordan
Post: Amman
Bureau: NEA

Local Agents:

Midtrans Logistics & Investment
Amman, 11192 – Jordan
Tel. +962-6-5674881/4452046
Fax. +962-6-4452047
E-mail: midtrans@maltrans.com
POC: Mr. Qutaiba Al-Sayed / Executive Manager,
Mobile: +962-79-5542817

Middle East Express Services (MEDEX)
Amman, 11123 – Jordan
Tel. +962-6-5639002
Fax. +962-6-5639003
E-mail: m.refai@medexpac.com
POC: Mr. Mohannad Al-Refai / Managing Director,
Mobile: +962-79-8668262

CML Safe Pak
322 King Abdullah II Street
Amman, 11185 – Jordan
Tel. +962-6-5856956
Fax. +962-6-5857757
E-mail: dania.alhawi@cml-jo.com
POC: Ms. Dania Al-Hawi / Operation Manager,
Mobile: +962-79-5412316

Levant Express Services
Tel No. 00962-6-4627042 / 4610698
Fax No. 00962-6-4627042
E-mail: levantex@go.com.jo
POC: Mr. Raja El Issa / General Manager (Mr.),
Mobile: 00962-79-5522890
**ITGBL Local Agents**

**Country:** Kazakhstan

**Post:** Almaty

**Bureau:** SCA

**Local Agents:**

1) Globalink Transportation and Logistics  
Worldwide - Almaty  
52 Kabanbay Batyr Str.  
050010 Almaty, Kazakhstan  
POC: Asem Dandybaeva  
Tel: 7 3272 588880 x224  
Fax: 7 3272 581189  
Cell: 7 777 733 9958  
Email: a.dandybayeva@globalinkllc.com

INTERMOVEX LLP  
64, Phizuli street  
050054 Almaty  
Head of branch office – Mr. Viktor Pinegin  
+ 7 (727) 257-09-45  
Email: info@intermovex.kz

3) Eurasia Service  
174 A Seyfullin Avenue, Office 20  
Almaty, Kazakhstan  
POC: Igor Vorobtsov  
Tel: 7 7272 341155  
Fax: 7 7272 943304  
Cell: 7 777 241 3222  
Email: eurasia_service@mail.ru  
(warehouse facility)

**Post:** Astana

**Bureau:** SCA

**Local Agents:**

Move One  
Email: christopher.ma@moveoneinc.com  
Mobile: +7 771 507 0573  
Skype: mo_christopher.ma  
Christopher Ma  
Adil Auzbekov  
Country Manager - Kazakhstan  
Email: adil.auzbekov@moveoneinc.com  
Phone: +7 771 300 7066  
Office: +7 727 313 0759  
Skype: mo_adil.auzbekov

1) Eurasia Service  
91/1 Kartaly str.  
010000 Astana, Kazakhstan  
Tel: +7 7172 490656  
Cell: +7 777 2413222  
Director - Mr. Igor Vorobtsov  
Removals supervisor - Ruslan Mingazov

Globalink Logistics  
Group  
Tel: +7 727 2588880 (Ext. 478)  
Mob.: +7 771 800 90 25  
Akmaral Abdakhmanova  
Coordinator, CTD Department, Almaty  
t.ahamed@globalinkllc.com  
a.abdakhmanova@globalinkllc.com

010000, Astana, Kazakhstan  
12, Saryarka Street  
Tel: + 7 7172 58 08 97 (107)  
Mobile: + 7 7772982111  
Fax: + 7 7172 58 08 99  
web: www.globalinkllc.com
**ITGBL Local Agents**

**Country:** Kenya  
**Post:** Nairobi  
**Bureau:** AF

### Local Agents:

- **Worldwide Movers Kenya Ltd.**  
  POB 46748 - 00100  
  Nairobi, Kenya  
  POC: Mr. Chris Prior  
  Tel: 254 20 3565282/ 3565283/ 3565284  
  Fax: 254 20 4185619  
  Email: wwmke@wwm.co.ke

- **MEBS Global Reach Limited**  
  MMID Building, Unit 3B, Westlands Road,  
  Westlands, Nairobi  
  P. O. Box 13768 – 00800 Nairobi  
  Tel: +254-20-3748847  
  POC: Eric Ducroix, Director, East Africa Operations  
  Cell: +254-786-238-228  
  Email: educroix@mebs-global.com

- **GlobalFreight Logistics Ltd.**  
  Markfirst House  
  Jomo Kenyatta International Airport  
  P.O. Box 45787- 00100 Nairobi, Kenya  
  POC: Arbi Mussani  
  Tel: 254 20 827777/822455  
  Fax: 254 822722 /822179  
  Email: arbimussani@globalfreight.co.ke ,  
  info@globalfreight.co.ke  
  POC: George Nyamosi, Operations Manager  
  Email: g.nyamosi@globalfreight.co.ke

- **Bollore Africa Logistics Kenya Limited**  
  Airport North Road, Embakasi  
  P. O. Box 46586 - 00100 Nairobi  
  POC: Sue West, Packing and Removals Manager  
  Tel: +254-20-6421534  
  Cell: +254-722-207 191  
  sue.west@bollore.com

- **AGS Frasers**  
  POC: Gil Recizac  
  +254 20 2107073  
  +254 77 0513186  
  manager-kenya@agsmovers.com
## ITGBL Local Agents

**Country:** Korea

**Post:** Busan

**Bureau:** EAP

### Local Agents:

**Post:** Seoul

**Bureau:** EAP

### Local Agents:

3) PML International Movers Ltd.
P: #804, Shinpoong Flostar, 756-1, Janghang Dong, Ilsandong gu, Goyang-Si, Gyuonggi-Do, Korea
E-mail: kay@pmlintl.com
Tel: 82-31-907-1616, Fax: 82-31-907-1617
POC: Kay Lee/ Director
Cell: 010-9174-2746

Santa Fe Relocation Services
P: 5F, J-Tower, 373-35, Sindang Dong, Jung Gu, Seoul Korea
Email: martin.giles@santaferelo.com
Tel: 82-2-797-3383, Fax: 82-2-797-3386
POC: Martin Giles/ General Manager, Korea and Japan
Cell: 82-10-4692-3383

2) Asian Tigers Transpack International
Tae Honng B/D 2F, #1543-9, Seocho-Dong Seocho-Gu, Seoul, Korea
POC: Mr. Joseph Song
Tel: 82 2 3489 2500
Fax: 82 2 598 3925
Email: joseph.song@asiantigers-korea.com

1) Hanjin Bestpac Co., Ltd.
Namyoung B/D, Room 302, #85-3, Galwol Dong, Yongsan Gu, Seoul, Korea
POC: Mr. Sang Sun Park
Tel: 82 2 718 4061
Fax: 82 2 718 4093
Email: sspark@hanjinbestpac.co.kr
Local Agents:

2) AGS-Pristina
Zona Industriale, Tahir Zajmi PN
10000 Pristina, Kosovo
POC: Arben Sharani
Tel: 377 44 502 579
Email: manager-kosovo@agsmovers.com

MAK Move
International Removal Services
Ekrem Rexha nn
Pristina, Kosovo

POC: Toni Markushevski
Tel.: +389 70 233-456; +389 2 3096-697;
E-mail: pristina@makmove.com.mk
info@makmove.com.mk
for handling POVs and GOVs shipments

4) Interdean International
Matican nn
10000 Pristina Kosovo
POC: Jasminka Trpenoska
Tel: +389 2 3215 340
E-mail: Jasminka.trpenoska@interdean.com

3) Matrix Relocation Kosovo
A1 Richard Holbrooke St
10 000 Pristina
POC: Mr. Ekrem Qerreti
Email1: ekrem.qerreti@matrixrelo.com
Email2: pristina@matrixrelo.com
Tel: +381 38 548 888
Cell: +377 44 15 49 67

1) MOVE ONE RELOCATION
12050 Slatina e Madhe
POC: Valdet Mustafa
Tel: 381 38 566 354; 377 44 500 508
Email: moving@moveonerelo.com or kosovo@moveonerelo.com
Country: Kuwait
Post: Kuwait

Local Agents:

2) Global Freight Systems, Co. W.L.L.
Sultan Ben Essa Complex
Dajeej, Farwaniya, Kuwait
POB 22389, Safat 13084 Kuwait

POC: Anish Francis
Email: anish@global-freight.net
Tel: +965-2431-6530
Cell: +965-9007-7369
Fax: +965-2431-6478/ 2431-9177

POC: Nisha Kailash
knisha@global-freight.net
Tel: +965-2431-6530
Fax: +965-2431-6478/ 2431-9177

5) TransCrate Logistics Co., WLL
Office 23, Block 3, Plot 31, Mirqab, Jasim Boodai Street Kuwait
Fax: +965 22 44 77 23 Tel: +965 180 49 49
POC: Sunny D’Souza
Operations Supervisor
sdsouza@transcrate.com
Cell: +965-9800-7190
Fax: +965 22 44 77 23 Tel: +965 180 49 49

1) Al-Ghanim Freight
Al-Rai Industrial Area, Shuwakh
PO Box 223
Safat 13001 Kuwait
POC: L.G. I Udaya – supervisor
Email: udaya@Alghanim.com
Tel: +965-2474-5533, Ext. 6624
Direct: +965-2476-8284
Mobile: +965-6694-7395
Tel: 965-2474-533 x751 or 965-2476-8284 (Mildred)
Cell: 965-6601-1303 (Mildred)

3) Gulf Agency Company (Kuwait)
Farwaniya, Dajeej Area
Block 1, Street 79
Plot No. 47, Faisal Center
Behind Kuwait Finance House

POC: Mr. Vincent Fernandes
Tel (board): 00965 222 05 800
Fax: 00965 243 47 325
Direct: 00965 222 05 831
Cell: 00965 97205128
Email: vincent.fernandes@gac.com
moving.kuwait@gac.com
Website: http://redirect.state.sbu/?url=www.moving.gac.com

Afra Cardozo
Direct tel: 00965 222 05 829
Cell: 00965 99046994

Shonalyn Joseph
Direct tel: 00965 222 05 831
Cell: 00965 97252855
ITGBL Local Agents

4) Al-Sawan Cargo Co.
POC: TBN
Operations In-Charge
Al Sawan Company
Al Gazali Street
P.O. Box 576
Safat 13006 - Kuwait
Tel: +965-22270500 EXT: 1308
Fax: +965-22270509
Cell: +965-9902-0085

Country: Kyrgyzstan

Post: Bishkek

Local Agents:

3) Interdean Bishkek
107 Kievskaya Str., 2nd floor
720001 Bishkek, Kyrgyzstan
POC: Zulfiya Muslimova
Tel: 996312 613863
Cel: 996555 774537
Fax: 996312 613863
Email: bishkek@interdean.com
Web-site: www.interdean.com

2) Globalink Logistics Group
Bishkek, Kyrgyzstan
POC: Nastya Shloeva, Business Coordinator
Email: a.shloeva@globalinkklc.com
Web-site: www.globalink.bz/kyr.htm ** bonded warehouse**

1) American Resources International Cargo - A.R.I. Cargo
Bishkek, Kyrgyzstan
Tel: 996-312-660077
Fax: 996-312-661311
Email: Bishkek@aricargo.com
Web-site: www.aricargo.com **bonded facility**
ITGBL Local Agents

Country: Laos
Post: Vientiane
Bureau: EAP

Local Agents:

1) Geotrans Logistic and Mover Co. Ltd.
   Unit 24, Ban Phonpapao Thong, Sokpaliuang Road
   Sisattanak District, Vientiane, Lao PDR
   POC: Mr. Vira Salikoun or Mr. Khamphai
   Tel: 856 21 313679
   Fax: 856 21 312720
   Cell phone: 856 20 56800680
   Email: salikoun@geotrans.laopdr.com or salikoun@hotmail.com

3) Schenker (Thai)Ltd.
   Representative office Lao PDR. Unit 8, No153 Ban Watnak
   Thongkang Road, Sisattanak District Vientiane Lao PDR
   POC: Chayada Chatapha (Branch Manager)
   Phone: 856 21 353881 or 353882
   Fax: 856 20 555 20989
   Email: chayada.chatapha@dbschenker.com
   www.dsbchenker.com/th

2) JVK Indo-China Movers (Laos) Ltd.
   PO Box 3054
   Unit 28 Phonphapao Villlage
   Vientiane, Lao PDR
   Tel: 856-21-313-505
   Fax: 856-21-312-376
   E-mail: laos@jvkasia.com
   POC: Mark Donohoe & Mrs. Savandaly Samounty
   Tel: 856 21 313505 and Thailand number :66-02-379-4646
   Fax:856 21 312376 and Thailand number: 66-02-379-5050
   Email: mark.donohoe@jbkasia.com and nok@jvkasia.com
<table>
<thead>
<tr>
<th>Local Agents:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4) FF INTERNATIONAL MOVERS</td>
<td>** bonded facility **</td>
</tr>
<tr>
<td>3, Sarolotes street</td>
<td></td>
</tr>
<tr>
<td>LV-1001, Riga, LATVIA</td>
<td></td>
</tr>
<tr>
<td>POC: Aivars Usans</td>
<td></td>
</tr>
<tr>
<td>Tel: (371) 6784 0592</td>
<td></td>
</tr>
<tr>
<td>Fax: (371) 6784 0591</td>
<td></td>
</tr>
<tr>
<td>Cell: (371) 2916 0011</td>
<td></td>
</tr>
<tr>
<td>e-mail: <a href="mailto:au@ff-group.lv">au@ff-group.lv</a></td>
<td></td>
</tr>
<tr>
<td>3) Genex Group International</td>
<td></td>
</tr>
<tr>
<td>6 Kengaraga Str.</td>
<td></td>
</tr>
<tr>
<td>Riga, Latvia LV-1063</td>
<td></td>
</tr>
<tr>
<td>POC: Mr. Kaspars Birzaks</td>
<td></td>
</tr>
<tr>
<td>Tel: (371) 67268 820</td>
<td></td>
</tr>
<tr>
<td>Fax: (371) 67268 824</td>
<td></td>
</tr>
<tr>
<td>Cell: (371) 2653 9249</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:kaspars@genex.lv">kaspars@genex.lv</a></td>
<td></td>
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<tr>
<td>2) Zebra Cargo - Friendly Movers</td>
<td></td>
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<tr>
<td>Riga International Airport</td>
<td></td>
</tr>
<tr>
<td>Riga, Latvia LLV-1053</td>
<td></td>
</tr>
<tr>
<td>POC: Mr. Oskars Veinbergs</td>
<td></td>
</tr>
<tr>
<td>Tel: (371) 67412 108</td>
<td></td>
</tr>
<tr>
<td>Fax: (371) 6 7412 156</td>
<td></td>
</tr>
<tr>
<td>Cell: (371) 2915 5365</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:zebra@zebracargo.com">zebra@zebracargo.com</a></td>
<td></td>
</tr>
<tr>
<td>Web-site: <a href="http://www.zebracargo.com">www.zebracargo.com</a></td>
<td></td>
</tr>
<tr>
<td>1) Gosselin Mobility Baltics</td>
<td>** bonded facility **</td>
</tr>
<tr>
<td>Jurkalnes iela 15/25, gate 15</td>
<td></td>
</tr>
<tr>
<td>Riga, Latvia LV-1046</td>
<td></td>
</tr>
<tr>
<td>POC: Olga Konstantinova</td>
<td></td>
</tr>
<tr>
<td>Tel: (371) 67800 800</td>
<td></td>
</tr>
<tr>
<td>Fax: (371) 67800 801</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:OlgaK@gosselingroup.eu">OlgaK@gosselingroup.eu</a></td>
<td></td>
</tr>
</tbody>
</table>
**ITGBL Local Agents**

**Country:** Lebanon  
**Post:** Beirut  
**Bureau:** NEA

**Local Agents:**

1) Beirut International Movers  
Kazandjian Bldg, Camil Chamoun Street  
P.O. Box 55-050  
Sin El Fil, Beirut, Lebanon  
Fax: 961-1-49-7700  
Tel: 961-49-55-00; 961 3 617712  
Fax: 961-1-49-7700  
Email: info@beirutovers.com  
Web-site: www.beirutmovers.com

2) Beirut Cargo Center  
Sin El Fil, Opposite Mirna Chalouhi bldg.  
Parallel Towers, Bloc B, Floors 12-13-14  
P.O. Box 17-5040 - Beirut – Lebanon  
Tel. +961 1 48 22 11 ext 111 Mob. +961 70 19 44  
Fax. +961 1 48 22 24  
export: Joe.gaurieh@bcclogistics.com  - import:  
jad.daccache@bcclogistics.com -  
www.bcclogistics.com www.bcclogistics.com

3) Boueri Freight Services SAL  
Tel. (HQ): 01/888 000  
Fax: 01/888 000 ext 18  
POC: Lena Antoine Bouer, Overseas Manager  
Email: lena@bouerifreightservices.com  
T: (011) 961 (0)1 888 000  
C: (011) 961 (0)3 315 222  
www.bfslebanon.com

4) Beirut Express  
Sourati Street, Chartouni Bldg.  
Hamra, Beirut, Lebanon  
Tel: 961 1 341400 / 1-2-3-4  
Fax: 961 1 341405  
Email: customersupport@beirutexpress.com.lb  
Website: www.beirutexpress.com

---

**Country:** Lesotho  
**Post:** Maseru  
**Bureau:** AF

**Local Agents:**

1) Stuttaford Van Lines - Lesotho  
Lioli Road, Industrial Area, Box 0637  
Maseru West, Lesotho  
POC: Mrs. Venus Havenga  
Tel: 266 22 323 966  
Fax: 266 22 310 290  
Cell: 266 589 260 66  
Email: venus.havenga@stuttafordvanlines.com
Country: Liberia

Post: Monrovia

Bureau: AF

Local Agents:

3. MSC Mediterranean Shipping Company (Liberia)
   Ltd
   Piah Badell Nipeh
   Somalia Drive, Monrovia, Liberia
   +231 8885 90900
   +231 7702 49883
   +231 8885 90921
   www.msc.com

2. Global Logistics Services (GLS)
   Paul King
   2nd and 3rd floor Kashour Building
   Broad and Johnson Street
   Monrovia, Liberia
   +231 8865 53400
   +231 8806 55857
   Jamaal.king@glsbusiness.com

4. OBT Shipping Ltd
   Rune Dyhr
   Somalia Drive,
   Liberia Monrovia
   +231 77759 0903
   +231 77759 0911
   libops@obts.dk

1. AGS Frasers
   International Removals
   Monrovia, Liberia
   Email: manager-liberia@agsmovers.com
   www.ags-worldwide-movers.com
   Tel: 231 077 00 33 77
**ITGBL Local Agents**

*Country:* Libya  
*Post:* Tripoli  
*Bureau:* NEA

**Local Agents:**

4) Interconex, Inc.-- Libya  
3.5km Swani Road  
Fallah, Tripoli, Libya  
Phone: +218 (0) 91 8752011 | +218 (0) 95 4160676  
POC: Troy White, Managing Director  
Phone: +218 (0) 91 844 7250  
Email: Troy.White@Interconex.com  
Alt POC: Matt Grickowski, Operations Manager  
Phone: +218 (0) 95 450 4949  
Email: Matt.Grickowski@Interconex.com

1) Manarat Al Madina Shipping Agency  
Damascus Street  
Hadba Area  
Tripoli, Libya  
POC: Nureddin Elwaer  
Tel: 218 21 2184149; 218 21 4907792 (office)  
Fax: 218 21 4907286  
Email: nur@masa-shipping.com.ly

3) Sedra Libya Packing Transportation Company  
PO Box 82262, Ibn Nafees Street, Nr. Sa Lahadien Hospital  
Tripoli, Libya  
POC: Mohamed F. Abuhlega, Owner and General Manager  
Tel: 00 218 21 715 9051/ 714 7723/ 717 3198  
Fax: 00 218 21 462 8244/ Cell: 00 218 91 2157965 or 92 500 1025  
Email: sedralibya@hotmail.com; info@sedralibya.com; abuhlegasedra@hotmail.com  
Website: www.sedralibya.com
**ITGBL Local Agents**

**Country:** Lithuania  
**Post:** Vilnius  
**Bureau:** EUR

**Local Agents:**

1) Calenberg Vilnius, UAB
   International Movers
   Biciuliu g. 29
   Bukiskis
   14182, Vilniaus rajonas
   Lithuania
   POC: Andrejus Lisovskis
   Tel: 370 5 2430004
   Fax: 370 5 2430005
   Cell: 370 698 20266
   Email: andrius.lisovskis@calenberg.lt.
   Email: calenberg@calenberg.lt

2) SERVEKT
   Lakunu str. 28/23
   Vilnius LT-09108, Lithuania
   POC: Vytautas Kaneckas
   Tel: 370 5 2641407
   Fax: 370 5 2641407
   Cell: 370 686 66665
   Email: servektvilnius@takas.lt

3) GOSSELIN GROUP BALTICS
   Jurkalnes str. 15/25
   LV1046 Riga I Latvia
   POC: Olga Konstantinova
   Tel: +371 67800 142
   Fax: +371 67800 801
   Cell: +371 26469 155
   Email: olgak@gosselingroup.eu

