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 2018-2019 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 November 1, 2018 through October 31, 2019. 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.

Due Dates: Rate offers must be submitted in accordance with this RFO by the Initial Filing due date of 10:00 PM Central Time, September 24, 2018 and/or the Supplemental Filing due date of 10:00 PM Central Time, March 11, 2019. Rate offers received after these dates and/or not submitted in accordance with this RFO will not be accepted.

Industrial Funding Fee (IFF):

1. Domestic IFF: A 3.50% IFF is due on the total net transportation charges billable to the Government (includes line-haul, accessorrial, 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, accessorrial, 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:** The HTOS is being issued and distributed along with this RFO and has an effective date of November 1, 2018. Revisions are identified in the “Revisions Made in New Issuances of the HTOS” table, but TSPs are strongly encouraged to review the HTOS with an effective date of November 1, 2018 in its entirety. In addition to this distribution, it will soon also be accessible at [https://www.gsa.gov/portal/content/103864](https://www.gsa.gov/portal/content/103864).

**GSA Domestic 500A Tariff (GSA500A):** The GSA500A-2018 Tariff is also being issued and distributed along with this RFO and has an effective date of November 1, 2018. Revisions are identified in the “Revisions Made in New Issuances of the GSA500A” table. Revisions include an approximate 3.149616335% increase to most rates and charges contained in Appendix B: Baseline Rate Tariff Files of the GSA500A-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).

**Changes to Existing Non-Alternating and Alternating, Agency Specific Standing Route Orders (SROs):** Changes have been made to the SROs for the Department of the Treasury, Administrative Resource Center (ARCWV), the U.S. Postal Service (USPDC) and the Department of State (DOSDD, DOSDC, DOSHW and DOSSA). Please note that several new destinations serviced under DOSSA have been added and that N’Djamena (Destination Code of 2730) has been removed. Changes are identified in Section 3 of this RFO and have been highlighted in “red;” however, TSPs should review Section 3 of this RFO in its entirety for all Agency Specific requirements and changes.

**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](http://www.nhtsa.gov/recalls).

**Mileage Application:** Effective November 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, 2018 through October 31, 2019**, 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 conterminous U.S. to the port or from the port to a point in the conterminous 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 October 31, 2018. If a TSP does not want to make any changes to their currently filed rate offers, but wants them to become effective again on November 1, 2018, the TSP must go into 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 November 1, 2018. Rate offers effective during the Supplemental Filing period of May 1, 2019 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:
   • 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

- 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) 2018-2019 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-2018 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 November 1, 2018 through October 31, 2019.

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, September 24, 2018 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, September 24, 2018 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 11, 2019 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 11, 2019 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 August 23, 2018 and September 24, 2018 or February 1, 2019 and March 11, 2019 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 September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019, 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 September 24, 2018 or March 11, 2019 will be entered into the database in accordance with Section 1-2.

1-1.7.2. Rate Filing Deficiencies.
TSP rate offers received between August 23, 2018 and September 24, 2018 or February 1, 2018 and March 11, 2019 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 September 24, 2018 or March 11, 2019. 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 September 24, 2018 or March 11, 2019. 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 September 24, 2018 or March 11, 2019 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 August 23, 2018 and September 24, 2018 or February 1, 2018 and March 11, 2019 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 September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019, 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 September 24, 2018 or March 11, 2019 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 September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019, 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 September 24, 2018 or March 11, 2019 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 August 23, 2018, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) with an effective date of November 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></th>
<th>INITIAL FILINGS</th>
<th>NEW FILINGS</th>
<th>LATE FILINGS</th>
<th>SUPPLEMENTAL FILINGS</th>
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<td>Date Received By</td>
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<td>8-23-18 thru 9-24-18</td>
<td>2-01-19 thru 3-11-19</td>
<td>2-01-19 thru 3-11-19</td>
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<td>Computer Entry Date</td>
<td>11-01-2018 or before</td>
<td>11-01-2018 or before</td>
<td>5-01-2019 or before</td>
<td>5-01-2019 or before</td>
</tr>
<tr>
<td>Accepted/Effective Date</td>
<td>11-01-2018</td>
<td>11-01-2018</td>
<td>5-01-2019</td>
<td>5-01-2019</td>
</tr>
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</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 provisions of 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, 2018 through October 31, 2019, 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) with an effective date of November 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) with an effective date of November 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-2018 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.
   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 – Agency Requested.
   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.