**Country:** Luxembourg  
**Post:** Luxembourg  
**Bureau:** EUR

**Local Agents:**

3) Santa Fe Relocation Services
   17, rue Louis Ackermann
   L-1899 Kockelscheuer, Luxembourg
   POC: Mr. Alexandre AUBRY
   Tel : +352 48 44 44 22
   Mobile : +352 691 480 619
   Fax : +352 40 29 79
   Email : Luxembourg@santaferelo.com
   alexandre.aubry@santaferelo.com

2) Team Allied Relocations
   32, rue Jos Kieffer
   L-4176 Esch-sur-Alzette, Luxembourg
   POC: Mr. Miguel Gouverneur Tel: 352 44 22 52
   Fax: 352 45 55 47
   Email: Miguel.Gouverneur@teamrelocations.com

1) Lux-Connex
   101, rue des Artisans
   L-1141 Luxembourg,
   Luxembourg
   POC: Alain Gallion
   Tel: 352 40 24 40
   Fax: 352 48 48 25
   Email: manny.krier@lux-connex.lu
   alain.gallion@ lux-connex.lu
Local Agents:

1) Move One
Skupi 3A
1000 Skopje, Macedonia
POC: Mrs. Edit pop-gavrilova
Tel: 389 2 3090 022 x104
Fax: 389 2 3090 022 x115
Email: edit.popgavrilova@moveoneinc.com
Website: www.moveoneinc.com

2) ORBIT DOOEL
Member of Orphee Beinoglou Group
Str. 1632 no. 53, Madzari
1040 Skopje,
Macedonia
POC: Goce Tonevski
Tel: 389-2-2550-661
Fax: 389-2-2551-550
Email: Goce.Tonevski@orbit.mk
Email: orbit@orbit.mk
www.beinoglou.gr

3) Intermove LTD
(Interdean)
International Relocation Services
164 Str., No.46
1000 Skopje
T/F: +389 2 3215 340
M: +389 70 340 632
E: jasminka.trpenoska@intermove.com.mk

6) AGS Skopje
POC: Ms. Marija Angelova
Tel: +38923096424
Fax:+38923096423
Mobile: +38970252294
Email: manager-macedonia@agsmovers.com

5) Mak Move - Skopje
International Removal Services
str. Gjorce Petrov 10-2/5
1000 Skopje, Macedonia
POC: Toni Markushevski
Tel.: +389 70 233-456, +389 70 380-484
Tel/Fax: +389 2 3096-697, +389 2 2039-727
e-mail: info@makmove.com.mk
corstjens@t.mk
web: www.makmove.com.mk
### Country: Madagascar

**Post:** Antananarivo

**Bureau:** AF

**Local Agents:**

3) Worldwide Movers Madagascar  
c/o Green islands Logistics sarl.  
P.B. 5188  
Antananarivo, Madagascar  
POC: Guy Shepherd, Director  
Tel: 261-20-22-228-04  
Email: wmmg@bigfoot.com

2) Tessiot Demenagements  
B.P. 1530  
Zone Forello Tanjombato  
Antananarivo, Madagascar  
POC: Joseph Ravelonahina, Technical and Admin Director  
Tel: 261-20-22-574-10  
Email: tessiot.dem.mada@wanadoo.mg

1) AGS Frasers  
Z.I. Forello Module 8 - Tanjombato  
B.B. 9167A Andoharanofotsy  
Antananarivo, Madagascar  
POC: Loic Bouche, Director  
Tel: 261-20-22-461-98  
Operation Ags Madagascar operation-madagascar@agsmovers.com  
directeuradjoint-madagascar@agsmovers.com  
Transit Ags Madagascar transit-madagascar@agsmovers.com

### Country: Malawi

**Post:** Lilongwe

**Bureau:** AF

**Local Agents:**

1) Cargo Management Logistics GlobalKamuzu  
International Airport Office Mpico Building 1st Floor  
P.O. Box 40666 Lilongwe 4 Malawi  
Phone number: 265 (0) 1 700 530/501  
Contact person/s: Maureen Mzumara Operations Director/Flemmings Kapunda – Managing Director  
Fax number: 265 (0) 1 700 503

2) Stuttafords International Removals  
P.O.Box 2092  
Lilongwe  
Malawi  
POC: Obet Matwanje or Willard Munangati Managers  
Tel: 265 1 712 467  
Fax: 265 1 710 495  
Mobile: 265 8 888 88635  
Email: stutts@malawi.net

3) AGS Malawi Limited,  
Private Bag 283,  
Lilongwe, Malawi  
Tel: 265 (01) 759374  
Cell: 265 (08) 88839528  
Fax: 265 (01) 759375  
Email: manager@agsmalawi.com
**ITGBL Local Agents**

**Country:** Malaysia  
**Post:** Kuala Lumpur  
**Bureau:** EAP

### Local Agents:

1. **Crown Line (M) Sdn. Bhd.**  
   Lot 37645, Jalan 5/37A, Taman Bukit Maluri  
   Kepong, 52100 Kuala Lumpur, Malaysia  
   Tel No: +603 – 6275 1830, Fax No: +603 – 6275 1840  
   Website: www.crownline.com.my  
   POC: Azri Ahmad, E-Mail: azri.ahmad@crownline.com.my  
   E-Mail: Johnson.lai@crownline.com.my or rachel@crownline.com.my

2. **Ambassador Worldwide Movers (M) Sdn. Bhd.**  
   Lot 17, Lorong Enggang 31, Off Jalan Enggang  
   Taman Keramat, 54200 Kuala Lumpur, Malaysia  
   Tel No: +603 – 4253 2000, Fax No: +603 – 4252 4000  
   Website: www.ambassador.com.my  
   POC: Jim Dhillon, E-Mail: movers@streamyx.com

3. **Unigroup Worldwide UTS Malaysia**  
   No 59, Persiaran Mewah, Bandar Tun Razak  
   56000 Kuala Lumpur, Malaysia  
   Tel No: +603 – 9171 4673, Fax No: +603 – 9171 4543  
   Website: www.unigroupworldwide.com  
   POC: Mohd Khairul Sim Abdullah, E-Mail: Khairul_sim@unigroupworldwide.com

4. **Asian Tigers Transpo Movers (M) Sdn Bhd**  
   Address: Lot 6, Jalan Ragum 15/17 SS 15, 40000 Shah Alam, Selangor  
   Contact person: Ms. Angela Subramaniam  
   DID: +60-3-5565-2200  
   Fax: +60-3-5565-2200 Ext.180  
   Email: angela.subramaniam@asiantigers-malaysia.com  
   Skype Id: angela.subramaniam@asiantigers-malaysia  
   Website: www.asiantigers-malaysia.com

5. **AGS FOUR WINDS RELOCATIONS SDN BHD**  
   NO. 28B (LOT. 24128) JALAN 5/32A  
   OFF 6 1/2 MILE JALAN KEPONG  
   52100 KUALA LUMPUR, MALAYSIA  
   TEL: +603 6251 7175  
   cyril.quenneville@agsfourwinds.com

6. **Santa Fe Relocation Services Sdn. Bhd.**  
   No 1, Jalan Junurancang U1/21, Seksyen U1  
   Hicom Glenmarie Industrial Park  
   40150 Shah Alam, Selangor  
   +60 3 7805 4332  
   Main Contact Person (POC):  
   Mr. Rolf Beutel – Managing Director

   Address: Lot 7, Jalan Delima 1/1, Subang Hi Tech Industrial Park, Batu Tiga, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia  
   Contact person: Mr. Keith Ellis, Corporate Services Manager  
   Tel: + 60-3-5636-9166  
   Fax: + 60-3-5637-5166  
   Cell Phone: + 60-1-2376-0277  
   Email: kellis@crownrelo.com  
   Website: www.crownrelo.com

   Address: Lot 6, Jalan Delima 1/1, Subang Hi Tech Industrial Park, Batu Tiga, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia  
   Contact person: Ms. Angela Subramaniam  
   DID: + 60-3-5565-2333  
   Tel: + 60-3-5565-2200 Ext.180  
   Fax: + 60-3-5565-2200 Ext.180  
   Email: angela.subramaniam@asiantigers-malaysia.com  
   Skype Id: angela.subramaniam@asiantigers-malaysia  
   Website: www.asiantigers-malaysia.com

9. **4) Asian Tigers Transpo Movers (M) Sdn Bhd**  
   Address: Lot 6, Jalan Ragum 15/17 SS 15, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia  
   Tel: + 60-3-5565-2200  
   Fax: + 60-3-5513-3788  
   Contact person: Ms. Angela Subramaniam  
   DID: + 60-3-5565-2333  
   Tel: + 60-3-5565-2200 Ext.180  
   Fax: + 60-3-5513-3788  
   Email: angela.subramaniam@asiantigers-malaysia.com  
   Website: www.asiantigers-malaysia.com

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**Monday, July 10, 2017**

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### ITGBL Local Agents

**Country:** Mali  
**Post:** Bamako  
**Bureau:** AF

**Local Agents:**

AGS Bamako  
Route de Sogoniko  
BP E 693 - Rue 131  
Bamako, Mali  
Tel: 223 220 13 78  
Fax: 223 220 27 32  
Email: ags.mali@cefib.com  
Website: www.ags-worldwide-movers.com

**Country:** Malta  
**Post:** Valletta  
**Bureau:** EUR

**Local Agents:**

Thomas Smith & Co Ltd  
POCMr. Glenn Desira (Freight Executive) Contact number +35622058114 e-mail gdesira@tcsmith.com

Secondary POC Denis Galea, Group General Manager +35622058450  
E-mail: dgalea@tcsmith.com

Cube Relocations  
18, Triq Hal-Warda  
Attard ATD 1406, Malta  
POC: Chris Vassallo  
Tel: 356 2721 2721  
Fax: 356 2142 1197  
Cell: 356 9949 3400  
Email: Chris@cuberelocations.com; cuberelo@onvol.net; moves@cuberelocations.com  
Web-site: www.cuberelocations.com

Express Group  
POC Mr. Jesmond Mifsud (Senior Sales Manager)  
Address: Velbro House, Qormi Road, Luqa LOA9040, Malta.  
Office Number: +35625589207  
Cell Phone: +35699469568  
Email: jmifsud@expressgroup.com  
Web-Site: www.expressgroup.com
Country: Marshall Islands
Post: Majuro

Local Agents:
Carepak Moving and Storage
1234 Villongco Road, Sucat
Paranaque City, 1700 Philippines
POC: Ms. Ellen F. Cruz
Tel: (632) 809-5808
Fax: (632) 807-3041
Email: ellencruz@carepakhmoving.com or
info@carepakhmoving.com

A1 Global Logistics Services
Unit 2A-1, 8414 Dr. A. Santos Avenue
Brgy. BF Homes, Sucat, Paranaque City
Philippines 1700
Tel. +632 785 1570/02 216 7789
Mobile : +63917-812 6548/63920-951-7523
POC : Ms. Olivia Alarcon
E-mail – olivia.alarcon@a1global-logistics.com
2nd POC – April Guinto
E-mail – guintoae@a1global-logistics.com
Skype : a1global-logistics
Website : www.a1global-logistics.com

Country: Mauritania
Post: Nouakchott

Local Agents:
1) AGS Frasers Mauritania
ZI du Ksar - Lot 71
BP 3936 Nouakchott, Mauritania
POC: Thibault Malezieux
Tel: 222 4 525 99 40/41
Fax: 222 525 99 41/42
Cell: 222 658 25 55
POC: FRANK BONNET
Email: direction-mauritanie@agsmovers.com

2) SOGECO Mauritania
Societe General du Consignation et D'entreprises Maritimes
Consignation, Manutention, Transit, Transport
Route de l'aeroport/ 1765 rue 22-002
Commune Ksar BP: 351, Nouakchott, Mauritania
POC: Moktar Ould N'Dy
Tel: 222 525 27 40, 525 22 02
Fax: 222 525 39 03
Cell: 222 641 98 74
Email: sogeco@sogeco-sa.mr
Email: moktar@sogeco-sa.mr
**ITGBL Local Agents**

**Country:** Mauritius  
**Post:** Port Louis  
**Bureau:** AF

**Local Agents:**

1) Service de Demenagement International  
TMC Freeport Zone 6  
Mer Rouge  
Port, Louis, Mauritius  
POC: Sam Sooprayen  
Tel: 230 206 2638  
Fax: 230 206 2639  
Email: demenage@intnet.mu

2) Velogic Limited  
TMC Freeport Zone 7  
Mer Rouge, Port Louis  
POC: Mr. Joel Lefebure  
Tel: 2065000 - Direct Line - 2065123  
Mobile: 2517770  
Email: joel.lefebure@velogic-mu.com  
Mr. Nayaz Lallbahadhur  
Tel: 2065000 - Direct Line - 2065111  
Mobile: 2535200  
Email: nayaz.lallbahadhur@velogic-mu.com

3) AGS FRASERS INTERNATIONAL MOVERS  
ARSENAL  
MAURITIUS  
MANAGER: ERWAN VERGER  
TEL: NO: 230 764 0020  
EMAIL: manager-mauritius@agsmovers.com  
INTERNET: www.agsfrasers.com
Country: Mexico

Post: Ciudad Juarez

Bureau: WHA

Local Agents:

2) The Inland Sea, Inc.
9601 Carnegie
El Paso, TX 79925
POC: Thomas Lampe and Rigoberto Duran
Cel: (915) 892-4958
Office: (915) 592-1517
Fax: (915) 592-1835
Email: thomas.lampe@ito-elpaso.com,
rduran@tis-worldwide.com

3) Mudanzas GOU, S.A. de C.V.
Jose Clemente Orozco #260
Alamos de San Lorenzo
Cd. Juarez, Chihuahua, MEXICO 32340
POC: Christian Aguilar
Cel: (52-656-1) 107-1958 or Nextel 52*59045*26 (Aguilar)
Office: (52-656) 623-4115
Fax: (52-656) 618-6229
Email:c.aguilar@mudanzasgou.com,
cd.juarez@mundanzasgou.com

1) Customs Critical Cargo Inc. (former Peregrine Falcon) 360 South Americas Ave, Suite B El Paso, TX 79907
POC: Lidia Robles, Cynthia Acosta
Cel.: 915-996-0128 (Robles)/ 915- 626-9022 (Acosta)
Office: 915-872-8169
Email: lidiarobles@hotmail.com,
Cynthia_acosta@fastfalcon.com and cacosta@cccargo1.com

---

Post: Guadalajara

Bureau: WHA

Local Agents:

2) SEYMI
Calzada Independencia Norte # 3450
Guadalajara, Jalisco. Mexico.
POC: Raul Covarrubias
Iliana Vargas
Tel: (52) 33-3603-0000
Fax: (52) 33-3603 1553, 3603 2033
Email: seymi@seymi.com.mx

1) Mundanzas GOU
Altos Hornos 1477
Parque Industrial El Alamo
Guadalajara, Jalisco, Mexico
POC: Cristina Cervantes
Tel: (52) 33-36661404/ 1439
Email: r.hernandez@ati.com.mx or
Guadalajara@ati.com.mx

---

Post: Hermosillo

Bureau: WHA

Local Agents:

Mundanzas Gou
Allied International
Av. Las Galaxias 31
Col. Parque Industrial
CP 83299 Hermosillo, Sonora, Mexico
POC: Rodrigo Mendoza Barragan
Tel: 011 52 662 251 0734/ 0839/ 0876
Fax: 011 52 662 251 0875
Email: rmendoza@mundanzasgou.com
Website: www.mundanzasgou.com
### ITGBL Local Agents

**Post: Matamoros**

**Local Agents:**

1) Mudanzas Gou, S.A. de C.V.
POC: Francisco Javier Castillo Pulido
Nueva Escocia # 4344
Fracc. Ind. Abraham Lincoln
Monterrey, N. L. CP. 64310
Tel.: (81) 83 70 63 97
Nextel. - 52*34504*58
f.castillo@mudanzasgou.com

**Post: Mérida**

**Local Agents:**

2) Empaques y Mudanzas
Calle 9 No. 86 por 12 diagonal
Fracc. Mulsay 97246 Mérida, Yucatan, Mex.
Office: 52-999-912-5234
Mobile: 52-999-958-0772
empaquesymudanzasint@prodigy.net.mx
Contacts: Ernesto Flores, Nora Leticia Martin

1) Mudanzas Gou, S.A. de C.V.
Nva. Sto. Domingo 163
Frac. Industrial San Antonio
Azcapotzalco, 02760 Mexico D.F.
Office +52-55-50622631
Mobile +52-1-55-54180323
Contacts: Norma Arredondo
n.arredondo@mudanzasgou.com
José Luis Romero jl.romero@mudanzasgou.com
Carlos Morales (Mérida)
merida@mudanzasgou.com

3) Transcontainer S.A. de C.V.
Dr. Gustavo Baz # 295 F,
Col. Viveros de la loma, Tlalnepantla, Estado de México, 54080
Direct Line: (5255) 5361 7884
Phone: (5255) 5398 2323 Ext: 116
Fax: (5255) 5398-7716
Contact: Edith Mayén.
edithm@transcontainer-group.com
Local Agents:

MUDANZAS GOU, S.A. de C.V.
Nueva Santo Domingo #163
Fracc. Industrial San Antonio
Azcapotzalco, Mexico, DF 02760
POC: Jose Luis Romero
Sales Manager
Tel. 55-5062-2600
Direct. 55-5062-2636
jl.romero@mudanzasgou.com

MUDANZAS BALDERAS, S.A. de C.V.
Av. de las Minas 83
Col. Lomas de Becerra
Mexico, DF 01280
Tel. 52-55 5598-1255
POC: Alejandra Balderas
alejandra@balderas.com.mx

MUDANZAS MYM, S.A. de C.V.
Insurgentes Norte 1290
Col. Capultitlan
Mexico, DF
Tel. 52-55 2974-9400 x-9402
POC: Mireya Vazquez
CEO International
mvazquez@myminternational.com

TRAFFIMAR RELOCATIONS, S.A. de C.V.
Ferrocarril Acámbaro No. 77
Col. San Luis Tlatilco
Naucalpan de Juarez
Edo de Mexico, CP 53630
POC: Eduardo Otero
Sales Director
otero@trafimarrelo.com.mx
Tel. 52-55 5312-9900

TRANSCONTAINER INTERNATIONAL, S.A. de C.V.
Vía Dr. Gustavo Baz No. 295-F
Estado de Mexico CP 54080
Tel. 52-55 5398-2323
POC: Carmen Lerdo de Tejada
Sales Manager
carmenr@transcontainer-group.com
### Post: Monterrey

**Bureau:** WHA

**Local Agents:**

4) MYM, Muebles y Mudanzas International  
Edgar Allan Poe #235  
Col. Polanco Mexico, D.F. 07370  
POC: Bernardo Lijtszain  
Tel: 52 55 1055 6732  
Email: lijtszain@myinternational.com

3) Mundanzas Gou, S.A. de C.V.  
Representante de Ventas  
Nueva Escocia No. 4344, Fracc. Ind. Abraham Lincoln  
Monterrey, N.L. CP 64310  
POC: Alfonso Luna  
Tel: 52 81 8040 0000, 8040 0500, & 8676 3025  
Email: A.Luna@mundanzasgou.com

2) Trafimar Relocation Service, Monterrey  
Ave. de las Industrias No. 124, Fracc Industrial los Nogales  
Santa Catarina N.L. CP 66367 Entre - Arroyo el Obispo y Antiguo Camino a Minera del Nte.  
POC: Brenda Casas  
Email: b.casas@trafimarrelo.com.mx  
Tel: 51 81 8390-0583

1) Transcontainer  
Via. Dr. Gustavo Baz No. 295-F, col. Viveros de la Loma  
Tlalnepantla, EDO Mexico 54080  
POC: Vicky Rojas  
Email: cickyr@transcontainer-group.com  
Tel: 011-55-5361-7603/5398/7884

### Post: Nogales

**Bureau:** WHA

**Local Agents:**

Mundanzas Gou  
Allied International  
Av. Las Galaxias 31  
Col. Parque Industrial  
CP 83299 Hermosillo, Sonora, Mexico  
Tel: 011 52 662 251 0734/ 0839/ 0876  
Fax: 011 52 662 251 0875  
Email: rmendoza@mundanzasgou.com  
Website: www.mundanzasgou.com

### Post: Nuevo Laredo

**Bureau:** WHA

**Local Agents:**

2) Transcontainer  
Via Dr. Gustavo Baz # 295-F  
Col. Viveros de la Loma  
Tlalnepantla, Estado de Mexico C.P. 54080  
Ph. 011-55-5361-7603  
POC: Vicky Rojas  
Email: cickyr@transcontainer-group.com

1) Mundanzas Gou  
POC: Mario Martinez  
Tel: 867-717-0517  
Email: n.laredo@mundanzasgou.com
ITGBL Local Agents

Country: Miami Despatch
Post: DA_MI

Local Agents:

Sullivan United Moving and Storage Co.
5704 Copley Drive San Diego C.A. 92111
POC: Laurel Schniepp
laurel@sullivanunited.com
Cell 619-379-7746
800-874-2600 x 3024

3) MYM INTERNATIONAL
Edgar Allan Poe #235
Col. Polanco Mexico CP 11550
POC: Malena Larrambebere
Tel: 52 55 2974 9400
Email: info@myinternational.com

1) Mudanzas Gou
Avenue de las Galaxias #31
Esquina Satellites
Col. Parque Industrial de Hermosillo
Hermosillo, Sonora CP 83299
POC: Rossy Gomez
Tel: 662 2510734
Email: hermosillo@mudanzasgou.com

2) TRANSCONTAINER
Via Dr. Gustavo Baz #295-F
Estado de Mexico CP 54080
POC: Arturo Rincon Cordero
Tel: 52 55 5398-2323
Email: arturor@transcontainer-group.com

Country: Micronesia
Post: Kolonia

Local Agents:

Pohnpei Transfer and Storage
P.O. Box 340
Pohnpei, FM 96941 Micronesia
Tel: (691) 320-2552
Fax: (691) 320-2389
Country: Moldova
Post: Chisinau
Bureau: EUR

Local Agents:

1) Interdean
Blvd. Stefan cel Mare 126, Off. 17
Chisinau, Moldova 2012
POC: Pavel Cebotaru
Tel: 373-22-223349
Fax: 373-22-225828
Email: chisinau@interdean.com
Web-site: www.interdean.com

2) Molinari Srl.
11/36 Aeroport Str.
Chisinau, Moldova
POC: Petre Balica
Tel: 373-22524102; 373-22529341
Web-site: www.molinari.md

MOLDMOVER / Pretul Succesului SRL
Blvd. Stefan cel Mare 126, Off. 17
Chisinau, Moldova
Tel: +373 22 223349
Mob: +373 79402325
Fax: +373 22 225828
Email: chisinau@moldmover.md
Person of contact: Pavel Cebotaru
Email: pavel.cebotaru@moldmover.md
**ITGBL Local Agents**

**Country:** Mongolia  
**Post:** Ulaanbaatar  
**Bureau:** EAP

**Local Agents:**

**Mongol Express**
POC Mr. Davaanyam

Official Address:
Ulaanbaatar, Mongolia 14251  
Chinggis Avenuw-17  
Vista Office building, 6th floor  
e-mail address: davaanyam@monex.mn  
Tel: 976-319305/103  
Cell: 976-9911-0190

**Santa Fe Relocation Services LLC**
Address: #406 Ar Mongol Travel Building, Jamyan Gun Street-5, Sukhbaatar District, Ulaanbaatar-48, Mongolia  
Tel: +976 7000 0285  
Fax: +976 7000 0286  
General Email: mongolia@santaferelo.com  
Inca Bataa  
General Manager Direct Tel: +976 7000 0285  
Fax: +976 7000 0286  
Mobile: +976 9905 0289  
Email: inca.bataa@santaferelo.com

1) **Crown Worldwide, Mongolia:**
Official Address:
Crown WorldWide Group Building  
20th khiri, Bayangol District  
Sonsgolon Bridge, Ulaanbaatar, Mongolia  
Mr. Bayarbat  
Tel: 9909-8509  
Email add: Btseveensuren@crownrelo.com  
***One of the best/reliable companies in Mongolia. Both in/out ITGBL for all types of shipments.***
Country: Montenegro

Post: Podgorica

Bureau: EUR

Local Agents:

Balkan Relocations d.o.o. Belgrade, Serbia
Novi Beograd, Bulevar Arsenija Carnojevica 80
BELGRADE
www.balkanrelocations.com
TEL: +381 11 408 15 90
FAX: +381 11 408 15 90
Contact: Gordana Popov
Head of Operations
MOB: +381 60 08 543 21
E: gordana.popov@balkanrelocations.com
*** packing and forwarding
HHE/UAB/POV ***

1) Move One Relocations
POC: Maja Pasic
Country Manager - Serbia/Montenegro
(maja.pasic@moveoneinc.com)
East Europe - Balkans - CIS & Central Asia -
Middle East & Africa - Asia Pacific
Office Belgrade, Serbia
Phone: +381 11 377 4243 ext. 4301
Fax: +381 11 848 7089
Mobile: +381 63 394 150
web: www.moveoneinc.com

2) Santa Fe Relocation Services d.o.o Beograd
Zitna 28
11272 DOBANOVCI -
BELGRADE
TEL: + 381 11 35 36 350
FAX: + 381 11 35 36 352
Misa Matic Regional Manager –
mobile number 062 259 357
misa.matic@santaferelo.com
Maja Karaulic, Sales Manager –
mobile number 062 259 354
maja.karaulic@santaferelo.com
*** packing and forwarding
HHE/UAB/POV ***

5) Jadroagent BAR
International Shipping and Freight agency Ltd
Bar, Montenegro
e-mail: podgorica.forwarding@jadroagentbar.com
tel: Podgorica: 38220622555
Bar: 38230 315996
Fax: Podgorica: 38220622761 Bar: 38230
312751 *** customs clearance
in port of Bar and Podgorica customs terminal ***

4) INTERLOG
Ul Jovana Tomasevica G-9
85000 Bar, Montenegro
POC: Nikola
Tel: 38285313932
Fax: 38285317238
Cell: 38268066888
Email: interlog@cg.yu
***logistics for container shipments in port of Bar***
ITGBL Local Agents

Country: Morocco
Post: Casablanca
Bureau: NEA

Local Agents:

3) Marine Maroc Demenagement
23, Boulevard Moulay Slimané
20300 Casablanca, Morocco
POC: Mrs. Chatelouze
Tel: 022-66-72-18/14
Fax: 022-40-47-22
Email: oumelkettani@marine-maroc.co.ma
** bonded facility **

1) Bedel Casablanca
257-259 Boulevard Adelmoumen
Casablanca, Morocco
POC: Mr. Kamal
Tel: 022-86-04-69; 022-86-01-43
Tel: 022-86-00-33 or 022-04-69 (Bouayad)
Fax: 022-86-01-43
Email: move@bedel.ma
** bonded facility **

2) AGS Casablanca
73, Boulevard Moulay Slimane, Depot No. 16
Ain Sebaa, 20100 Casablanca, Morocco
POC: Mrs. Amina El Karmoudi or Christian Pottier (manager)
Tel: 212-22-66-01-89/93
Fax: 212-22-66-12-71
Tel: 212-22-35-81-14 (Amina)
Email: dir2-agsmaroc@wanadoo.ma
(Amina) Email:
manager-agsmaroc@wanadoo.ma
(Amina) ** bonded facility **

Moumene International Moving Company
#37, rue Idriss Al Akbar Hassan, Rabat/Morocco
Poc: Mr. Moumene Mohamed, Dir/Manager
Tel: 212-537-26-20-46;
212-537-26-31-57
Fax: 212-537-26-23-94
Email: moumene.mimc@gmail.com;
mimc@iam.net.ma; mimc@menara.ma
Cell: 212-661-35-20-46

4) AGS Warehouse
73 Avenue Tarek Benzaid
Massira 2 - Temara (Rabat)
POC: Mrs. Chantal Robert, Manager
Tel: 212 37 60 20 42
Fax: 212 237 60 19 38
Cell: 212 61 10 98 51
ITGBL Local Agents

Post: Rabat

Local Agents:

AGS Rabat
1, rue Tayeb Bossiri
Apt 8, Agdal, Rabat
Morocco
POC: Joele LUACES
Phone: 212 537 68 28 92
Cell: 212 661 10 98 51
Email: sales-rabat@agsmovers.com
**bonded facility** ***No POVs***

AGS Casablanca
73, Boulevard Moulay Slimane, Depot No.17
Ain Sebaa, 20100 Casablanca, Morocco
POC: Mr. LOUIS THIERCELIN
(manager)
Tel: 212-522-66-01-89/93
Fax: 212-522-66-12-71
AGS Rabat
1 Rue Tayeb Labsir
Apt 8
AGDAL, Rabat
POC: Mrs. LUACES Joele (deputy Manager)
Tel: 212 537 68 28 92
Cell: 212 61 10 98 51

4) Moumene International Moving Company
# 37, rue Idriss Al Akbar Hassan, Rabat/Morocco
Poc: Mr. Moumene Mohamed, Dir/Manager
Tel: 212-537-26-20-46;
212-537-26-31-57
Fax: 212-537-26-23-94
Email: moumene.mimc@gmail.com;
mimc@iam.net.ma; mimc@menara.ma
Cell: 212-661-35-20-46

3) Marine Maroc Demenagement
23, Boulevard Moulay Slimane
20300 Casablanca, Morocco
POC: Mrs. Oumelghait Kettami
Tel: 212 22 66 72 18
Fax: 212 22 40 47 22
Email: oumelkettani@marine-moroc.co.ma
** bonded facility **

2) Bedel Casablanca
257-259 Boulevard Adelmoumen
Casablanca, Morocco
POC: Mrs. Amina Redouani
Tel: 212 22 86 04 68
Fax: 212 86 01 43
Email: move@bedel.ma
** bonded facility **
**ITGBL Local Agents**

**Country:** Mozambique  
**Post:** Maputo  
**Bureau:** AF

**Local Agents:**

AGS Frasers Mozambique  
POC: Raphael Baptista, AGS Director  
Avenida da Organização da União Africana, 486  
Maputo, Mozambique  
Tel: +258-21-406410;  
Cell: +258-82-3010720  
Fax: +258-21-016168  
Email: manager-mozambique@agsmovers.com  
deputy-mozambique@agsmovers.com  
operations-mozambique@agsmovers.com  
Website: www.agsfrasers.com

CTZ Logistics Lda  
Av Emilia Dausse 1286, R/C  
Bairro Central A  
Maputo  
MOZAMBIQUE  
Telfax:00258 21 303016  
Tel: 00258823070684  
Direct Mobile: 00258826223236/00258842853240/002588238056  
Email: ctzlogistics@inmail.co.mz  
Email: sales@ctzlogistics.com & czembe@ctzlogistics.com  
Website: www.ctzlogistics.com  
Chandson Zembe  
Sales & Marketing Manager

INGAR MOZAMBIQUE LDA  
Rue da Soveste  
PO Box 2330  
Maputo, Mozambique  
Tel: 258-21 4625001  
Fax: 258-21 462502  
Email: ingar@teledata.mz  
Website: www.ingarinternational.com

**Country:** Namibia  
**Post:** Windhoek  
**Bureau:** AF

**Local Agents:**

Stuttaford Van Lines  
Danzig Street #7, Lakenrez  
P.O. Box 22902  
Windhoek, Namibia  
POC: Ms Bettina Priilaid  
Tel: 264-61-224-691  
Fax: 264-61-225-302  
Email: dean.bruwer@stuttafordvanlines.com  
zirk.swanepoel@stuttafordvanlines.com  
**bonded facility**

Namtrans  
Copper Street #37, Prosperita  
P.O. Box 30988  
Windhoek, Namibia  
POC: Mr. Philip Mans or Ms. Caroline Jooste  
Tel: 264-61-236-270  
Fax: 264-61-236-304  
Email: namtrans@namtrans.com.na and carolinej@namtrans.com.na
Country: Nepal
Post: Kathmandu

Local Agents:

2 ) Orient International Relocations and Mobility Services
Tripureswor, Kathmandu
Nepal
POC : Vinod Shah and Sudeep Shah
Ph (9771)4240990/4227668
Mobiles (977)9851020423/9802020000
Emails : moving@orientfreightgroup.com & support@orientfreightgroup.com

1 ) Atlas Packers and Movers
Tinkune, Airport Road
Kathmandu, Nepal
POC: P. W. Lama
Tel: 977 1 448 0797
Fax: 977 1 448 1174
Email: atlas@atlas.com.np
" customs bonded facility "

ITGBL Local Agents
Country: Netherlands

Post: Amsterdam
Bureau: EUR

Local Agents:

2) Voerman
Wolga 12
2491 BL The Hague
The Netherlands
POC: Mr. S. Droog
Tel: +31-70-3011301
Email: Sdroog@voerman.com
Website: www.voerman.com

** Bonded Facility**

1) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblisserdam (Rotterdam)
The Netherlands
POC: Mr. Dick Ansink; Mr. Marcel Boer
Tel: 31-78-692-03-33
Email: d.ansink@dehaan.nl; marcel@dehaan.nl
Website: www.dehaan.nl

** bonded facility **

2) KHZ Removals
A. van Leewenhoekweg 30
2400 AJ Alphen a/d Rijn
The Netherlands
POC: Sita Ranner
Tel: 31 172 449977
Website: www.khz.nl

** bonded facility **

Post: The Hague
Bureau: EUR

Local Agents:

3) Voerman
Wolga 12
2491 BL The Hague
The Netherlands
POC: Mr. S. Droog
Tel: +31-70-3011301
Email: Sdroog@voerman.com
Website: www.voerman.com

** Bonded Facility**

2) KHZ Removals
A. van Leewenhoekweg 30
2400 AJ Alphen a/d Rijn
The Netherlands
POC: Sita Ranner
Tel: 31 172 449977
Website: www.khz.nl

** bonded facility **

1) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblisserdam (Rotterdam)
The Netherlands
POC: Mr. Dick Ansink; Mr. Marcel Boer
Tel: 31-78-692-03-33
Email: d.ansink@dehaan.nl; marcel@dehaan.nl

** Bonded Facility**

Website: www.dehaan.nl
ITGBL Local Agents

Country: Netherlands Antilles
Post: Curacao
Bureau: EUR

Local Agents:

3) CPost International (POV and Supplies LCL Ocean Miami – Curacao under 1000LBS shipment)
Schottegaatweg Noord 32,
Willemstad, Curacao
POC: Ms. Danielle De Vrueg
Tel: (5999) 767-2588
Cell: (5999) 527-1313
Fax: (5999) 747-1155
Mail: dvreugd@cpostint.com

1) Caribbean Moving Services NV (UAB & HHE)
Caracasbaaiweg # 328 B
Willemstad, Curacao
POC: Ms Manuela Carolina
Tel: (011-5999) 767-2588
Fax: (011-5999) 747-1155
Mail: manuela@cms.an

2) Meyer Moving (HHE-UAB)
P.O Box 3055 Cas Coraweg 69
Willemstad, Curacao
POC: Mr. Bert Spierenburg
Tel: (599-9) 843-4766
Cell: (599-9) 670-0995
Mail:b.spierenburg@meyermoving.com
www.meyermoving.com
ITGBL Local Agents

Country: New Zealand
Post: Auckland

Local Agents:
The Moving Company (NZ member of UniGroup UTS)
21 Peterkin Street
Lower Hutt
PO Box 38081
Wellington Mail Center 5045
POC: Nozer Damania
Email: nozer.damania@themovingcompany.co.nz
Phone: +64 9 255 6811

New Zealand Van Lines
19 Barnes Street, Seaview, Wellington
POC: Craig Harris
Craig.Harris@nzvanlines.co.nz

Crown Relocations
44-46 Seaview road, Seaview, Wellington
POC: Debbie Mansell
dmansell@crownrelo.com

Allied Pickfords
8-14 McCormack Place, Ngauranga
P.O. Box 162
Wellington, New Zealand
POC: Ray Loader, National Manager
Tel: 64-4-472-1134
Fax: 64-4-371-2175
Email: Ray.Loader@alliedpickfords.co.nz

Local Agents:

Post: Wellington

Local Agents:
Allied Pickfords
8-14 McCormack Place, Ngauranga
P.O. Box 162
Wellington, New Zealand
POC: Andrea Smith, International Administrator
PH: +64 4 931-7036, FAX: +64 4 471-2175, E-Mail: Andrea.Smith@alliedpickfords.com

The Moving Company (NZ member of UniGroup UTS)
21 Peterkin Street
Lower Hutt
PO Box 38081
Wellington Mail Center 5045
POC: Nozer Damania
Email: nozer.damania@themovingcompany.co.nz
Phone: +64 9 255 6811

New Zealand Van Lines
19 Barnes Street, Seaview, Wellington
POC: Craig Harris
Craig.Harris@nzvanlines.co.nz

Crown Relocations
44-46 Seaview road, Seaview, Wellington
POC: Debbie Mansell
dmansell@crownww.com
Country: Nicaragua

Post: Managua

Local Agents:

DO NOT USE ACONIC OR SERVISA FOR BROKERAGE. Any shipments using these brokers will receive no missed RDD exception.

2) Transcargo Ltd.
Mudanzas y Transportes Internacionales
Carretera Norte Km. 2.5; frente al Complejo Policial "Ajax Delgado"
P.O. Box 2082
Managua, Nicaragua
POC: Meyling Montes
trafico@transcargoltd.com
Tel: 505-2248-4363
Fax: 505-2248-4914

1) Mundanzas Mundiales
Km. 6.5 Carretera Norte, Entrada a Cerveceria
Managua, Nicaragua
POC: Marjorie Freer
traffic@gmm.co.ni
Tel: 011-505-252-2828

Country: Niger

Post: Niamey

Local Agents:

1) C.A.T. Niger S.A.
BP 10951
Niamey, Niger
POC: Mr. Ali Djamiba, Director
Tel: 227 20 74 09 65
Fax: 227 20 74 34 29
Cell: 227 94 95 26 00
Email: catniger@intnet.ne

3) DHL Global Forwarding
DHL Niger International
1822, Blvd. de la Liberte
BP 10926
Niamey, Niger
Tel: 227 20 73 33 59
Cell: 227 94 85 22 85
Fax: 227 20 73 81 06
Email: simbala.sylla@dhl.com

2) MAERSK Niger S.A.
BP 12051
Niamey, Niger
POC: Mr. Sani Halilou
Tel: 227 20 73 44 80
Cell: 227 96 96 28 09
Fax: 227 20 73 44 80

4) AGS Frasers Niger
Route de l’aeroport
BP 13612
Niamey, Niger
POC: Gerard Machetel
Tel: 227 20 74 28 80 / 227 20 74 27 96
Cell: 227 96 96 37 31
Fax: 227 20 74 19 40
Email address for US agent contact: ITGBL-Africa@agsmovers.com
### ITGBL Local Agents

<table>
<thead>
<tr>
<th>Country:</th>
<th>Nigeria</th>
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<tbody>
<tr>
<td>Post:</td>
<td>Abuja</td>
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<tr>
<td>Bureau:</td>
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<td><strong>Local Agents:</strong></td>
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<td>Post:</td>
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<td>Bureau:</td>
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<th>Country:</th>
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<td>Post:</td>
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<tr>
<td>Bureau:</td>
<td>EUR</td>
</tr>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Irish Relocation Services  
Jason Crane - Account Manager  
12 Westbank Road, Belfast, BT3 9JL  
T: +44-(0) 28 9078 1278  
F: +44-(0) 28 9078 1728  
M: +44 (0) 7501 507181  
W: www.irishrelo.com | |

<table>
<thead>
<tr>
<th>Country:</th>
<th>Norway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post:</td>
<td>Oslo</td>
</tr>
<tr>
<td>Bureau:</td>
<td>EUR</td>
</tr>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 2.) ADAMS EXPRESS AS  
Filipstadveien 2  
0250 Oslo  
Norway  
POC: Travis L. Clark  
Tel: (47) 23011459  
Fax: (47) 23011451  
Cell: (47) 92046220  
Email: tlc@adamsexpress.no | |
| NFB INTERNATIONAL RELOCATIONS AS  
Nesbruveien 33-A, 1396 Billingstad (Oslo), Norway  
POC: Bjørn Carlsen – Managing Director  
Cell: +47-478 43 615 | Email: bjorn.carlsen@nfbir.com |
| 1.) TEAM RELOCATIONS AS  
Ankerveien 209  
1359 Eiksmarka  
Norway  
POC: Kai Roger Finnseter  
Tel: (47) 67161616  
Fax: (47) 67161617  
Cell: (47) 92843043  
Email: KaiRoger.Finnseter@teamrelocations.com | |
ITGBL Local Agents

Country: Oman
Post: Muscat
Bureau: NEA

Local Agents:

5) The Movers
MANOJ SHARMA
Business Unit Head
GSM: +968 98548563 / 96287961
Office Tel: +968 2421-8353
sharma.manoj@themovers.om
sales@themovers.om

6) International Moving
Rajesh Nair | Manager –
Gulf Agency Company (Oman) LLC | P.O.Box 740, 112 Ruwi, Sultanate of Oman| Direct: +968 24477857 | Fax: +968 24477891 | Mobile: +968 95215700 Rajesh K. Nair
rajesh.knair@gac.com
www.moving.gac.com

1) M/S Inchcape Shipping Services & Co. LLC.
Post Box 36, Postal Code 112
Ruwi, Sultanate of Oman
POC: Ajith George, General Manager
POC: Sunny Cheeran, Manager,
International Removals
POC: Ajith George, Manager, Cargo Services
Tel: (968) 24567010/ 24567050/ 24567744
Fax: (968) 24567101
Cell: 99942779 ( Robb ); 99493784 ( Kumar ); 99317411 ( George )
Email: jim.robb@iss-shipping.com
Email: manoj.kumar@iss-shipping.com;
ajith.george@iss-shipping.com

2) Writer relocations
Tel: 92411640 or 97881439
Po box 3380
PC 111
Muscat Sultanate of Oman
Tel 0096824619815
Fax 0096924593799
renny.james@writercorporation.com

4) Falcon Air Services & Transport Co LLC (UPS)
P.O Box : 889, P.C. 100,
Muscat, Sultanate of Oman
Antony Navis.B
Tel : + 968 24 68 3 960 / 1 / 2 / 3 / 4 /5
Dir : + 968 24 68 3 959
Gsm : + 968 9282 9020
Fax : + 968 24 68 3 958
Email : antony@fastcooman.com
Web : www.fastcooman.com
**ITGBL Local Agents**