2-7.1.1. ALK Technologies, Inc. Mileage
For rate offers effective November 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 November 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.

2-7.2.1.1. Household Goods – Code D and Code C
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 including Full Replacement Value TSP liability as defined in Section 2-7.5 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 and Full Replacement Value TSP liability as defined in Section 2-7.5. The storage in transit discount does not apply to the GSA IFF, fuel surcharges charges associated with the line haul transportation and accessorials, 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 including Full Replacement Value TSP liability as defined 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.

<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) Full Replacement Valuation TSP liability as defined in Section 2-7.5.

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) Full Replacement Valuation TSP liability as defined in Section 2-7.5.

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 9. 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 if 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 BLIO 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, disinfection, 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 12.26.

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 as defined 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 2-7.2.6.2.2 per kilogram (kg) volume weight including Full Replacement Value TSP liability as defined 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) Full Replacement Valuation TSP liability as defined in Section 2-7.5.

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 49 CFR, 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 49 CFR 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 49 CFR 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>

2-7.2.2.6.2.2. 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. Full Replacement Value.

2-7.5.1. General.
Unless otherwise noted, Full Replacement Value applies to all shipments transported pursuant to the provisions of this RFO (see HTOS Section 9.1). Full Replacement Value is the level of released value used for CHAMP shipments. 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.

2-7.5.1.1. Surface and Unaccompanied Air Baggage (UAB) Shipments.
Unless otherwise noted, all Surface and UAB applicable to domestic and international shipments are released at Full Value.

2-7.5.1.2. Privately Owned Vehicle Shipments.
Unless otherwise noted, all POV shipments applicable to domestic and international shipments are released at the Current Value of the vehicle based on the National Automobile Dealers Association (NADA) value for the vehicle (see HTOS Section 9.1.3.2).

2-7.5.2. DOMESTIC.
2-7.5.2.1. Transportation.
All domestic Surface and UAB shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at the base valuation 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 valuation 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 valuation, 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 valuation, 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 Surface and UAB shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at a base valuation 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 valuation 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 valuation, 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 valuation, 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) within thirty (30) calendar days of final delivery.

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 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 Appendix 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 database 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. Non-alternating 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 Surface and Unaccompanied Air Baggage (UAB) DVADC 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 DVADC 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 Surface and UAB DVADC 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 DVADC 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 Surface and UAB 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 Surface and UAB 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 Surface and UAB 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 an 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 accessorials 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. Social Security Administration (SSA), Baltimore, MD – Domestic and International (SSADI).
TSPs submitting rate offers in accordance with Section 3-6, 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.

3-6.1. Provider – Domestic and International.
The SSA utilizes the services of a Move Management Services (MMS) Provider outside of CHAMP; however, the SSA 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 SSADI. Rate offers for the provision of MMS (M rates) will not be accepted.

3-6.2. 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 Surface and UAB SSADI shipments shall be released at $12.00 times the net weight of the shipment in pounds with a maximum TSP liability of $216,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the SSA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-6.3. Excess Released Value.

3-6.3.1. Transportation.
In the event the employee declares a value greater than the base valuation of $12.00 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 $12.00 times the net weight of the shipment in pounds or $216,000.00, whichever is less.

3-6.3.2. Storage-in-Transit.
In the event that the employee declares a value greater than $12.00 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 $12.00 times the net weight of the shipment in pounds or $216,000.00, whichever is less.