**Country:** Pakistan  
**Post:** Islamabad  
**Bureau:** SCA

**Local Agents:**

4. Viking Shipping Services  
POC: Mr. Qamar Rashid, Chief Executive  
Address: 17, First Floor Muhammadi Plaza, Blue Area,  
Jinnah Avenue, Islamabad – Pakistan.  
Tel. No. 92-51-2810026-27, 2875807-08, Fax: 2875809  
Email: Viking@isb.comsats.net.pk  
Website: www.viking.pk.com

2) Ocean Air  
Industrial Area, Sector 1-10/3, Street 6, Plot 76  
Islamabad, Pakistan  
POC: Khushi Mohammad Raza, Asif Raza, Kashif Raza  
Tel: 92-51-444-7551  
Fax: 92-51-444-3771  
Email: oceanair@cyber.net.pk

1) M/S Freeline Movers  
3rd floor, Yasin Plaza, 74-West Blue Area  
Islamabad, Pakistan  
POC: Alamgir Shah or M. Beaty  
Tel: 00-92-51-2878029 - 2822471  
Fax: 00-92-51- 2274227 - 2825132  
Cell: 92 300 8500379 (Shah)  
Cell: 92 302 8556906 (Beaty)  
Freeline Movers Head office general email moving@freelinemovers.com (to be cc'd in all correspondence)  
Freeline Movers MD’s email: ashah@freelinemovers.com (Alamgir Shah)  
(ITGBL requests to be sent to)  
Freeline Movers ITGBL Handler email: hammad.shah@freelinemovers.com (ITGBL requests to be sent to)  
Freeline Movers city emails  
karachi@freelinemovers.co  
lahore@freelinemovers.com  
peshawar@freelinemovers.com  
Kabul@freelinemovers.com  
quetta@freelinemovers.com (For shipments to the concerned cities)  
Website: www.flm.com.pk

3. Express Movers:  
POC: Ehsan-ul-Haq, CEO  
Address: Plot No. 66-76, Khayaban-e-Johar,  
Sector I-10/3, Islamabad – Pakistan.  
Tel No. 92-51-4100988-90, Fax: 92-51-4100987  
Email: mail@expressmovers.com.pk
## ITGBL Local Agents

<table>
<thead>
<tr>
<th>Post: Karachi</th>
<th>Bureau: SCA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
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</tr>
<tr>
<td>3) EXPRESS MOVERS</td>
<td></td>
</tr>
<tr>
<td>14-D, Block-6</td>
<td></td>
</tr>
<tr>
<td>PECHS, Karachi-75400, Pakistan</td>
<td></td>
</tr>
<tr>
<td>POC: Imran Aziz Siddiqui / Ashfaq Uddin</td>
<td></td>
</tr>
<tr>
<td>Tel: (92-21) 34527270 - 34528077</td>
<td></td>
</tr>
<tr>
<td>Fax: (92-21) 34547086</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:ops@expmovkhi.com">ops@expmovkhi.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| 1) OCEAN AIR INTERNATIONAL | |
| Office # 804, 8th Floor, Business Plaza, Mumtaz Hassan Road | |
| OFF: I.I. Chundrigar Road, Karachi | |
| POC: Mr. Kashif Raza, Chief Coordinator | |
| POC: Javaid I. Kanwar | |
| Tel: (92-21) 32460491-92 (Karachi Office) | |
| Fax: (92-21) 32460493 | |
| Email: everywhere@cyber.net.pk | |

| 2) FREELINE MOVERS | |
| No. 14&15, 3rd Floor, Kahkashan Mall, Main Tariq Road 172-1, Block -2, P.E.C.H.S. Karachi | |
| POC: Anwar Fateh/ Amir Shahzad | |
| Tel: (92-21) 34530626 - 34310478 | |
| Fax: (92-21) 34531747 | |
| Email: karachi@freeline.com.pk / movers@freeline.com.pk | |
| Website: www.freelinemovers.com | |

<table>
<thead>
<tr>
<th>Post: Lahore</th>
<th>Bureau: SCA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>2) Ocean Air</td>
<td></td>
</tr>
<tr>
<td>House No 40 B Jail Road</td>
<td></td>
</tr>
<tr>
<td>Lahore 54600, Pakistan</td>
<td></td>
</tr>
<tr>
<td>POC: Rizwan Alam Khan, Manager</td>
<td></td>
</tr>
<tr>
<td>Tel: 92-42-7523870</td>
<td></td>
</tr>
<tr>
<td>Fax: 92-42-7523871</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:oceanair@cyber.net.pk">oceanair@cyber.net.pk</a></td>
<td></td>
</tr>
</tbody>
</table>

| 3) M/S. Express Movers | |
| Packers and Freight Forwarders, Plot no. 66-67, Khayaban-e-Johar I-10/3, Islamabad, Pakistan | |
| Tel: +92-51-4100988, 4100989, 4100990 | |
| Fax: +92-51-4100987 | |
| Email: expressmovers@nayatel.pk, Web site: www.expressmovers.com.pk | |
| POC: Mr. Ehsan Malik, CEO or Mahtab Khan | |

| 1) M/S Freeline Movers | |
| 3rd floor, Yasin Plaza, 74-West Blue Area Islamabad, Pakistan | |
| POC: Alamgir Shah or M. Beaty | |
| Tel: 00-92-51-2878029 - 2822471 | |
| Fax: 00-92-51- 2274227 - 2825132 | |
| Cell: 92 300 8500379 ( Shah) | |
| Cell: 92 302 8556906 ( Beaty) | |
| Email: ashah@freeline.com.pk | |
| Email: flm@apollo.net.pk or movers@freeline.com.pk | |
| Website: www.flm.com.pk | |
## ITGBL Local Agents

### Post: Peshawar

**Local Agents:**

2) M/S Freeline Movers  
3rd floor, Yasin Plaza, 74-West  
Blue Area, Islamabad, Pakistan  
POC: Alamgir Shah  
Tel: 00-92-51-2822471/ 2274221  
Fax: 00-92-51-2825132 / 2274227  
Email: flm@apollo.net.pk or movers@freeline.com.pk  
Website: www.flm.com.pk

1) Ocean Air  
No 76, Street 6, I -10/3  
Industrial Area, Islamabad  
Pakistan.  
POC is Asif Raza,  
Email: asif@oceanairpls.com  
Gen Office Email: Oceanair@cyber.net.pk  
Tel: +92-51-444 7551 - 4  
Fax: +92-51-444 3771 & 444 5700

3) M/S Express Movers  
Plot # 66-67, Khayaban-e-Johar  
1-10/3, Islamabad, Pakistan.  
POC: Ehsan Malik  
Tel No: 051-4100988-90  
Fax No: 051-4100987  
Email: expressmovers@nayatel.pk

### Country: Palau

**Post: Koror**

**Bureau: EAP**

### Local Agents:

1) CTSI Logistics - Palau  
P.O. Box 1713, Waesie Bldg.  
Malakal Koror, Palau  
POC: Jun Aclan, Operation Manager; Ronnie Giman, Station Manager  
Tel: (680) 488-1085/ 2845/ 6863  
Fax: (680) 488-5828  
Website: www.ctsi-logistics.com
ITGBL Local Agents

Country: Panama
Post: Panama City

Local Agents:

1) PANAMA PACKING AND STORAGE
Urb. La Esperanza No.9-T
Ricardo J. Alfaro Avenue
San Miguelito
Panama City
General Manager: Fernando Alegre E.
Sales Director: Lina Alegre M.
Phones: (507) 230-1422/230-1147
Fax (507) 230-1609
E-Mail: mail@panamapacking.com

2) Canal Movers
Building 1067, Curundu Road Curundu
Panama City, Republic of Panama
POC: Walter Lafitte, General Manager
Tel: 507 232-5189/ 232-1394
Email: rates@canalmovers.com

3) Panama Intermoving Relocation, Inc. (PIR)
PH Agata, First Floor, Local No.2
Street No. 50 and 68
San Francisco,
Panama, Rep. of Panama
juan.bernal@panamapir.com
www.panamapir.com
(507)322-0747
(507)322-0745
Contacts: Mr. Juan B. Bernal - Director Mr. Mauricio Escalante – Commercial Director

4) Balboa Movers INC.
Milla 7.7. Transistmica Hwy
San Miguelito, Panama City
Republic of Panama
POC: George O’Masta – General Manager
Phone (507) 388-6967
E-Mail: balboaop2@gmail.com

Country: Papua New Guinea
Post: Port Moresby

Local Agents:

3) JVK International Movers
Address: Unit 1 , 7 First Avenue
Address2: Maroochydore, Queensland 4558,
Australia
POC: Paul Sutton
Title: Managing Director
Tel: +07-5309 6890
Mob: +61 448752910
Fax: +07-5335 1663
Email: paul.sutton@jvkasia.com
**Country:** Paraguay

**Post:** Asuncion

**Bureau:** WHA

**Local Agents:**

SERVIMEX SACI  
2435 Felix Bogado Ave.  
Asuncion, Paraguay  
POC: VIVIANA NUÑEZ – Email: Import@servimex.com.py  
POC: LOURDES TUFARI - outgoing shipments – email: export@servimex.com.py

---

**Country:** Peru

**Post:** Lima

**Bureau:** WHA

**Local Agents:**

Class International Movers  
POC Mr. Daniel Laporta - President  
Tel: 511-206-9955 X 140  
mobile: 951292-333  
e-mail: dlaporta@classmoving.com.pe   
Mrs. Claudia Lucio – Head of Sales and Marketing  
Support  
Tel: 511-206-9955 X 230  
mobile: 994210-480  
e-mail: juanacueva@express.com.pe

1) Express Transports, S.A.  
Av. Los Gorrones 130  
Lima 09, Peru  
POC: Dieter Krumdiek, General Manager  
Tel: 511-251-4040  
Fax: 511-251-3070  
Email: krumdiek@express.com.pe  
Web-site: www.express.com.pe

2) Security International Moving, SAC  
Av. Los Castillos 309  
Ate - Lima 3, Peru  
POC: Mario Martinez, President  
Tel: 511-436-4000  
Fax: 511-436-4000  
Email: MMartinez@simoving.com.pe  
Web-site: www.simoving.com.pe
ITGBL Local Agents

Country: Philippines
Post: Manila
Bureau: EAP

Local Agents:

6) "POVs to Manila only"
AJ & J Cargo Movers, Inc.
POC: Mr. Alfonso C. Obsam
Address: 1914 San Marcelino St., Malate, Manila, Philippines
Tel. No. (632) 525-3419, (632) 524-3829
Fax No. (632) 522-3381
E-mail: aj@pltdsl.netl; aco@ajjcargomovers.com
Website: www.ajjcargomovers.com

7) A1 Global Logistics Services
Address: Unit 2A-1 Bldg. 8414, Dr. A. Santos Avenue
Brgy. BF Homes, Sucat, Paranaque City 1700
Philippines
POC: Olivia S. Alarcon/President and CEO
Email: Olivia.alarcon@al1global-logistics.com
Direct: +632 785 1570
Mobile: +63920 9517523 or +63917 8126548
Website: www.al1global-logistics.com
Facebook: www.facebook.com/a1global.logistics
Skype: a1global-logistics
Twitter: A1_logistics

1) Commercial Freight Services, Inc.
Address: Joseph Sitt St., 3rd Avenue,
Bagumbayan, Taguig City, Philippines
Tel. Nos. (632) 823-6545; (632) 823-6355; (632) 823-6294
Fax No: (632) 820-3092
POC1: Jaime A. Fernandez
Email: comfrtbusdev@cfsharp.com
POC2: Grace Silvestre
Email: gvsilvestre@cfsharp.com

2) Crown Worldwide Movers, INC.
Bldg. 2 Panorama Compound Km 18
West Service Road, Sucat
Paranaque City 1700, Philippines
POC: Maria Cristina Songco
Email: msongco@crownrelo.com
Tel: (632) 822-1123
Fax: (632) 823-52-63
Web-site: www.crownrelo.com

3) Asian Tigers Lane Moving and Storage, Inc.
N4 JY Sons Compound, Veteran Complex
1631 Taguig, Manila, Philippines
POC: Richard Dyas
Email: Richard.dyas@asiantigers-philippines.com
POC: Tata B. Pintac
Email: tata.pintac@asiantigers-philippines.com
POC: Mel Santos
Email: mel.santos@asiantigers-philippines.com
Tel: (632) 837-09-32
Fax: (632) 838-48-35

4) Santa Fe Moving and Relocations Services
Warehouse 2 & 3, Southern Luzon Complex, Purok 3,
Barangay Batino, Calamba City, Laguna, Philippines
POC: Mr. Vedit Kurangil; E-mail: vedit.kurangil@sanataferelo.com
POC: Ms. Racquel Sapiendante; E-mail: racquel.sapiendante@santaferelo.com
POC: Ms. Simon Shrubsole; E-mail: simon.shrubsole@santaferelo.com
5) AGS Four Winds International Movers
10 P. Antonio Street, Barrio Ugong
Pasig City, Philippines
POC: Mr. Elliot McMahon; E-mail: elliott.mcmahon@agsfourwinds.com
Tel. No. (632) 671-8000
Fax No. (632) 671-8338

Carepak Moving & Storage
Address: 43 Sta. Ana Drive, Sun Valley, Paranaque City, Philippines
POC: Austen Chamberlain; E-mail: austenchamberlain@carepakmoving.com
Tel. No. (632) 809-5808
Fax No. (632) 807-3041
ITGBL Local Agents

Country: Poland
Post: Krakow

Local Agents:

1) Universal Express
   ul. Syszkowa 35/37
   02-285 Warsaw, Poland
   POC: Kinga Motyka
   Tel: 48-22-8783500
   Email: kinga.motyka@uer.pl
   Email: renata.bozek@uer.pl

DTS
   ul. Światowa 22
   02-229 Warszawa
   POC: Mr. Wojciech Kwiatek
   Chief Executive Officer
   Tel. +48 221003006
   Mobile: +48508003131
   Email: kwiatek@moving.pl

5) AGS Warsaw S.P. ZO.O
   Ul. Julianowska 37
   05-500 Piaseczno
   Poland
   POC: Antonie Duquesnay
   Tel: 0048 22 702 1072
   Cell: 0048 602 258 055
   Fax: 0048 22 702 1077
   Email: manager-warsaw@agsmovers.com or
   operations-warsaw@agsmovers.com

2) Move One Relocations sp.z.o.o.
   ul. Koszykowa 54
   00-675 Warsaw, Poland
   POC: Piotr Piekarowicz
   Tel: 48-22-6308161
   Tel: 48-509761217
   Email: Piotr.piekarowicz@moveoneinc.com

3) Gosselin Poland
   ul. Nowa 23, Stara Iwiczna
   05-500 Piaseczno, Warsaw, Poland
   POC: Piotr Dmowski or Justyna Bak
   Tel: 48-22-7377200
   Email: Piotr@corstjens.pl
   E-mail justyna@corstjens.pl
Local Agents:

ARKPOL Poland
Mr. Krzysztof Smolenski
Email: ksmolenski@arkpol.com
Tel. +48 22 853 3043
Address:
Ul. Słowikowskiego 27
05-090 Raszyn

5) INTERDEAN
ul. Geodetow 172
05-500 Piaseczno
Warsaw, Poland
POC: Michal Piszczorowicz, Branch Manager
POC: Bartlomiej Wiaczeck
Tel: 48-22-7017171
Fax: 48-22-7017177
Cell: 48602306232 (Wiaczeck)
Email warsaw@interdean.com
Email: Bartek.wiaczek@interdean.com

4) Universal Express
ul. Syszkowa 35/37
02-285 Warsaw, Poland
POC: Ms. Kinga Motyka
Email: kinga.motyka@uer.pl
POC: Ms. Aneta Golba
Email: aneta.golba@uer.pl
Tel: 48-22-8783546
** bonded warehouse at airport **

3) AGS Warsaw S.P. ZO.O
Ul. Julianowska 37
05-500 Piaseczno
Poland
POC: Antonie Duquesnay
POC: Piotr Zelwak
Tel: 0048 22 702 1072
Cell: 0048 602 258 055
Fax: 0048 22 702 1077
Email: managerwarsaw@agsmovers.com or
operationswarsaw@agsmovers.com

2) Move One Relocations
ul. Koszykowa 54
00-675 Warsaw, Poland
POC: Piotr Piekarowicz
Tel: 48-22-6308161
Email:Piotr.piekarowicz@moveonerelo.com

1) Gosselin Poland
ul. Nowa 23, Stara Iwiczna
05-500 Piaseczno, nr Warsaw,
Poland
POC: Piotr Dmowski or Justyna Bak
Tel: 48-22-7377200
Email:Piotr@corstjens.pl
Email: justyna@corstjens.pl

DTS
ul. Światowa 22
02-229 Warszawa
POC: Mr. Wojciech Kwiatek
Chief Executive Officer
Tel. +48 221003006
Mobile: +48508003131
Email: kwiatek@moving.pl
ITGBL Local Agents

Country: Portugal
Post: Lisbon
Bureau: EUR

Local Agents:

5) STRONG MOVING INTERNATIONAL
Tel: +351 218 435 607/8
Mov: +351 935 793 790
Av. Pedro Alvares Cabral, 169
Centro Empresarial Sintra/Estoril V - Armazém B16
2710-090 Sintra - Portugal
www.strongmovint.com
DOD Approved Agent
Poc: Antonio Lemos
antonio.lemos@strongmovint.com
and
geral@strongmovint.com

1) Empressa de Transportes Galamas
Av. Salgueiro Maia
No. 840 Aboboda
2776-902 Carcavelos, Portugal
Tel: 351-21-444-3021
POC: Mr. Jose Esteves
Email: lisbon@galamas.pt
** bonded warehouse **

6) Gauntlett International Transportes, LDA.
Apartado 76 2766-901
Estoril Codex, Portugal
POC: Kenneth Laidlaw; Raquel Machado
Tel: 00 351 21 924 2917
email: kennethlaidlaw@gauntlett.com ;
raquelmachado@gauntlett.com
bonded warehouse **

7) City Mover
Parque Oriente, Armazem B17
2695-167 Bobadela
Loures
Tel: 00 351 21 478 9400
POC: Goncalo Sousa; Pedro Silva
Email: gsousa@citymover.pt; psilva@citymover.pt
bonded warehouse

3) MARMEDSA/UNIVERSAL GLOBAL LOGISTICS
Address: Av. D. João II – Lt 1.18.01, Edificio Art's
Bloco B – Sala 2B, Parque das Nações
1990-084 Lisboa (Portugal)
http://redirect.state.sbu/?url=www.universalgloballogistics.com
POC: Bruno Alves, email: balves@ugl.marmedsa.com

4) NAVECOR Transitarios, Lda.
R Rosa Araujo, No. 30 7 - esq
1250-195 Lisboa, Portugal
POC: Ilda Pereira
Tel: 00 351 21 350 4250
Email: movers@navecortransitarios.com

2) GLOBAL INTERNATIONAL RELOCATION
Address: Estrada Principal 8, Campo Raso
2710-138 Sintra, Portugal
Tel: 00 351 219 236 550
POC: Luis Duarte
Email: info@global.pt
## ITGBL Local Agents

**Country:** Qatar  
**Post:** Doha  
**Bureau:** NEA

### Local Agents:

1. **GAC Qatar W.L.L.,**  
P.O. Box 6534,  
Doha – Qatar  
Tel: +974 -44205600  
Fax: +974-44205601  
POC: Jarmo Kihlstrom  
E-Mail: jarmo.kihlstrom@gac.com  
Moving.qatar@gac.com

2. **Swift Freight Services**  
P.O. Box 22303  
Doha, Qatar  
POC: Dave Dsouza  
Tel: 974 4460 4815  
Fax: 974 4460 4534  
Email: swiftint@qatar.net.qa

3. **Writer Relocations**  
PO Box 37846, Doha, State of Qatar  
Tel: +974-4468 4046/ 4469 1661  
Fax: +974 44684746  
Mobile: +974 55861881  
POC: Anoop Edward Bosco, Country Manager  
Email: anoop.bosco@writercorporation.com  
Website: www.writercorporation.com
Country: Romania

Post: Bucharest

Bureau: EUR

Local Agents:

4) ORBIT International Moving and Storage  
Member of Orphee Beinogiou Group.  
Address: Sos. Bucuresti - Urziceni Km. 18+400,  
POC: Teodoru Cristea  
Phone: 0040-21-350 1500  
Fax:0040 -21-350 1501  
Email: trcristea@orbitromania.ro  
Cell: 0040 744 431 759  
Email: hhgds@orbitromania.ro  
www.orbitromania.ro

Global Relocation Services  
Bucharest, Romania  
Mr. Cor de Groot – Country Manager  
Ph +40 21 311 6425  
Fax +40 21 317 2563  
Office@globalrelo.ro  
cordegroot@globalrelo.ro

Premier Moving & Storage Bucharest  
Telefon/Fax: +40 21.252.09.71  
Mobile:: +40 732.199.199  
e-mail: romania@premiermoving.ro  
POC Razvan Cretu  
Site: www.premiermoving.ro

6) Corstjens Worldwide Movers  
POC: Florin Mitrica  
Tel: +40 21 1020698  
Mobile +40 728 736488  
E-mail: florin@corstjens.com

9) Top Movers  
POC: Vlad Icodin  
Email: TopMovers@TopMovers.ro  
Tel+ 40 21 6533942  
Mobile: +40 722 628923

8) Crown Relocation  
POC: Marius Trusca  
Email: M.Trusca@crownrelo.com  
Tel: +40 724 187 083 / +40 754 766 789

7) Move One  
POC: Alexandru Ciocodei  
Email: Alexandru.Ciocodei@moveoneinc.com  
Tel: +40 21 650 0025  
Mobile: +40 753 038 138

5) Rilvan Romania  
Theodor Popa – e-mail theodor.popa@rilvan.eu  
Mobile: 40 729 777397; Phone: 40 21 219547

3) CDD Relocation  
162 Splaiul Unirii  
Bucharest, Romania  
POC: Dana Dascalu  
Tel: 40 21 317 9754  
Email: dana.dascalu@relocate.ro

2) AGS International Moving and Storage  
256 Basarabia Blvd, District 3  
Bucharest, Romania  
POC: Gratia Lascu or Valentina Costache  
Tel: 40 21 345 0666  
Fax: 40 21 345 0062  
Email: manager-bucharest@agsmovers.com  
Bonded Facility *****
1) INTERDEAN INTERNATIONAL RELOCATION
***
36-38 Migdalului Street
Bucharest, Romania
POC: Cristian Borcos
cell phone: 40 722 629252 Tel: 40-21-221.23.25
Email: Cristian.Borcos@interdean.com **Facility is secure but not bonded**

<table>
<thead>
<tr>
<th>Post:</th>
<th>Bureau:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluj-Napoca</td>
<td>EUR</td>
</tr>
</tbody>
</table>

Local Agents:
<table>
<thead>
<tr>
<th>Local Agents:</th>
</tr>
</thead>
</table>
| 2) Santa Fe Relocation Services  
61 Novocheryomushkinskaya  
Moscow, Russia  
POC: Elena Singurova  
Tel: 7 495 933 5232  
Email: elena.singurova@santaferelo.com |
| 3) PARUSTRANS International Movers  
Address: Ul. Ryabinovaya 37, str.1 121471  
Moscow RUSSIA  
POC: Ms. Tatiana Loboda  
E-mail: Tloboda@parustrans.ru  
www.parustrans.ru  
Tel./fax: +7 495 440 2162  
Mobile: +7 916 522 9142 |
| 5) AGS FROESCH  
Ochakovskoye Shosse 36,  
Building 2  
119530 Moscow / Russia  
POC: Ludmila Moskvina  
Phone: +7 (495) 989 6664  
Fax: +7 (495) 989 6668  
Mobile: +7 963 712 3280  
Email: Ludmila.moskvina@agsfroesch.com |
| 7) M&TM Freight LLC  
Moscow 125363  
Skhodnenskaya 56, off. 601  
POC: Reinier Reints  
Sales Development Director CIS & Russia  
Direct: +7-495-268-02-11 (ext. 164)  
Mobile: +7 (916)-812-43-61  
E-mail: reinier.reints@mtm-net.ru |
| 6) Gosselin Group  
Moscow Office  
48A, Otkrytoye Chausse  
107370 Moscow, Russia  
POC: Inna Kapshuk  
Tel: 7 (495) 989-73-00  
Fax: 7 495 966 7307  
Email: DOSMOS@gosselingroup.eu |
| 1) Team Relocations  
127A, Varshavskoye Chausse  
Moscow, Russia  
POC: Dmitry Degtyarev, General Manager  
Tel: 7 495 796 9325  
Email: Dmitry.Degtyarev@teamrelocations.com |
| 4) Globalink Logistics  
Address: Moscow, 31 Ibragimov  
Str, corp 50, of. 625  
POC: Artur Dzharabayev  
E-mail: a.dzharabayev@globalinkllc.com  
Mobile: +7 968 534 29 32  
Tel: +7 495 651 82 72  
Fax: +7 495 651 82 73 |
# ITGBL Local Agents

## Post: St. Petersburg  
**Bureau:** EUR

### Local Agents:

<table>
<thead>
<tr>
<th>AAA Logistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>192236, Russian Federation, Saint-Petersburg, Sollyskaya street, 6, liter S, pomeshenie 1-N</td>
</tr>
<tr>
<td>POC Norbert Gooren</td>
</tr>
<tr>
<td>Tel. (mobile): +7-921-412-02-51</td>
</tr>
<tr>
<td>Tel. (office): +7-812-431-99-19</td>
</tr>
<tr>
<td>Fax: +7-812-431-99-20</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ngo@aaa-russia.com">ngo@aaa-russia.com</a></td>
</tr>
<tr>
<td>Elena Shokorova   Tel.</td>
</tr>
<tr>
<td>(mobile): +7-921-370-92-93</td>
</tr>
<tr>
<td>Tel. (office): +7-812-431-99-19</td>
</tr>
<tr>
<td>Fax: +7-812-431-99-20</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:operations-2@aaa-russia.com">operations-2@aaa-russia.com</a></td>
</tr>
</tbody>
</table>

3) **Corstjens Worldwide Movers Group - Moscow**  
Office  
Otkritoye Shosse 48A 3d fl  
107370 Moscow  
Russia  
Phone: +7 495 411 9620  
Direct : +7 495 989 7305  
Fax: +7 499 966 7307  
Mobile: +7 985 773 4056  
E-mail: olegy@corstjens.com  
Website: http://www.corstjens.com

2) **OOO Panbaltservice**  
199106 V.O. Bloshoy pr.103  
Tel: 7 812 322 6027  
Fax: 7 812 322 6039  
Email: avia@pan-baltservice.spb.ru  
**customs bonded facility**

## Post: Vladivostok  
**Bureau:** EUR

### Local Agents:

<table>
<thead>
<tr>
<th>OOO &quot;UNIVERSAL EXPRESS&quot;. International Moves and Relocations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>690014 Narodny Prospect 11B, room#314</td>
</tr>
<tr>
<td>POC: Elena Tikushina.</td>
</tr>
<tr>
<td>Tel:+7 914 650 90 51</td>
</tr>
<tr>
<td>8 423 260</td>
</tr>
<tr>
<td>94 40.</td>
</tr>
<tr>
<td>Email:<a href="mailto:vladivostok@universalexpress.ru">vladivostok@universalexpress.ru</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Links, Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ul. Svetlanskaya 89, Suite 35</td>
</tr>
<tr>
<td>690078 Vladivostok, Russia</td>
</tr>
<tr>
<td>POC: Yuri Melnikov</td>
</tr>
<tr>
<td>Tel: 7-4232-220-887</td>
</tr>
<tr>
<td>Email: <a href="mailto:vladivos@links-ltd.com">vladivos@links-ltd.com</a></td>
</tr>
</tbody>
</table>
### ITGBL Local Agents

**Post:** Yekaterinburg  
**Bureau:** EUR

#### Local Agents:

5) AGS Froesch  
115432 Proektiruemyj Proezd 4062, #6  
Moscow, Russia  
POC: Ludmila Moskvina  
Phone: +7 (495) 989 6664  
Fax: +7 (495) 989 6668  
Email: Ludmila.Moskvina@agsfroesch.com

---

Move One  
Podsosenskiy Lane, bld. 5A  
Moscow, Russia  
POC: Alexandra Lenskaya  
Tel: (7) (495) +7 496 682 71 21  
Fax: (7) (495) 926-0163  
Email: alexandra.lenskaya@moveoneinc.com

---

Gosselin Group  
Moscow Office  
48А, Otkrytyye Chausse  
107370 Moscow, Russia  
POC: Inna Kapshuk  
Tel: 7 (495) 989-73-00  
Fax: 7 495 966 7307  
Email: DOSMOS@gosselingroup.eu

---

2) Team Relocations (formerly Allied Pickfords),  
Varshskoye Chausse 127А, 117545 Moscow, Russia  
POC: Dmitry Degtyarev  
General Manager  
T: +7 495 796 93 25  
F: +7 495 796 93 26  
M: +7 985 991 62 68  
E:Dmitry.Degtyarev@teamrelocations.com

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Director Sales Development Russia & CIS  
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Mobile: +7 (916)-812-43-61  
E-mail: reinier.reints@mtm-net.ru  
www.mtm-moving.ru  
125362, str. Vishnevaya, 9, Building 1, office № 504, 5 floor BC «IMPERIAL PARK»  
Moscow, Russia
<table>
<thead>
<tr>
<th>Local Agents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3) SDV TRANSAMI</td>
</tr>
<tr>
<td>BP 1338</td>
</tr>
<tr>
<td>Kigali, Rwanda</td>
</tr>
<tr>
<td>Tel: 250 575584</td>
</tr>
<tr>
<td>POC: Rodolphe Kembukuswa (<a href="mailto:rodolphe@sdv.co.rw">rodolphe@sdv.co.rw</a>)</td>
</tr>
<tr>
<td>Email: <a href="mailto:info@sdv.co.rw">info@sdv.co.rw</a>,</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1) AGSO</td>
</tr>
<tr>
<td>BP 292</td>
</tr>
<tr>
<td>POC Pascal Romain</td>
</tr>
<tr>
<td>Phone: +250 252576573 / 788300906</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:rwanda@agsmovers.com">rwanda@agsmovers.com</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2) COIMEX</td>
</tr>
<tr>
<td>BP 2573</td>
</tr>
<tr>
<td>Kigali, Rwanda</td>
</tr>
<tr>
<td>Tel: 250 575584</td>
</tr>
<tr>
<td>Email: <a href="mailto:coimex@rwand1.com">coimex@rwand1.com</a></td>
</tr>
</tbody>
</table>
Country: Saudi Arabia

Post: Dhahran

Local Agents:

2) Four Winds Saudi Arabia Limited
P.O. Box 5921, Dammam 31432
Kingdom of Saudi Arabia
POC: Jose Pappachan (impdm@fourwinds-ksa.com)
Tel: 966 3 857 4434,
Fax: 966 3 857 4841

1) East & West Express
P.O. Box 718, Dammam 31421
Kingdom of Saudi Arabia
POC: Mr. Mohd Yousufuddin
(myousuf@atco.com.sa)
POC: Mr. Joy C.K. (joy@atco.com.sa)
Tel: 966 3 8346647 X 207, 234
Fax: 966 3 8342327
Local Agents:

4) Orient Transport Company, Ltd.
P.O. Box 6983, Jeddah 21452
Palestine Street, 1st floor, Al-Ajlan Building
Kingdom of Saudi Arabia
POC: Omar Ismail, Import Customs
Email: omar.ismail@kuehnenagel.com
Tel: 966-2-644-6655
Fax: 966-2-660-0223

3) Namma Cargo Services Co LTD
P.O. Box 6867, Jeddah 21452
Kingdom of Saudi Arabia
POC: Abdullah S. Al-Hejilan/ Deputy Regional Manager
Email: a_hejilan@nammacargo.com
POC: Mohamed Alsar/ Import
Email: Alsar@nammacargo.com
POC: Stanley Menezes/ Freight Manager
Email: Stanley.m@nammacargo.com
Tel: 966-2-672-2645/ 672-2560/ 675-7950
Fax: 966-2-674-2799
Website: www.nammacargo.com

2) Four Winds Saudi Arabia LTD
P.O. Box 4223, Jeddah 21491
Kingdom of Saudi Arabia
Tel: +966 2 654 7111
Fax: +966 2 6547222
Anis Al-Shantl, Branch Manager
Email: anis@fourwinds-ksa.com
Raoul R. Katigbak (Import rates inquiry and quote – Personal Effects)
Email: impjed@fourwinds-ksa.com
Munadel Hudali (Import/ Export – Official shipment)
Email: sfjed@fourwinds-ksa.com
Dharn Murali (Export rates inquiry and quote – Personal/official)
Email: expjed@fourwinds-ksa.com
Website: www.fourwinds-ksa.com

1) East and West Express
P.O. Box 1298, Jeddah 21431
Kingdom of Saudi Arabia
POC: Jameel Ahmed, Branch Manager
Email: jameelahmed@atco.com.sa
POC: P. Moidu/ Sr. Sales Executive
E-mail: EWEJEDSales@atco.com.sa
E-mail: moido@atco.com.sa
POC: Syed Hussain Khan/ Sea freight – import & export
E-mail: sayed@atco.com.sa
POC: Mohammed Ameeruddin/ Air freight – import & export
E-mail: Ameeruddin@atco.com.sa
POC: N. Skreekant/ Operations Manager
Email: seekant@atco.com.sa
Tel: 966-2-691-2204
Fax: 966-2-691-3922
Website: www.atco.com.sa
ITGBL Local Agents

Local Agents:

1) Four Winds, Saudi Arabia LTD
P.O. Box 8654, Riyadh 11492
Kingdom of Saudi Arabia
Website: www.fourwinds-ksa.com
POC: Mr. Rasheed Ali
Regional Manager
Tel: 966-11-454-4080/8215
Fax: 966-11-454-6656
Email: Rasheed@fourwindsksa.com
Gen email: impruh@fourwindsksa.com
POC: Mr. Celso M Detalo
Admin. Manager
Tel: 966-11-454-4080/8215
Fax: 966-11-454-6656
Email: celso@fourwinds-ksa.com

2) East & West Express
P.O. BOX 8077, Riyadh 11482
Kingdom of Saudi Arabia
Website: www.atco.com.sa
POC: Mr. Faisal Alamoudy
Regional Manager
Tel: 966-11-810-0760 X 100
Email: Faisal.alamoudy@atco.com.sa
POC: Mr. Anwar-Ul-Haq Qadri
Scheduling Office
Tel: 966-11-810-0760X115
Fax: 966-11-214-0757;
Email: Anwar@atco.com.sa

3) Move One Relocations
P.O. Box 250670, Riyadh11391
Kingdom of Saudi Arabia
Web: www.moveoneinc.com
POC: Lamis Omar
Scheduling Office
Tel: 966-11-2884175
Cell: 966-548-082317
Country: Senegal
Post: Dakar

Local Agents:

4. Transports Demenagement Internationaux (TDI)
Address: Allée Papa Guèye Fall X Marsat DAKAR SENEGAL
Contact: Patrice Calasans
Cel: +221 77 503 69 43
Office: +221 33 822 61 20
E-mail: patricecalasans@tdi.sn
Capable of handling all shipment types, including POVs and GOVs

KAPIO GROUP
Contact: Balla Ndiaye
Address: Ouest Foire, Face CICES B.P 4358 Dakar, Senegal
Office: +221 33 869 36 26
Cel: +221 77 375 68 11
Email 1: kapio@orange.sn
Email 2: exploitation@kapio.sn
Capable of handling all shipment types, including POVs and GOVs

2) Transit Fret (Transfret):
SIEGE SOCIAL SENEGAL
Contact: Maguette Dabo
Boulevard Fahd Abdoul Aziz
Angle Autoroute Echangeur Hann
Tel: +221 33 859 1212
FAX: +221 33 864 3535
Email: Maguette.dabo@transfret.sn
Capable of handling all shipment types, including POVs and GOVs

Worldwide Movers Senegal SARL
Contact: Adja Issa Ngone
Bop
Address: CITE YOFF PALENE RESIDENCE No.7 Dakar, Senegal
Tel: +221 33-860 6000 Mob +221-77-541-1495
Mail: office.senegal@wwmaf.co
Capable of handling all shipment types, including POVs and GOVs

1) AGS Frasers Senegal
Av. Malick Sy
BP: 2704 - Dakar, Senegal
POC: Manager: Didier BERTAY
Cell Phone: 00 221 777401282
Email: manager-senegal@agsfrasers.com
*** Bonded Facility ***
Capable of handling all shipment types, including POVs and GOVs
### ITGBL Local Agents

<table>
<thead>
<tr>
<th>Country: Serbia</th>
<th>Post: Belgrade</th>
<th>Bureau: EUR</th>
</tr>
</thead>
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#### Local Agents:

2) **AGS Belgrade**  
Visnjicka 91  
11060 Belgrade, Serbia  
POC1: Vladan Jankovic, Branch manager  
POC2: Bojan Stojadinovic, Operation Manager  
Tel: +381 11 2085 917  
Fax: +381 11 2085 918  
Email 1: manager-belgrade@agsmovers.com  
Email 2: operations-belgrade@agsmovers.com  
Website: www.agsmovers.com

1) **Move One**  
Bulevar Milutina Milankovica 23  
11070 Belgrade, Serbia  
POC: Maja Pasic, Country Manager  
Tel: +381 63 394 150 / +381 11-777 4243  
Fax: 381 11 848 7089/ +381 11-777 42433  
Email: maja.pasic@moveoneinc.com  
Website: www.moveoneinc.com  
***Main company for TMO shipments***

4) **Interdean**  
III Nova 28  
Belgrade – Dobanovci  
Serbia  
POC: Misa Matic  
Email 1: misa.matic@interdean.com  
Email 2: belgrade@interdean.com  
Tel: +381 11 35 36 350  
Fax: +381 11 35 36 352  
Website: www.interdean.com

**Matrix**  
Jovica Grujic - Head of Operations  
Allied Pickfords (Serbia, Montenegro and Bosnia and Herzegovina)  
+381 11 848 11 55 (d)  
+381 11 848 68 68 (f)  
+381 65 332 8341 (m)  
jovica.grujic@allied.rs  
www.allied.rs  
Zarka Obreskog 23  
11273 Belgrade - Serbia


**ITGBL Local Agents**

**Country:** Shanghai  
**Post:** Shanghai  
**Bureau:** EAP

**Local Agents:**

3) China Way International  
Moving & Warehousing Shanghai  
Rm. 102, No. 31, Lane 88 Jinyu Rd.  
Shanghai 201103, PR China  
POC: Collins Gao  
Tel: 86-21-64029765  
Fax: 86-21-64029867  
Email: collins@chinawaygroup.com  
"self-owned customs bonded warehouse** (1st rate brokerage agent)

2) Asian Tigers K.D. Dat (China) Ltd. Shanghai  
8F, Asianics Technology Bldg.  
6, Lane 1279, Zhong Shan (W) Rd.  
Shanghai 200051, PR China  
POC: Jenny Xu  
Tel: 86-21-32095561  
Fax: 86-21-32095560  
Email: jenny.xu@asiantigers-china.com  
"self-owned customs bonded warehouse** (1st rate brokerage agent)

4) AGS Four Winds Shanghai  
Rm. 217 Jingan Modern Industry Tower  
68 Changping Rd.  
Shanghai 200041, PR China  
POC: Katherine Yang  
Tel: 86-21-31262221  
Fax: 86-21-62889837  
Email: katherine.yang@agsfourwinds.com  
"no self-owned customs bonded warehouse** (2nd rate brokerage agent)

1) Santa Fe Relocation Services  
5th floor, Tian Hong Building  
80 Xian Xia Rd.  
Shanghai 200051, PR China  
POC: Leslie Lee (branch manager) / Jessiea Huang (inbound) / Stephanie Shi (outbound)  
Tel: 86-21-62339700  
Fax: 86-21-62339005  
Email: llee@santaferelo.com / Jessiea.Huang@santaferelo.com / stephanie.shi@santaferelo.com  
"self-owned customs bonded warehouse** (1st rate brokerage agent)
ITGBL Local Agents

Country: Shenyang
Post: Shenyang

Local Agents:

Allied Pickfords
POC: Michael Hughes
Email: Michael.Hughes@alliedpickfords.com
Office phone: +86.21.6332.0088 ext. 214
Fax: +86.21.6332.1767

4. Eastrise Transport Co., LTD
Company Address:
Unit 2517, A Tower
No. 20 Gangwan Road,
Zhongshan District,
Dalian, China 116001
+0086 411 82766669 Direct line
+0086 411 82766758 Fax
Point of contact: David
Eamil: david@eastrise-t.com.cn

2. Sun Movers
Branch manager Ms. Susan Yang
susanyangyang@yahoo.com
lucy4110@gmail.com
Tel: (86 411) 6290 3946
Fax: (86 411) 8688 6346
21st Floor, World Trade Centre, No. 25 TongXing
Street,
Zhongshan District, Dalian, 116001, China

1. Santa Fe
Branch manager Ms. Joanna Zhou
joanna.zhou@ santafe.com.cn
Tel: (86 - 411) 82590101 x 210
Website: www.santafe.relo.com

3. Unigroup
Manager Sophia Cheng
sophia.cheng@unigroupworldwide.com
Branch manager Antonio Chen
Antonio.chen@unigroupworldwide.com
Office: +86 10 6561 0688
Fax: +86 10 6581 6980
http://www.unigrouprelocation.com
Address: Room 7A16 Level 7 East Wing, Han Wei
Plaza
No. 7 Guanghua Road, Beijing 100004 China
**ITGBL Local Agents**

**Country:** Sierra Leone  
**Post:** Freetown  
**Bureau:** AF

**Local Agents:**

3) SEA AND LAND SERVICES LTD.  
SLSA Building, Cline Town  
Freetown, Sierra Leone  
POC: Mrs. Elma Johnson, Managing Director  
Tel: 232 76 800 048  
Email: elma.johnson@bollore.com

2) MAERSK Sierra Leone  
7 Bathurst Street  
Freetown, Sierra Leone  
POC: James. M. Heyburn, Managing Director  
Tel: 232 22 228 725  
Email:Max.Kanu@maersk.com  
Moses.Bangura@maersk.com  
Thomas.Matturi@maersk.com