3-6.4. Weight Variance.
In lieu of the weight variance of 115% as provided for in HTOS Section 5.4.3., all SSADI shipments shall be subject to a 110% weight variance. TSPs must inform SSA’s Move Management Services Provider of all instances in which such variances occur as required by HTOS Section 5.4.3.
3-6.5. 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 SSADI. All domestic rate offers submitted for SSADI must be inclusive of all accessorials identified in Paragraph 3-6.6., below, and may not be billed/invoiced as a separate charge(s).

3-6.6. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.
All DOMESTIC rate offers solicited for SSADI must incorporate the following accessorials 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/organisms (weight additives are allowable)
- All charges for shuttle service
- Extra Labor, long carry and other charges associated with mini-storage
- Debris pickup

3-6.7. Packed by Owner.
For any cartons/boxes “packed by owner (PBO),” the TSP must open the box, inspect the contents, assume liability, provide a detailed description on the inventory and mark it packed by TSP.

3-6.8. Excess Weight.
All excess weight collection actions are handled by SSA. The TSP is not to take any excess weight collection action and is not authorized to waive an overweight payment.

Billing/Invoicing must be received within sixty (60) days after delivery/service is performed.

3-6.10. Volume.
The SSA is estimating that the volume of shipments under this RFO for SSADI is 150 shipments with the majority of those shipments being domestic.

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 Surface and UAB 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 a shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.
3-7.5. 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 an 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/organisms (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 accessorials 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. When an invoice/bill contains charges for crating, a crating breakdown must be included to ensure only crating in excess of $1,000 is being billed/invoiced. 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 (query screen copy must identify shipment specific origin, destination, weight, miles, UAB weight (if applicable) and Vehicle Class (if applicable)).

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 an 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 accessorials 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 Surcharge 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/Canoes.
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.

The US Postal Service utilizes the services of a Move Management Services (MMS) Provider outside of CHAMP; however, the US Postal Service is requesting 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 the USPDC. Rate offers for the provision of 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 Surface and UAB 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 an 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/organisms
- All charges for shuttle service
- **All crating and uncrating up to $2,000. Prior approval is not required; however, the combined cost of crating and uncrating cannot exceed $2,000**
- 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

3-9.8. **Volume.**
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. Shipment 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 the third request 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 blank until the shipment has delivered. Field 11 should be reported via EDI only after delivery has occurred and cleared from EDI reports for all undelivered shipments. 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 accessorail 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 miles 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.

3-12.1.4. **Storage in Transit (SIT) Charges**.

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.

3-12.2. **Household Goods (HHG)**.

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 POVs is ONLY permitted when Post reports Diplomatic Accreditation will be delayed at destination pending custom clearance. SIT for POVs 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. TSP must obtain written authorization from the GBLIO or Post prior to placing shipment into SIT. POV SIT shall be billed as a pass-through charge.

10. All rate offers solicited for the DOSDC must incorporate the following accessorail 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 Surcharge 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), labor/security charges, equipment fees and other administration fees associated with Storage (Port Storage/Demurrage/Bonded Warehouse).
   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, disinfestations, 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 40101(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.

   - 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.

   - 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
   - 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.

   - 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.

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.


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 48 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 to ship.