1) AGS-FRASERS Sierra Leone Ltd.  
17 Sir Samuel Lewis Road  
Freetown – SIERRA LEONE  
PO BOX 999  
Cell: +232 78 920120  
ATT: JEAN-MARC BOISGARD
ITGBL Local Agents

Country: Singapore  
Post: Singapore  
Bureau: EAP

Local Agents:

1) The Family Movers(s) Pte Ltd
24 Kian Teck Road
Singapore 628775
Tel: 65-6266-5225
POC: Robert Bock & Chrishelle Chow
Email: rbock@familymovers.com
Email: cchow@familymovers.com

2) Santa Fe Relocation Services (s) Pte Ltd
2 Bukit Merah Central, #04-07
Singapore 159835
Tel: 65-6398-8588
POC: Josh Sim / josh.sims@santaferelo.com

3) Asian Tigers K.C. Dat (S) Pte Ltd
6 Lok Yang Way, Jurong
Singapore 628625
Tel: 65-6261-8116
POC: Patrick Goh & Charmaine Chua
Email: Patrick.Goh@asiantigers-singapore.com
Email: Charmaine.Chua@asiantigers-singapore.com

4) Unigroup Worldwide – Singapore 4)Pte Ltd
6 Clementi Loop, Level 1M
Singapore 129814
Tel: 65-6266-5525
POC: Germaine Woo & Jalina Rasool
Email: germaine_woo@unigroup.com
Email: jalina_rasool@unigroup.com

5) Helu-Trans (S) Pte Ltd
39 Keppel Road, #02-04
Tanjong Pagar Distripark
Singapore 089065
Tel: 65-6225-5448
POC: Ronnie Heng & Randy Chiu
Email: ronnieheng@helutrans.com
Email: randychiu@helutrans.com

AGS Four Winds International 6)Relocation Pte Ltd
6 Kwong Min Road, #03-00
Singapore 628709
Tel: 65-6777-1166
POC: Yannick Lothou & Jasmine Tan
Email: yannick.lothou@agsfourwinds.com
Email: jasmine.tan@agsfourwinds.com
ITGBL Local Agents

Country: Slovak Republic
Post: Bratislava

Local Agents:

1) Kuehner A. & Sohn Relocations
   Girakstrase 15
   A-2100 Korneuburg - Vienna
   Austria
   POC: Mr. Erich Bauer-Kuehner
   Tel: 43 2262 74 544
   Email: bauer-kuehner@kuehner.co.at ** bonded facility **

4) AGS Worldwde movers
   Pristavna 10
   821 09 Bratislava, Slovak republic
   Tel: +00421 2 5341 2090
   POC: Mike Davis
   Email: manager-bratislava@agsmovers.com

2) Interdean SRO
   Agatova 22
   841 03 Bratislava, Slovak republic
   Tel: +421252632447
   POC: Anthony Heszberger and/or Mark Muss
   Email: Anthony.Heszberger@interdean.com
   Email: Mark.Muss@interdean.com

3) TRIVS.r.o.
   Agatova 22
   841 03 Bratislava, Slovak republic
   Tel: +421265422387
   POC: Mr. Anton Vojcak
   Email: anton.vojcak@triv.sk

Country: Slovenia
Post: Ljubljana

Local Agents:

1) VATOVEC Relocation
   Cufarjeva 5
   1000 Ljubljana
   Slovenia
   T: +386 1 430 1340
   F: +386 1 430 1344
   E: vlado@vatovec.si
   www.vatovec.si
   Member of FIDI - IAM – FEDEMAC ** bonded facility **

2) SCHENKER d.d.
   Brnciceva 51, 1231 Ljubljana
   Phone: +386 1 5880 717
   Fax: +386 1 5880 797
   Mobile: 386 31 357 920
   Email: jure.kuzman@schenker.si
   Web: http://www.schenker.si
**ITGBL Local Agents**

**Country:** South Africa  
**Post:** Cape Town  
**Bureau:** AF

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agents</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>1) Stuttaford Van Lines ***</td>
<td>65 Bofors Circle, Epping Industria, Cape Town, South Africa</td>
<td>Gordon Dempster</td>
<td>27 21 534 3423</td>
<td><a href="mailto:gordon.dempster@stuttafordvanlines.com">gordon.dempster@stuttafordvanlines.com</a></td>
</tr>
<tr>
<td>2) Allied Pickfords</td>
<td>14 Goddenough Ave, Epping Industria 7460, Cape Town, South Africa</td>
<td>Francois Marais</td>
<td>27 21-534-2241</td>
<td></td>
</tr>
<tr>
<td>3) Crown Relocations</td>
<td>31 Nourse Avenue, Epping, Goodwood, Cape Town</td>
<td>Werner Engelbrecht</td>
<td>27-21-534-9822</td>
<td><a href="mailto:wengelbrecht@crownrelo.com">wengelbrecht@crownrelo.com</a></td>
</tr>
</tbody>
</table>

---

**Post:** Durban  
**Bureau:** AF

### Local Agents:

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<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Stuttaford Van Lines</td>
<td>8 Ernest Clockie Road, Prospecton, 4110 Isipingo Beach Durban KZN, South Africa</td>
<td>Morgan Moodley</td>
<td>27 31 902 3566</td>
<td><a href="mailto:morgan.moodley@stuttafordvanlines.com">morgan.moodley@stuttafordvanlines.com</a></td>
</tr>
<tr>
<td>2) Allied Pickfords</td>
<td>2nd Street cnr Setter Street, Commercia, Glen Austin</td>
<td>Nicky Cronje</td>
<td>011 847 3300</td>
<td><a href="mailto:nicky.cronje@pickfords.co.za">nicky.cronje@pickfords.co.za</a></td>
</tr>
</tbody>
</table>

---

***Bonded Facility***
Local Agents:

1) Pickford Removals
   cnr second & Setter streets,
   Midrand Industrial Park, Glen Austin, Midrand.
   Tel 011 847 3300;
   POC Nicky Cronje
   E mail nickycronje@pickfords.co.za
   * HHE shipments * Bond facility

4) Stuttaford Van Lines,
   23 Axle Drive, Clayville,
   Midrand Johannesburg
   South Africa. P O Box 987
   Halfway house 1685,
   Johannesburg, South Africa
   POC Laura Wagner
   Tel 27 11 2061500 fax 27 11
   3880409
   E mail:
   LauraWagner@stuttafordvanlines.com
   * HHE shipments * Bond facility

Elliott Mobility
   2 travertine Ave, Ni Business park
   Centurion
   Pretoria South Africa
   POC Mr D Hibbert
   Telephone Number 011 256 3000
   E mail: daveh@elliottmobility.com

Megafreight Services (Pty) Ltd
   Johannesburg Head Office, South Africa
   Email: patrick@megafreight.co.za
   Switchboard: +27 11 9711000
   Direct: +27 11 9711052
   Fax: 086 407 1894
   Cell: 076 501 3700
   Website: www.megafreight.co.za
   ****Airfreight shipments only****

Post: Pretoria  Bureau: AF

Local Agents:

2) Megafreight Services (Pty) Ltd  Patrick Myer
   Johannesburg Head Office, South Africa( UAB-airflight only)
   Email : patrick@megafreight.co.za
   Switchboard : +27 11 9711000
   Direct : +27 11 9711052
   Fax: 086 407 1894
   Cell: 076 501 3700
   Website : Embassyusa@megafreight.co.za

3) Elliott Mobility
   Ni Business Park
   2 Travertines Avenue
   Centurion
   27-0-12379-5570
   POC: Lieette Van Lyl.

1) Stuttaford Van Lines,
   23 Axle Drive, Clayville,
   Midrand Johannesburg
   South Africa, P O Box 987
   Halfway house 1685,
   Johannesburg, South Africa
   POC Laura Wagner
   Tel 27 11 2061500 fax 27 11 3880409
   E mail : LauraWagner@stuttafordvanlines.com
   For UAB/ HHE shipments
ITGBL Local Agents

Country: South Sudan

Post: Juba

Bureau: AF

Local Agents:

MEBS:
Keri Julius Mathew
Operations Manager
MEBS Global Reach
Tong Ping, Airport Road
South Sudan, Juba
Cell-phone: +211 957 152 819
+211 920 477 704
+211 912 526 615
Email: kjeri@mebs-intl.com
juliuskerix@yahoo.com

BLUE WATER LOGISTICS LTD:
Joseph T. Morris
Blue Water Logistics Ltd
Kololo Avenue Tong Ping
Cell-phone: +211 928 634 141
+211 955 242 228
+211 912 533 651
Email: bluewaterlogistics@hotmail.com
josephkongolo961@gmail.com
Juba, South Sudan

PAXTON:
Julie Kyokisa
Paxton Van Lines Inc.
Plot 1, In front of IOM, Near Ezentus Caterpillar
Munuki Area, Bilpam Road
Juba, South Sudan
Cell-phone: +211 955 918 320
+211 977 483 417
Work Phone: (703) 334 7720
Email: julieK@paxton.com
<table>
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<th>Spain</th>
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<tr>
<td>Post:</td>
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<td>Bureau:</td>
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</table>

### Local Agents:

**TRALLERO INTERNATIONAL**  
Calle Pablo Iglesias, 60-70  
Pol. Ind. Granvia Sur  
08908 L’Hospitalet de Llobregat – Spain  
POC: Daniela Guendschadze  
Tel. +34 93421 7500  
E-mail: daniela@trallero.com; mercedes@trallero.com

**SIT Transportes Internacionales**  
Calle osca s/n, nave 5  
Pol. Indal. Las Salines  
08830 Sant Boi de Llobregat, Spain  
POC: Ana Bele Serrano  
Tel: 34 93 630 5555  
Fax: 34 93 630 5720  
Email: anabelen.serrano@sit-spain.com

**Interdean**  
Tierra de Barros, 4  
Pol. Indal Coslada  
28820 Coslada, Spain  
POC: Susana Alonso  
Tel: 34 91 799-2232  
Fax: 34 91 799-0179  
Email: susanaalonso@interdean.com

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</table>

### Local Agents:

1) **Hasenkamp Relocation Services Spain, S.L.**  
Avda. del Sistema Solar, 21  
Nave 4  
28830 San Fernando de Henares  
Madrid, Spain  
Alberto Galasso  
Tel: 34 91 669 4125  
E-mail: a.galasso@hasenkamp.com  
Website: www.hasenkamp.com/en/

2) **Santa Fe Relocation Services, S.A.**  
Vía de las Dos Castillas, 33  
Edificio Atica 3, 2nd Floor  
28224 Pozuelo de Alarcón  
Madrid, Spain  
Susana Alonso  
Tel: 34 68 583 0916  
E-mail: susana.alonso@santaferelo.com  
Website: www.santaferelo.com

3) **SIT Grupo Empresarial, S.L.**  
Avda. Fuentemar, 13  
22820 Coslada  
Madrid, Spain  
Inès Tabuenca  
Tel: 34 91 671 0608  
Email: ines.tabuenca@sitspain.com  
Website: www.sitspain.com

4) **Transportes Fluiters, S.L.**  
Calle Barquillo, 9  
28004 Madrid, Spain  
Christian Moericke  
Tel: 34 91 524 9170  
E-mail: comercial@fluiters.es  
Website: www.fluiters.es
ITGBL Local Agents

Country: Sri Lanka  
Post: Colombo  
Bureau: SCA

Local Agents:

4) H. Don Carolis & Sons Ltd.  
65, Station Passage, Colombo 2, Sri Lanka.  
POC: Mr. Prashantha Peiris/ Packing & Shipping Manager  
Tel: 0094-11-247 2949 or 0094-11-242 2405  
Email: packing@doncarolis.com or Prashantha@doncarolis.com

1) Horizon Relocations Pvt Ltd.,  
# 99, Madampitiya Road Colombo 15, Sri Lanka  
Poc: Mr. Clement De Silva/Managing Director  
Phone: 94-11-2546394 or 94-11-2546986  
Cell#: 94-7712738917  
E-mail: global@horizonrelocations.lk or imports@horizonrelocations.lk

3) Freight Lanka International Pvt Ltd  
Level 7, Access Tower, 278 Union Place, Colombo 2, Sri Lanka  
Poc: Sanjeewana Weerakon/ Imports Operations Manager  
Phone: 0094-11-2302402  
Cell: 0094-777-881 938  
Fax: 0094-11-2302412  
Email: Sanjeewanaaweerakon@freightlinks.com

2) E.B Creasy Logistics Pvt Ltd.,  
98, Sri Sangaraja Mawatha, Colombo 10, Sri Lanka.  
Poc: Mr. M.A.M. Nawfel/Manager - Inward  
Phone: 4766008 or 2478780/9  
Cell#: 94-773501824  
E-mail: nawfel@creasy.lk or logistics@creasy.lk

Country: Sudan  
Post: Khartoum  
Bureau: AF

Local Agents:

1) Cannata International Companay  
New Extension Amarat Street  
P.O. Box 8173  
Khartoum, Sudan  
POC: Paolo Salvatore, General Manager  
Tel: 249183462097  
Fax: 249183472920  
Cell: 249912304680  
Email: logistics@cannata.co  
paolo@cannata.co

2) K.S. Ganbert & Sons (Sudan) Ltd.  
Gamhuria Avenue  
PO Box 615  
Khartoum, Sudan  
POC: Kastaki Ganbert  
Tel: 249 183 771312  
Fax: +249 183 784381  
Mobile: +249 9 12302294  
Email: move@ganbert.com  
Email: Kastaki@ganbert.co.uk  
Website: www.ganbert.com
**ITGBL Local Agents**

**Country:** Suriname  
**Post:** Paramaribo  
**Bureau:** WHA

**Local Agents:**

2) Cambridge International Transport  
LA Tourweg 52-54, Paramaribo, Suriname  
POC: Eartha Cambridge  
Managing Director  
Tel: 597 485 685  
Fax: 597 486 458  
caminter@sr.net

1) Paramaribo Custom Broker  
Nassylaan #38-40, Paramaribo, Suriname  
POC: Mr. Clyde Cambridge  
Tel: (597) 40 25 84 / (597) 47 00 37  
Cell: (597) 850-1579  
Email: pcb@pcb.sr / pcb@surimail.com

---

**Country:** Swaziland  
**Post:** Mbabane  
**Bureau:** AF

**Local Agents:**

Stuttafords Van Lines  
Unit 4, Matsapha Industrial Park  
Matsapha, Swaziland  
POC: Gavin Dollman, Branch Manager  
Tel: 268 - 5185707  
Fax: 268 - 5185706  
Email: operations@stuttafordvanlines.co.sz

Elliott International  
Plot 178, Simunye Street  
Matsapha Industrial Site  
Matsapha  
Postal address: P. O. Box 1628  
Matsapha  
Swaziland  
POC: Kate Ansley  
Email: kate.a@elliottmobility.com  
Fax +268 2518 4242  
kate.a@elliottmobility.com  
Mobile +268 7602 4330  
www.elliottmobility.com  
Switchboard +268 2518 4270
ITGBL Local Agents

Country: Sweden
Post: Stockholm
Bureau: EUR

Local Agents:

2) NovaTrans AB
Johan Soderberg
Tel: 46 8 446 34 40 Fax: 46 8 755 19 19
Email: info@novatrans.se
Address: PO Box 7322
187 14 Taby,
Sweden

3) Aspire Mobility AB
Contact: Roger Ledin / International Services
Tumstocksvägen 14
SE-187 66 Täby
Sweden
+46 – 8 771-3030
roger.ledin@aspiremobility.com

Global Freight Solutions
Contact: Tina Federspiel
International Removals
Klarabergsgatan 29
SE-111 21 Stockholm
Sweden
+46-8 210 450
Tina.Federspiel@gosolutions.se alt.
removals@gosolutions.se

Stadsbudskontoret AB
Lyftkransvägen 16
142 50 Skogås
Phone: +46 8 6450440
Org. no.: 556267-9745
POC: Jens Östergaard
jens@sbkmoving.com
Phone, work: +46 8 12 13 13 55
Mobile: +46 70 24 00 135

1) Alfa Quality Moving AB
POC: Stefan Exerman, Sales
Phone: +46 8 534 701 47
Mobile: +46 72 500 88 15
Fax: +46 8 646 26 30
Email: stefan.exerman@alfamoving.se
Address: Kumla Gårdsväg 22, SE-145 63
Norsborg/Stockholm, Sweden
<table>
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<tr>
<td>Post: Bern</td>
<td>Bureau: EUR</td>
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**Local Agents:**

2. Kehrli & Oeler AG
Weyermannsstr. 10, 3008 Bern, Switzerland.
Phone: 41 31 388 81 12
POC: Mevlüt Güngör, M.Guengoer@Kehrloeler.ch

1. Packimpex Ltd
Brunnmattstrasse 5, 3174 Thörishaus, Switzerland
POC: Cristian Rio
Mail: Cristian.rio@packimpex.ch
Tel: 0041 (0) 58 356 14 19

---

<table>
<thead>
<tr>
<th>Post: Geneva</th>
<th>Bureau: EUR</th>
</tr>
</thead>
</table>

**Local Agents:**

2) Harsch Transports S.A.
10, rue Baylon
1227 Carouge - Geneve, Switzerland
POC: Manuela Stock /email: manuela.stock@harsch.ch / tel: 41 .22.389.48.16

1) Santa-Fe Relocation Services
18, Chemin Grenet
1214 Vernier - Geneve, Switzerland
POC: Mr. Didier Launay
Tel: +41 22.939.1006
Email: didier.launay@Santaferelo.com
Local Agents:

3) Nazha Travel, Tourism and Freight (DHL Global Agent)
Victoria Bridge, Sabbagh Building,
PO Box 2170
Damascus, Syria
POC: Mr. Majid Nazha,
Commercial Director
Email: majid.nazha@nazhaco.com
Tel: 963 11 222 18 57/245 02 35
Cell: 963 933 232 414 (Mobile)
--Mr. Alaa Al Fares,
Vice Commercial Director
Tel: 963 11 222 18 57/245 02 35
Fax: 963 11 224 39 33
Cell: 963 933 814 822

2) Housami International Transport and Clearance
Abou Shaer Building, PO Box 11523
Damascus - Free Zone, Syria
POC:--Mr. Wassim Housami, Owner
Email: wassim@housami.net.
Tel: 963 11 2127050
Fax: 963 11 212 7084
--Mr. Francisco Maddi
Commerical Manager
Tel: 963 11 2127050
Fax: 963 11 212 7084
f.maddi@housami.net
** bonded facility **

1) Nazha and Darwish Ltd.
Free Zone - Inana Building - 1st floor
P.O. Box 2484
Damascus, Syria
POC: Mr. Samer Darwish,
General Manager
Email: samer@nazhagroup.com
Tel: 96311 211 1870 x102
--Mrs. Sueli Montilha,
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Darwish; x138 Montilha; x108
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Country: Taiwan
Post: Kaohsiung

Local Agents:

1) President Van Lines, Ltd.
Robert Ho
General Manager
7F-2, No. 100
Lin Shen N. Rd,
Taipei, Taiwan
Tel: 886-2-2541-2163
Fax: 886-2-2511-6479
E-mail: info@pvl.com.tw

2) Santa Fe Relocation Services
Jim Hill
General Manager
13F-4, No. 141, Keelung Rd. Sec. 1,
Taipei, Taiwan
Tel: (886) 22749-4420 ext.102
Fax: (886) 22749-4039, Mob: (886) 92073-3344
E-mail: jim.hill@santaferelo.com.tw

3) Tiger Sun
Assistant Manager
Crown Van Lines, Ltd.
4F-4, No. 165,
Min Sheng E. Rd, Sec. 5,
Taipei, Taiwan
Tel: 886-2-2762-2500, X: 248
Fax: 886-2-2761-2378
E-mail: mover@crownvan.com

Post: Taipei

Local Agents:

2) Crown Van Lines, Ltd.
4F-4, No. 165
Min Sheng East Road, Section 5
Taipei, Taiwan 105
POC: Tiger Sun, Assistant Manager
Tel: 886-2-2762-2500 x248
Fax: 886-2-2761-2378
Email: mover@crownvan.com

3) Asian Tigers K.C. Dat Ltd. Taiwan Branch
3F, No. 170
Chung Shan N Road, Sec 2
Taipei, Taiwan
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Tel: 886-2-2592-3899
Cell: 886-937-187-067
Fax: 886-2-2592-3155
Email: dan.tattersfield@asiantigers-taiwan.com
inbound@asiantigers-taiwan.com
outbound@asiantigers-taiwan.com
sales@asiantigers-taiwan.com
Website: www.asiantigersgroup.com

1) President Van Lines, Ltd.
7F-2, No. 100
Lin Shen North Road
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Email: info@pvl.com.tw
Country: Tajikistan  
Post: Dushanbe  

Bureau: SCA  

Local Agents:

3) Gosselin Caucaus & Central Asia  
Dushanbe, Tajikistan  
POC: Pim Sterck/ Coordinator Central Asia  
Umarov Zafar/ Manager at Tajikistan office  
Cell: 998 (90) 1866233, 32(0)475716589, 992911119999  
Email: Pims@uzbekistan.gosselingroup.eu,  
Zafar.Umarov@gmail.com  
Web: www.Gosselingroup.eu

1) AES Cargo/Move One Relocations  
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Kosa, Operations Manager, Nurova Tahmina,  
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(992) 918 267656 (David)  
Email: tajikistan@moveonerelo.com  
Email: david.oconnor@moveonerelo.com  
Email: tahmina.nurova@moveone.info  
Email: seann.kosa@moveonerelo.com  
Website: www.aescargo.com;  
www.moveonerelo.com

2) Globalink Logistics Group Ltd.  
First Residential Road of Lokhuti Str, house 18/1  
Dushanbe, Tajikistan  
POC: Behruz Zaynulloev or Diana Kurenkeeva  
Tel: 992 37 221 77 90; 221 77 67  
Cell: 992 918 61 66 02 (Zaynulloev)  
Email: B.Zaynulloev@globalinklc.com  
Email: D.Kurenkeeva@globalinklc.com
ITGBL Local Agents

Country: Tanzania
Post: Dar Es Salaam

Local Agents:

Ruru Company LTD
3rd Flr, GMC Heights|Off Nyerere Rd
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POC: Lambaji Madai|Managing Associate

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Tel. 255-22-277-2631
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wwmtz@wwm.co.tz
www.worldwidemoversafrica.com
POC: Bill Beautin
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damas.bayanga@wwm.co.tz

Teddy Junior Ltd
6th Floor NSSF Nyerere Tower
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Managing Director
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Mobile: + 255 0767 004 402
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Email: lumlogistics@gmail.com
POC: Filbert Hyera

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CELL:+255 784 461118
FAX: +255 22 2133924
EMAIL: lfo@logistic@gmail.com
POC: Mathias Mollie
ITGBL Local Agents

Country: Thailand
Post: Bangkok

Local Agents:

4) Santa Fe (Thailand) Co., Ltd.
207 Soi Saeng Uthai, Sukhumvit 50 Road
Prakanong, Klongtoey
Bangkok 10110 Thailand
POC: Mr. Thomas Donatelli or Mr. Vibool Puntumkul
Tel: 662 742 9890-2, 4
Fax: 662 741 4089
Email: Thomas.donatelli@santafe.co.th; vibool@santafe.co.th

1) Asian Tigers Transpo International, Ltd.
3388/74-77 Rama IV Road
Klongton, Klongtoey
Bangkok 10110 Thailand
POC: Mr. K. Ruampot Phokaeo
Tel: (662) 687 7891
Email: info@asiantigers-thailand.com or ruampot.p@asiantigers-thailand.com

2) JVK International Movers Ltd.
222 Krungthep Kreetha Road
Bangkok 10240 Thailand
Tel: 662-379-4646
Fax: 662-379-5050
E-mail: thailand@jvkmovers.com
POC: Ms. Orawan Voranij
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Email: orawan@jvkmovers.com

3) AGS Four Winds International Moving Ltd.
55 Bio House Building, 5th Floor
Sot Prompong, Sukhumvit Soi 39
Klongton-nua, Wattana, Bangkok 10110
POC: Nick Chomonter, Country Director
POC: Irin Songpreeda, Operations Manager
Tel: 02 662 7880
Fax: 02 662 7559
Email: enquiries-thailand@agsfourwinds.com
Website: www.agsfourwinds.com

Post: Chiang Mai

Local Agents:

1) Omega Logistics Company, Ltd.
116/80 Nonsee Road, Chong-Nonsee Yanawa, Bangkok 10120 Thailand
POC: Ms. Chayanee Sookakotu
Tel: (662) 295-2801
Email: service@asiaaccess.net.th

2) Asian Tigers Transpo International, Ltd.
3388/74-77 Rama IV Road
Klongton, Klongtoey
Bangkok 10110 Thailand
POC: Preeya Cha-onpoj
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Email: info@asiantigers-thailand.com

3) JVK International Movers Ltd.
222 Krungthep Kreetha Road
Huamark, Bankapi
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Email: orawan@jvkmovers.com
Country: Togo

Post: Lome

Local Agents:

2) Kolta Demenagement International
546 Rue N0. 12, Tokoin Wuiti
BP 31183
Lome, Togo
POC: Jean Tsogbe
Tel: 228 22 26 12 81
Email: contact.kolta@yahoo.fr

1) AGS FRASERS Togo
89 Blvd du Mono
B.P. 12403
Lome, Togo
Tel: 228 22 21 1197
POC: Joel Luaces
Email: manager-togo@agsmovers.com

3) DHL INTERNATIONAL TOGO
1578 Blvd du 13 Janvier
BP 4202
Lome, Togo
POC: Kponton Carole
Azmédon Komi; Judith Agbodji
Tel: 228 22 21 67 25 / 22 23 28 04
Email: caroleKponton@dhl.com

Country: Trinidad

Post: Port of Spain

Local Agents:

1) Henderson Shipping Service
76 Eastern Main Road
Laventille, Trinidad, West Indies
POC: Mr. Rolf Nathaniel
Tel: 868 625-6331 or 868 623-4167
Cell: 868 678-7225
Email: info@hendersonshipping.com

2) Trinidad Removers and Forwarders Limited
Boundary Road
San Juan, Trinidad
POC: Mr. Peter Acham
Tel: 868 674-6444
Cell: 868 685-3226
Email: trinidadremovers@gmail.com

3) A.J. Mauritzen & Co. Ltd.
90 Queen Street
Port of Spain, Trinidad
POC: Ms. Tricia Mitchell
Tel: 868 625-3732
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Email: ajmauritzen@trinidad.net
**ITGBL Local Agents**

**Country:** Tunisia  
**Post:** Tunis  
**Bureau:** NEA

**Local Agents:**

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Fax: +216-70-726-192  
E-mail: olympictunisia@ymail.com  
POC: Najoua SELMI – General Manager  
E-mail: selmin@olympictunisia.com

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1002 Tunis, Tunisia  
Phone: 216-71-906-446; 216-20-25-24-25,  
Fax: 216-71-908-517  
E-mail: demjaf@planet.tn  
POC: Anis Moumene – Assistant Manager
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1) Asya Nakliyat International Movers
Ceyhan Yolu 12, KM. 01310
Incirlik, Adana, Turkey
POC: Kanat Buyuknisan
Tel: (322) 332 7302
Fax: (322) 332 9865
Email: and@asyanakliyat.com
bonded facility ***

2) ESEN NAKLIYAT
Address: Ceyhan Yolu 12 km No: 400
Incirlik, Adana - Turkey
POC: Kubilay Sahin
Tel: (322) 332 7633
Fax: (322) 332 7692
e-mail: adana@esenmoving.com.tr ***
*** bonded facility ***

3) Istanbul Ekspres Nakliyat ve Ticaret A.S.
Ceyhan Yolu E-5 Karayolu 5 km
Incirlik, Adana, Turkey
POC: Yildiray Ayseven
Tel: (322) 3460987
Fax: (322) 3460991
Email: adana.muhasebe@istanbulekspres.com.tr

Local Agents:

Post: Ankara

1) Asya Nakliyat
Ataturk Bulvari No. 127 Kat 2
06640 Bakanliklar, Ankara, Turkey
POC: Ilhan Sunyay, General Manager
Tel: 90 312 417 4184
Email: engin@asyanakliyat.com
ank@asyanakliyat.com
Website: www.asyanakliyat.com **Bonded Facility**

2) Esen Nakliyat
Cetin Emec Bul. 8 Cad. No. 10/18
06450 A. Ovecler, Ankara, Turkey
POC: Saadettin Kayabasi, President
Tel: 90 312 472 2090
Email: esen@esenmoving.com.tr
Website: www.esenmoving.com.tr **Bonded Facility**
Local Agents:

2) SunExpress INTERNATIONAL MOVERS
Icerenkoy Mah Ispirli Canip Sk
No. 23 / A Efi Ap ATASEHIR
ISTANBUL / TURKEY
POC: Arif Yildirim
Phone: 90 216 469 9663
Cell: 90 532 357 8900
www.sunexpressmovers.com
arif@sunexpressmovers.com

1) Asya Nakliyat
Inonu Cad., Mithat Pasa Apt. 92-94, Kat 1 D 1
Gumussuyu 34427, Istanbul, Turkey
POC: Ebru Demirel
Tel: 90 212 243 65 10
Email: ebru@asyanakliyat.com.tr

4) Bergen International Movers
Kore Sehitleri Cad. Kaya Aldigan Sok. 3/6
Zincirlikuyu, Istanbul, Turkey
POC: Jan Lichtenberg or Gerrit Lichtenberg
Tel: 90 212 275 1531
Fax: 90 212 243 2574
Email: Bergen@superonline.com

Inonu Cad. Dumen Sok. Mutlu Apt. No.7/5 Taksim/Istanbul
POC: Ercan Kayabasi and Suleyman Ozcan
Tel: 90 212 293 29 37
Fax: 90 212 293 29 31
istanbul@esenmoving.com.tr
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3) Istanbul Express
POC: Ersin Turhan
ISTANBUL EKSPRES International Movers
TURKEY
e-mail: ersin.turhan@istanbulekspres.com.tr
T. 90-212-217 49 68
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**ITGBL Local Agents**

**Country:** Turkmenistan  
**Post:** Ashgabat  
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### Local Agents:

7) SEKIZ YOL  
(Local Licensed Company)  
POC: Murad Kazakov  
Gurbansoltan Eje Street, 304, Ashgabat, Turkmenistan  
Mob: +993 65 56 88 08,  
Mob: +993 68 50 01 01  
E-mail: n_orazliev@mail.ru  
***Incoming Shipments Only

8) GAC LOGISTICS  
(Licensed Company)  
POC: Leily Dzhepbarova  
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BIR DUNYA  
Multimodal Transportation Services & Logistics Company  
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5) M&M Militzer and Munch Turkmenistan Ltd.  
(Licensed Company)  
POC: Serdar Ashirov  
Turkmenbashy Street, 54, Business Center “Ympash”, office 501 A, Ashgabat, Turkmenistan  
Tel: +993 12 45 60 94, 45 01 07  
Fax: +993 12 45 60 91,  
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E-mail: serdar.ashirov@mumnet.com  
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****Incoming Shipments Only

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i.nuryev@octaneunionltd.com;  
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Tel: +993 12 19 97 95,  
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2) INTERDEAN GROUP  
International Relocations  
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6) GUNESHLI BAHAR
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***Incoming Shipments Only

3) GOSSELIN GROUP
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Country: Uganda
Post: Kampala
Bureau: AF

Local Agents:

1) Global Freight Logistics, Ltd. *
Markfirst House
Jomo Kenyatta International Airport
POB 45787; GPO 00100
Nairobi, Kenya
POC: Mr. Arbi Musanni, Managing Director
Tel: 254 20 8277777 or 822338/723
Fax: 254 20 822722/170
Email: arbinussani@globalfreight.co.ke
Email: info@globalfreight.co.ke
* for all sea freight US-Mombasa port for transit to Kampala

2) AGS Frasers International Removals Uganda Ltd. *
Plot 59b, 7th St. Industrial Area
POB 7792
Kampala, Uganda
POC: Mr. Jean Francois Philippon-Bue, Managing Director
Tel: 256 414 348337 or 254 712 782349
Fax: 256 414 348338
Email: info@ags-frasers-uganda.co.ug
Email: direction-uganda@agsmovers.com
* for all air freight to Entebbe

3) SDV Transami Uganda, Plot No: M611, Ntinda Road,
P.O. Box 5501, Kampala, Uganda. Telephone: +256 414 336000
POC: Mr. Nicolas Rigal, Manager, Air and Sea freight.
Telephone: +256 752 722114.
Email: nicolas.rigal@bollore.com

4) Threeways Shipping Services (group) ltd, Plot 87 Jinja Road,
P.O. Box 12028, Kampala, Uganda. Telephone: +256 414 258780/7
POC: Ronald Kanyerezi, Manager-Projects, quality and Strategy or Jeff D. Baitwa, Group Managing director
Email: rkanyerezi@threewaysshipping.com or jdbaitwa@threewaysshipping.com
Local Agents:

1) THE EURODEAN INTL MOVERS
37 Dovbusha St.
02092 Kyiv Ukraine
POC: Oleksiy Kotsyurba, Manager General
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POC2: Sergey Gusarov, Operations Manager
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2) THE INTERDEAN-UKRAINE
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POC: Marina Chornokozha, General Manager
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POC2: Marina Kazachinska, Operations Manager
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Cell: 380-67-224-4972
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Website: www.interdean.com

3) The Kimet Plus Ltd.
10 Starokyivska Street
04116 Kyiv, Ukraine
POC: Alexander Pakharenko, General Manager
Tel: 380-44-236-6177, 483-2420; 483-2461
Cell: 380-50-386-4346
POC2: George Pakharenko, Operations Manager
Tel: 380-44-236-6177, 483-2420; 483–2461
Cell: 380-50-412-2235
E-mail: kimet@merlin.net.ua

4) The Compass Worldwide Movers
35 Predslavinska St. Build 21, off. 317
03150 Kyiv Ukraine
POC: Alexei Swischev, General Manager
E-mail: Alexei@compasswm.kiev.ua
Tel: 380-44-501-6182
Cell: 380-67-466-3095
POC2: Helen Polyanska
Tel: 380-44-501-6182
Cell: 380-66-280-4905
E-mail: Elena@compasswm.kiev.ua, mover@compasswm.kiev.ua
Country: United Arab Emirates

Post: Abu Dhabi

Bureau: NEA

Local Agents:

3) Crown Relocations LLC
PO Box 44669
Abu Dhabi, United Arab Emirates
POC: Paul Retchless
Tel: 971-2-6733-076
Fax: 971-2-6733-108
Email: pretchless@crownrelo.com

1) National Shipping Gulf Agency Co. (Abu Dhabi) Ltd. L.L.C.
P.O. Box 377
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United Arab Emirates
POC: Frederic Julien
Manager, International Moving
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Fax: 971 2 673 13 28
Email: frederic.julien@gac.com;
moving.abudhabi@gac.com Website: www.gac.com

2) Inchcape Shipping Services
2-3 Floor, Ahmed Al Hameli Bldg.
Muroor Road, P.O. Box 247
Abu Dhabi, United Arab Emirates
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Fax: 971-2-4467-107
Email: Kristine.Canicosa@iss-shipping.com
ISSWorldwideMoversAbuDhabi@iss-shipping.com
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Telephone : +971-4-8070584, Fax : +971-4-8070580
General E-mail : albert@freightsystems.com MR. Albert Lopez-rahul.interem@freightsystems.com MR. ALBERT LOPEZ- albert-home@freightsystems.com

3) DASA GOING BEYOND
Office Court Building 307/308
P. O. Box 60883
Dubai, United Arab Emirates
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Marketing Manager/Global Accounts
Tel: +971 4 3344545
Fax: +971 4 3344546
Cell: +971 50 3564140
E-mail: simone@dasa.ae
Web site: www.dasadxb.com

2) National Shipping Gulf Agency Co. (Abu Dhabi) Ltd. LLC. ***
P.O. Box 377
Plot 211, Mina Zayed Freeport Area
Abu Dhabi, U.A.E.
POC: Fredric Julien
Tel: 971-2-6730-500
Cell: 97150 2201418
Fax: 971-2-6731-328
Email: fredric.julien@gac.com
Web-site: www.gac.com
*** outbound only ***

1) AGS Worldwide Movers
PO Box 27049
Dubai, United Arab Emirates
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Fax: +971-4-4541 532
Mobile: +971-55-2029 112
Email: Zia.husain@agsmovers.com
Web-site: www.agsmovers.com

5) ISS Worldwide Movers
A Division of Inchcape Shipping Services
P.O. Box 33166
Dubai, U.A.E.
POC: Amos Miller
Business Development Manager
Tel: +971 4 303 8645 - Direct
Fax: +971 4 334 4853
Mob: +971 50 4557251
Email: Amos.Miller@iss-shipping.com
Website: www.iss-shipping.com

4) Gulf Agency Company (Dubai) LLC
PO Box 17041, Jebel Ali Free Zone
Dubai, United Arab Emirates
POC: Nigel Lowe
Manager - International Moving
Tel: 971 4 881 8090
Fax: 971 4 805 9342
Dir : 971 4 805 9343
Email: nigel.lowe@gac.com
Website: www.gac.com
ITGBL Local Agents

Country: United Kingdom

Post: Croughton

Bureau: EUR

Local Agents:

See London
Local Agents:

8) Arrowdene Moving and Storage
38 Howlett Way
Thetford
Norfolk
IP24 1HZ
POC: Simon Long
Email: simon@arrowdene.co.uk
Tel 00 44 1842 753411
Fax 00 44 1842 754574

5) AGS 360 Solutions
Unit 1
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Cowley Hill Road
Uxbridge, UB8 2DB
POC: Paul Hope
Tel: 0044 1895 201 595
Email: paul.hope@ags360.com
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**bonded facility**

3) UniGroup Worldwide UTS Bournes
UTS Bournes
Harbour Road
Rye, East Sussex TN31 7TE
Wesley Bourne
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7) P+F Safepac Co Ltd.
Safepac House
Field Road
Mildenhall
Bury St.
Edmunds
IP28 7AP
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POC: Nick Pearson
Email: nick@safepac.co.uk
Tel: +44 1638 713323
**Bonded Warehouse**

1) Interdean Group, Ltd.
Central Way, Park Royal
London NW107XW
POC: Anne Tully
Tel: 44 0 209 963 2540
Fax: 44 0 208 961 9583
Email: Ann.tully@interdean.com
Website: www.interdean.com

2) Arrowpak International Movers, Ltd.
Sherwood House
Norwood Road
Brandon, Suffolk IP27 0PB
POC: Terry Cobbin
Tel: 01842 816316
Fax: 01842 816328
Email: sales@arrowpak.co.uk
Website: www.arrowpak.co.uk

4) BTR International
Breachwood House
Camford Way
Luton
Bedfordshire LU3 3AN
POC: Samantha Clift
Tel: 44 (0) 1582 495495
Fax: 44 (0) 1582 495496
Email: Samantha@breachwoodremovals.co.uk
**ITGBL Local Agents**

6) BTR International  
POC: Jay McErlane / Lee Brewin  
Email address: Jay@btrinternational.com / Lee@btrinternational.com  
Bonded warehouse

---

**Country:** Uruguay  
**Post:** Montevideo  
**Bureau:** WHA

**Local Agents:**

1) Autogiro Campos Hnos.  
Pozos del Rey 1379  
POC: Carlos Campos  
Tel: 598 2924 1577  
Fax 598 2924 1682  
Email: cecampos@autogiro.com.uy and mecampos@autogiro.com.uy

3) URUVAN  
Marsella 2769  
POC: Maria Jose Albarracin  
Tel: 598 2208 2627  
Email: mariajosealbarracin@uruvan.com.uy

2) IMB MUDANZAS INTERMOVE  
ADDRESS: FELIX OLMEDO 3568  
POC MARTIN BARRANDEGUIY  
PHONE: 598 2309-7877  
EMAIL: martin@imb.com.uy

---

**Country:** USA  
**Post:** DA_DC  
**Bureau:** USA

**Local Agents:**

---

**Post:** VPCBA  
**Bureau:** USA

**Local Agents:**
**Country:** Uzbekistan  
**Post:** Tashkent  
**Bureau:** SCA

**Local Agents:**

2) Gosselin Caucasus & Central Asia  
Yakkasary District  
Bolshaya Mirobadskaya Str., #33  
Tashkent, Uzbekistan  
POC: Pim Rottiers, Coordinator for Central Asia  
POC: Fayzulin Farid, Assistant to Manager  
Tel: 99871 3678329  
Email: pimr@uzbekistan.gosselinwwm.com  
Email: normad@silkroad.bcc.com.uz

1) Globalink Caspian  
47, 6-Proezd  
Abdulla Kahhara Str.  
Tashkent, 700025 Uzbekistan  
POC: Olga Vinogradova or Elizaveta Irgasheva  
Tel: 99871 3614084/85/86; 3613865  
Email: O.Vinagradova@globalinkllc.com  
Email: e.igasheva@globalinkllc.com

3) Move One Logistics, LLC  
46B, 4th Driveway, Halqobod  
Yunusabod District  
Tashkent 100084  
POC: Atabek Alimdjanov, Manager  
Email: atabek.alimdjanov@moveoneinc.com  
Tel: +998-71-235-1843  
Cel: +998-90-998-0877

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**Country:** Venezuela  
**Post:** Caracas  
**Bureau:** WHA

**Local Agents:**

1) Mudanzas Internacionales Global  
Calle Las Tinajas, Edif. Global  
El Llanito 1050  
P.O. Box 51554  
Caracas, Venezuela  
POC: Juerg Degenmann  
Tel: 58-212-2571923 / 257-0050  
Fax: 58-212-256-0052  
Email: management@miglobal.com

2) Equixpress, CA  
Calle 3-B Esquina con calle 1-1 Edif. Danni-Rossi, Mezzanina  
Zona Industrial La Urbina Sur.  
Caracas, Venezuela  
POC: Elena I. Mari  
Tel: 58-212-2425580  
Fax: 58-212-2425641  
Cell: 58-416-6228169  
Email: emari@equixpress.com

3) Clover Internacional, C.A.  
Av. Luis de Camoens, Edif. Centro Clover Piso 3,  
Zona Industrial La Trinidad, Caracas  
Contact: Tania Tomadin  
Email: mariberth.alvarez@clovergroup.com.ve  
Tlf. (0212) 903.12.86  
Cel (0424) 258.86.17  
www.clovergroup.com
### Local Agents:

<table>
<thead>
<tr>
<th>Local Agents</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5) Crown Relocations Hanoi</strong>&lt;br&gt;75 Trang Thi&lt;br&gt;Hoan Kiem district&lt;br&gt;Hanoi, Vietnam&lt;br&gt;POC: Dan Slaughter&lt;br&gt;Tel: 84 4 3936 6741/42/43&lt;br&gt;Fax: 84 4 3936 6740&lt;br&gt;POC: Nicolas Perez, Branch Manager Email: <a href="mailto:nperez@crownrelo.com">nperez@crownrelo.com</a>&lt;br&gt;www.crownrelo.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1) JVK Indochina Movers (Vietnam) Ltd.</strong>&lt;br&gt;6 To Ngoc Van&lt;br&gt;Quang An Ward, Tay Ho District&lt;br&gt;Hanoi, Vietnam&lt;br&gt;Tel: 844-3826-0334&lt;br&gt;Fax: 844-3715-0650&lt;br&gt;E-mail: <a href="mailto:hanoi.vietnam@jvkasia.com">hanoi.vietnam@jvkasia.com</a>&lt;br&gt;POC: Andre A-Pan Hurel, Branch Manager&lt;br&gt;Tel: 844-8260334&lt;br&gt;Fax: 844-7150650&lt;br&gt;Email: <a href="mailto:andre.hurel@jvkasia.com">andre.hurel@jvkasia.com</a>&lt;br&gt;Email: hanoi.vietnam@jvk movers.com&lt;br&gt;www.Jvkasia.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6) Trans Pacific Logistics Co., Ltd</strong>&lt;br&gt;No 23 lane 61/2 Lac Trung street, Hai Ba Trung dist.&lt;br&gt;Hanoi, Vietnam&lt;br&gt;Tel: 84 4 38210909 / 38210910&lt;br&gt;Fax: 84 4 36364174&lt;br&gt;Email add.: <a href="mailto:Transcosea@fpt.vn">Transcosea@fpt.vn</a>&lt;br&gt;Website: <a href="http://www.tplvn.com">www.tplvn.com</a>&lt;br&gt;PIC: Vi Thi Khoa - Managing Director&lt;br&gt;Mobile 84 90344 1269</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7) Santa Fe Relocations Service</strong>&lt;br&gt;(Transpacific)&lt;br&gt;40 Cat Linh, Dong Da&lt;br&gt;Hanoi, Vietnam&lt;br&gt;POC: Stephanie Ralainarivo, GMS&lt;br&gt;Hanoi branch manager&lt;br&gt;Tel: 844-7366843&lt;br&gt;Email: <a href="mailto:stephanie.ralainarivo@santaferelo.com.vn">stephanie.ralainarivo@santaferelo.com.vn</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2) Royal International Movers</strong>&lt;br&gt;Suite 1106, 11th floor, ICC BLDG.&lt;br&gt;71 Nguyen Chi Thanh Street&lt;br&gt;Hanoi, Vietnam&lt;br&gt;POC: Mr. Tran Ngoc Minh&lt;br&gt;Tel: 84 4-39425999, 0903412513 cell&lt;br&gt;Fax: 84 4-39426000&lt;br&gt;Email: <a href="mailto:Info@rim-vietnam.com">Info@rim-vietnam.com</a> or <a href="mailto:Rim@fpt.vn">Rim@fpt.vn</a>&lt;br&gt;** bonded facility **</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3) Asian Tigers Transpo International (Vietnam) Ltd.</strong>&lt;br&gt;Inland Custom Depot Area (ICD)&lt;br&gt;Pham Hung Road, My Dinh, Tu Liem District&lt;br&gt;Hanoi, Vietnam&lt;br&gt;POC: Mr. Pascal Jore, Director&lt;br&gt;Tel: (844) 3768 5882&lt;br&gt;Fax: (844) 3768 5884&lt;br&gt;Cell: (844) 904 903 989&lt;br&gt;Email: <a href="mailto:pascal.jore@asiantigers-vietnam.com">pascal.jore@asiantigers-vietnam.com</a>&lt;br&gt;Email: <a href="mailto:info.hanoi@asiantigers-vietnam.com">info.hanoi@asiantigers-vietnam.com</a>&lt;br&gt;Website: <a href="http://www.AsianTigersGroup.com">www.AsianTigersGroup.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 monopolistic software...
ITGBL Local Agents

4) Allied Pickfords Movers
8 Cat Linh Street
Dong Da District
Hanoi, Vietnam
POC: David Whitehead, Branch Manager
Tel: 84-4-62752824, cell 84976750644
Fax: 84-4-62752825
Email: david.whitehead@alliedpickfords.com.vn
Website: http://vn.alliedpickfords.com
**ITGBL Local Agents**

**Post:** Ho Chi Minh City  
**Bureau:** EAP

### Local Agents:

- **AGS Four Winds Vietnam**  
  **Contact:** Kevin Hamilton, General Manager  
  **Office Add.:** Lafayette De Saigon, 5th Floor  
  8A Phung Khac Khoan, District 1  
  Ho Chi Minh City, Viet Nam  
  Tel: (84) (08) 3521-0071  
  Cellphone: 01264499885  
  Email: kevin.hamilton@agsfourwinds.com

- **JVK Indochina Movers (Vietnam), Ltd.**  
  **Contact:** Gabriele Fanni, Country Manager  
  **Office Add.:** Saigon Port Building, 6th Floor  
  3 Nguyen Tat Thanh Street, District 4  
  Ho Chi Minh City, Viet Nam  
  Tel: (84) (08) 3826-7655  
  Cellphone: 0908041230  
  Email: gabriele.fanni@jvkasia.com

- **Vinatrans Int'l Freight Forwarders***  
  **Contact:** Ms. Luong Thi Ngo - Deputy Manager  
  **Office Add.:** 406 Nguyen Tat Thanh Street, District 4  
  Ho Chi Minh City, Vietnam  
  Tel: (84) 3941-4919  
  Fax: (84) 3940-4770  
  Email: logistics-gh@vinatrans.com.vn or luong-nt@vinatrans.com.vn  
  Website: www.vinatrans.com  
  ***: preferred to handle inbound shipment of office supplies only

- **Saigon Van International Relocations**  
  **Contact:** Kim Ngoc, Director  
  **No. 2 Street, Dong An Industrial Park, Thuan An District**  
  Binh Duong Province, Vietnam  
  Tel: (84-0650) 376-6861  
  Fax: (84-0650) 376-6863  
  Cell: (84) 903-944-119  
  Email: kim@saigonvan.com or sales@saigonvan.com  
  Website: www.saigonvan.com

- **Crown Relocations**  
  **Contact:** Jamie Rossall, Country Manager  
  **48A Huynh Man Dat Street**  
  Ward 19, Binh Thanh District  
  Ho Chi Minh City, Viet Nam  
  Tel: (84) 3840-4237  
  Fax: (84) 3840-4157  
  Cell: (84) 903-450-901  
  Email: jrossall@crownrelo.com  
  Website: www.crownrelo.com

- **Asian Tigers Transpo International (Vietnam)**  
  **9th Floor, Unit 9.3, REE Tower**  
  9 Doan Van Bo Street  
  Ward 12, District 4  
  Ho Chi Minh City, Vietnam  
  Tel: +84 8 3826 7799  
  Fax: +84 8 3826 4041  
  Contact: Matt King, Director  
  Cell: (84) 903-339-092  
  Email: matt.king@asiantigers-vietnam.com  
  Website: www.asiantigersgroup.com
Country: Yemen
Post: Sanaa

Bureau: NEA

Local Agents:

1) Allied Pickfords
Contact: Kevin Hamilton, Country Manager
Satra Dong Khoi, 2nd floor,
58 Dong Khoi Street, District 1
Ho Chi Minh City, Viet Nam
Tel: (848) 3823-3454
Fax: (848) 3823-9201
Cell: (84) 1225-141-848
Email: kevin.hamilton@alliedpickfords.com.vn
Website: www.alliedpickfords.com

2) GAS Aviation Services
P.O. Box 12519,
Sana'a, Republic Of Yemen.
Telephone: +967 1 412318 (15lines) Fax: +967 1 417067
Email: baz-grp@y.net.ye
General Manager: Mr. Khaled Bazara
Cell phone #: +967 71173-0800

3) Five Star Logistics Co LTD
P.O.Box.19847
Sana'a, Republic Of Yemen.
Telephone: 00967-1-450238 /239 Fax: 00967-1450894
Email: info@fstarlogistics.com
General Manager: Mr. Arshad Ali Bajwa
Mobile: 00967-771717646 / 00967 - 734699777

1) Marib Travel & Tourism (Cargo Division)
P.O. Box 161
Sana'a, Republic Of Yemen.
Telephone: 00-967-1-441 109 or 00-967-441-126
Fax: 00-967-440-733
Email: cargo@marib-tours.com
General Manager: Mr. Waleed Al -Khayat
Cell phone #: +967 73322-2079
Country: Zambia

Post: Lusaka

Bureau: AF

Local Agents:

1) AGS Frasers International Removals Zambia
Plot 7242 Mukatasha Road
P.O. Box 37921
Lusaka, Zambia
POC: Mr. Kim Leneveu
Tel: 260 211 286666 / 905
Fax: 260 211 286656
Cell: 260 977 866 866
Email: manager@agsfrasers.com.zm

2) Stuttafords Zambia Limited
Stand No. 3505, Chaka Road off Lumumba Road,
Buseko Area
POBox 30336
Lusaka, Zambia
POC: Mr. Godfrey M. Mufaya, Country Manager
Tel: 260 211 240 412 / 413
Fax: 260 211 240 410
Cell: 260 955 772 044
Email: admin@stuttafords.co.zm

3) Worldwide Movers Zambia
P.O. Box 30972
Plot 7205 Kachidza Road
Light Industrial Area
Lusaka, Zambia
Tel/Fax: 287419 / 288005
Cell: 0977 854345
Contact Person: Aggie Chanda or Deborah Watson
wwmzm@iconnect.zm

Country: Zimbabwe

Post: Harare

Bureau: AF

Local Agents:

1) Glens Removals and Storage
27 Watts Road
New Ardennie
Harare, Zimbabwe
POC: Josophat Murape
Tel: 263 4 620 711 -1
Email: jmurape@glens.co.zw **bonded facility **

World Wide Movers
2 Conald Road
Graniteside
Harare
Zimbabwe
Tel: 00 263 4 755 020 – 3
Email: dmeilorr@worldwidemovers.co.zw

2) KEYLOGISTICS
8 Telford Road
Graniteside
Harare
Zimbabwe
Tel: 263 4 751 753 / 752 656
Elizabeth Hayter - evhayter@gmail.com
Aubrey Canary - aubreyyc@keylogistics.co.zw
EDI for DOS ITGBL Carriers
Current Tender Requirements

See RFO Section 3 reporting requirements.
Terms

- **System Constraints:** This defines what is possible given our current system. Carriers shall work within system constraints to meet reporting requirements.

- **Business Requirement:** Reporting requirement as defined here in the RFO. Carriers shall meet the terms of section 10 for participation in the DOSDC and DOSDD Tenders of Service.
<table>
<thead>
<tr>
<th>Position</th>
<th>Field</th>
<th>Field Type</th>
<th>Field Length</th>
<th>System Constraints</th>
<th>Business Requirement</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SCAC</td>
<td>Character</td>
<td>4</td>
<td>Required for all rows. Validation of the row in the EDI file will be performed against the SCAC and Work Order combination</td>
<td>ALWAYS REQUIRED</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work Order</td>
<td>Character</td>
<td>10</td>
<td>Required for all rows. Validation of the row in the EDI file will be performed against the SCAC and Work Order combination</td>
<td>ALWAYS REQUIRED</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Survey Date</td>
<td>Date</td>
<td>8</td>
<td>Required to enter survey information. Must be less than or equal to Pack Begin Date</td>
<td>Within one Calendar day of the completion of work or the issuance of the work order, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Survey Weight</td>
<td>Number</td>
<td>6</td>
<td>Required to enter survey information</td>
<td>Within one Calendar day of the completion of work or the issuance of the work order, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Actual Pieces</td>
<td>Number</td>
<td>7</td>
<td>Required field if Actual Wt is provided</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Actual Gross</td>
<td>Number</td>
<td>6</td>
<td>Required with other Actual measurement values</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Actual Net</td>
<td>Number</td>
<td>6</td>
<td>Must be less than or equal to Actual Gross. Not required for UAB and POV shipments</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Actual Cube</td>
<td>Number</td>
<td>10</td>
<td>Required with other Actual measurement values</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Date Format</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pack Begin Date</td>
<td>Date</td>
<td>This field will be required to enter Actual measurement information for the shipment (Fields 5-8). Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pack End Date</td>
<td>Date</td>
<td>This field will be required to enter Actual measurement information for the shipment (Fields 5-8). Must be after Pack Begin Date. Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Arrival Date (Delivery End)</td>
<td>Date</td>
<td>Must be greater than pack begin and end dates. This is the final delivery of the shipment to the destination. 1. must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or pack-out end date, (whichever is greater) 2. Within Two days after final delivery at residence or Post. This is the ETA date before delivery, when the current date is greater than field 11 it becomes the received date. The carrier shall report this as a future date until the shipment has actually been delivered.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Available Delivery Date</td>
<td>Date</td>
<td>Cannot be prior to pack end or greater than Arrival Date. Within two days of being within the carriers possession at destination.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Origin Agent</td>
<td>Character</td>
<td>30</td>
<td>Within 24 hours of the booking completion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Pre Advise Permission Requested Date (origin)</td>
<td>Date</td>
<td>8</td>
<td>When Known.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Pre Advise Permission Granted Date (origin)</td>
<td>Date</td>
<td>8</td>
<td>Cannot be prior to Pre Adv Perm Req Date (origin). When Known.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Destin Agent</td>
<td>Character</td>
<td>30</td>
<td>Within 24 hours of the booking completion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Type</td>
<td>Length</td>
<td>Constraint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Pre Advise Permission Requested Date (destination)</td>
<td>Date</td>
<td>8</td>
<td>No later than one day after the Packout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Pre Advise Permission Granted Date (destination)</td>
<td>Date</td>
<td>8</td>
<td>Within one day of it being granted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Origin SIT Reason</td>
<td>Character</td>
<td>1</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Origin SIT In Date</td>
<td>Date</td>
<td>8</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Origin SIT Out Date</td>
<td>Date</td>
<td>8</td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Destin SIT Reason</td>
<td>Character</td>
<td>1</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Destin SIT In Date</td>
<td>Date</td>
<td>8</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Destin SIT Out Date</td>
<td>Date</td>
<td>8</td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Other SIT Reason</td>
<td>Character</td>
<td>1</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Other SIT In Date</td>
<td>Date</td>
<td>8</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Other SIT Out Date</td>
<td>Date</td>
<td>8</td>
<td>SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.</td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------------------</td>
<td>------</td>
<td>----</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Booking #</td>
<td>Character</td>
<td>25</td>
<td></td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>House BOL</td>
<td>Character</td>
<td>25</td>
<td></td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Pro #</td>
<td>Character</td>
<td>30</td>
<td></td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Subcontractor</td>
<td>Character</td>
<td>50</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td>Name of the company performing the work</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Airway/Master BOL</td>
<td>Character</td>
<td>25</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Terminal Delivery Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be greater than Depart Date or Vessel Cutoff Date</td>
<td>Within Two Calendar days of happening</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Vessel Name</td>
<td>Character</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Vessel Cutoff Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be greater than Depart Date</td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Voyage #</td>
<td>Character</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Vessel Code/Tail #</td>
<td>Character</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If this value cannot be provided for security reasons, please leave this value null</td>
<td>When Known</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Flag</td>
<td>Character</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Value must be set to either USA or FFC</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Depart Date</td>
<td>Date</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is the depart date for the primary leg – Enroute</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Origin Port</td>
<td>Character</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For airports, provide the 3 letter airport code. For ocean ports, provide the city name.</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Origin Port Type</td>
<td>Character</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will use code to distinguish between air and ocean ports. Code for ocean port = 1. Code for airport = 2. This field is required to enter an Origin Port. – Required</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Origin Terminal/Pier</td>
<td>Character</td>
<td>51</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Arrival Date</td>
<td>Date</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is the Arrival date of the primary leg. Cannot be less than Depart Date. – Port</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Destin Port</td>
<td>Character</td>
<td>25</td>
<td>For airports, provide the 3 letter airport code. For ocean ports, provide the city name.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Destin Port Type</td>
<td>Character</td>
<td>1</td>
<td>Will use code to distinguish between air and ocean ports. Code for ocean port = 1. Code for airport = 2. This field is required to enter a Destin Port.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Destin Terminal/Pier</td>
<td>Character</td>
<td>51</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Container Type</td>
<td>Character</td>
<td>4</td>
<td>Value based on code mapping with options 1-11. Required to enter container information. Please see Appendix B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Container #</td>
<td>Character</td>
<td>15</td>
<td>Required to enter container information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Pieces</td>
<td>Number</td>
<td>7</td>
<td>Required to enter container information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Weight</td>
<td>Number</td>
<td>6</td>
<td>Required to enter container information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Cube</td>
<td>Number</td>
<td>6</td>
<td>Required to enter container information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Seal Number</td>
<td>Character</td>
<td>15</td>
<td>Optional if container information is provided. Cannot be populated unless required container information is provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Seal Date</td>
<td>Date</td>
<td>8</td>
<td>Optional if container information is provided. Cannot be populated unless required container information is provided.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Documents sent outside of EDI

- This is a partial listing, requirements of Section 3 and exhibits apply.
- Survey Email - A copy of the pre-move survey must be submitted via email to the booking counselor, the A/LM archive and to the employee within two (2) days from the date of the pre-move survey.
- Missed RDD Justification -
- Foreign Flag Wavier -
- Accessorial Approvals -
- Comments about the shipments— Send an Email to the A/LM Archive in the subject line please put a “Smart Subject Line: Shipment Number, subject of email”
- Over Weight Notification to the counselors – If the shipment is overweight the carrier shall inform the Counselor per RFO 3-5.9.
Section 11, Appendices A & B to Section 10, EDI DOS
2017 – 2018 CHAMP Request for Offers
Appendix A

SIT Reason Code Mapping

Origin SIT Reasons:

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrival</td>
</tr>
<tr>
<td>2</td>
<td>Credential</td>
</tr>
<tr>
<td>3</td>
<td>Entitlement</td>
</tr>
<tr>
<td>4</td>
<td>Housing</td>
</tr>
<tr>
<td>5</td>
<td>Post</td>
</tr>
<tr>
<td>6</td>
<td>Customs</td>
</tr>
</tbody>
</table>

Destin SIT Reasons:

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrival</td>
</tr>
<tr>
<td>2</td>
<td>Credential</td>
</tr>
<tr>
<td>3</td>
<td>Housing</td>
</tr>
<tr>
<td>4</td>
<td>Post</td>
</tr>
<tr>
<td>5</td>
<td>Customs</td>
</tr>
</tbody>
</table>

Other SIT Reasons:

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrival</td>
</tr>
<tr>
<td>2</td>
<td>Credential</td>
</tr>
<tr>
<td>3</td>
<td>Employee</td>
</tr>
<tr>
<td>4</td>
<td>Housing</td>
</tr>
<tr>
<td>5</td>
<td>Post</td>
</tr>
<tr>
<td>6</td>
<td>Customs</td>
</tr>
</tbody>
</table>
Appendix B

Container Type Mapping:

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Container Type Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 FT</td>
</tr>
<tr>
<td>2</td>
<td>20 RC</td>
</tr>
<tr>
<td>3</td>
<td>40 FT</td>
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<tr>
<td>4</td>
<td>40 HI</td>
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<tr>
<td>5</td>
<td>40 RC</td>
</tr>
<tr>
<td>6</td>
<td>45 FT</td>
</tr>
<tr>
<td>7</td>
<td>45 HI</td>
</tr>
<tr>
<td>8</td>
<td>FLAT</td>
</tr>
<tr>
<td>9</td>
<td>HICU</td>
</tr>
<tr>
<td>10</td>
<td>OPEN</td>
</tr>
<tr>
<td>11</td>
<td>OTHR</td>
</tr>
</tbody>
</table>
14 FAM Exhibit 611.6
Limitations

(MAY BE APPROVED FOR CRATING)
FINE ART WORK (TO INCLUDE VASES, PICTURES, PAINTINGS AND SCULPTURES) WITH A DOCUMENTED VALUE OVER $2100 PER ITEM OR PER SET

GLASS / MARBLE / SLATE TABLE TOPS, MINIMUM SIZE OF 36X36 INCHES WITH A REPLACEMENT VALUE OF $500 OR GREATER, AND WHICH WILL NOT FIT IN A NORMAL STORAGE VAULT OR LIFT/VAN

CRYSTAL CHANDELIER WITH APPRAISED VALUE OVER $2100
BABY GRAND PIANOS

(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

EXHIBIT to be used for DOSDC and DOSDD
<table>
<thead>
<tr>
<th>SCAC</th>
<th>Shipment #</th>
<th>Destination</th>
<th>Destination Agent</th>
<th>Shipment Type</th>
<th>Mode</th>
<th>Last Name</th>
<th>First Name</th>
<th>Date Notified</th>
<th>Amount Requested</th>
<th>Final Date Settled</th>
<th>Amount Paid</th>
<th>DOD Shipment (Yes or No)?</th>
<th>Comments</th>
</tr>
</thead>
</table>