Shipments 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 TSP's 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>
<th>Country</th>
<th>RDD</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFGHANISTAN</td>
<td>60</td>
<td>GERMANY</td>
<td>59</td>
<td>NORWAY</td>
<td>55</td>
</tr>
<tr>
<td>ALBANIA</td>
<td>66</td>
<td>GHANA</td>
<td>75</td>
<td>OMAN</td>
<td>62</td>
</tr>
<tr>
<td>Country</td>
<td>GSA Score</td>
<td>Country</td>
<td>GSA Score</td>
<td>Country</td>
<td>GSA Score</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>--------------------------</td>
<td>-----------</td>
<td>--------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>ALGERIA</td>
<td>60</td>
<td>GREECE</td>
<td>60</td>
<td>PAKISTAN</td>
<td>61</td>
</tr>
<tr>
<td>ANGOLA</td>
<td>75</td>
<td>GRENADA</td>
<td>56</td>
<td>PALAU</td>
<td>60</td>
</tr>
<tr>
<td>ARGENTINA</td>
<td>62</td>
<td>GUATEMALA</td>
<td>58</td>
<td>PANAMA</td>
<td>58</td>
</tr>
<tr>
<td>ARMENIA</td>
<td>61</td>
<td>GUINEA</td>
<td>75</td>
<td>PAPUA NEW GUINEA</td>
<td>73</td>
</tr>
<tr>
<td>AUSTRALIA</td>
<td>75</td>
<td>GUINEA-BISSAU</td>
<td>75</td>
<td>PARAGUAY</td>
<td>70</td>
</tr>
<tr>
<td>AUSTRIA</td>
<td>59</td>
<td>GUYANA</td>
<td>61</td>
<td>PERU</td>
<td>61</td>
</tr>
<tr>
<td>AZERBAIJAN</td>
<td>60</td>
<td>HOLY SEE</td>
<td>56</td>
<td>PHILIPPINES</td>
<td>75</td>
</tr>
<tr>
<td>AZORES</td>
<td>60</td>
<td>HONDURAS</td>
<td>58</td>
<td>POLAND</td>
<td>59</td>
</tr>
<tr>
<td>BAHAMAS</td>
<td>45</td>
<td>HONG KONG</td>
<td>64</td>
<td>PORT AU PRICE</td>
<td>45</td>
</tr>
<tr>
<td>BAHRAIN</td>
<td>59</td>
<td>HUNGARY</td>
<td>56</td>
<td>QATAR</td>
<td>59</td>
</tr>
<tr>
<td>BANGLADESH</td>
<td>75</td>
<td>ICELAND</td>
<td>52</td>
<td>ROMANIA</td>
<td>66</td>
</tr>
<tr>
<td>BARBADOS</td>
<td>45</td>
<td>INDIA</td>
<td>74</td>
<td>RUSSIA</td>
<td>59</td>
</tr>
<tr>
<td>BELARUS</td>
<td>66</td>
<td>INDONESIA</td>
<td>73</td>
<td>RWANDA</td>
<td>75</td>
</tr>
<tr>
<td>BELGIUM</td>
<td>56</td>
<td>IRAN</td>
<td>60</td>
<td>SAUDI ARABIA</td>
<td>55</td>
</tr>
<tr>
<td>BELIZE</td>
<td>58</td>
<td>IRAQ</td>
<td>60</td>
<td>SCOTLAND</td>
<td>60</td>
</tr>
<tr>
<td>BENIN</td>
<td>75</td>
<td>IRELAND</td>
<td>57</td>
<td>SENEGAL</td>
<td>75</td>
</tr>
<tr>
<td>BERMUDA</td>
<td>45</td>
<td>ISRAEL</td>
<td>61</td>
<td>SERBIA</td>
<td>66</td>
</tr>
<tr>
<td>BOLIVIA</td>
<td>60</td>
<td>ITALY</td>
<td>56</td>
<td>SIERRA LEONE</td>
<td>75</td>
</tr>
<tr>
<td>BOSNIA - HERZEGOVINA</td>
<td>54</td>
<td>JAMAICA</td>
<td>45</td>
<td>SINGAPORE</td>
<td>71</td>
</tr>
<tr>
<td>BOTSWANA</td>
<td>75</td>
<td>JAPAN</td>
<td>63</td>
<td>SLOVENIA</td>
<td>59</td>
</tr>
<tr>
<td>BRAZIL</td>
<td>75</td>
<td>JORDAN</td>
<td>61</td>
<td>SLOVAK REPUBLIC</td>
<td>60</td>
</tr>
<tr>
<td>BRUNEI</td>
<td>75</td>
<td>KAZAKHSTAN</td>
<td>75</td>
<td>SOMALIA</td>
<td>75</td>
</tr>
<tr>
<td>BULGARIA</td>
<td>66</td>
<td>KENYA</td>
<td>75</td>
<td>SOUTH AFRICA</td>
<td>75</td>
</tr>
<tr>
<td>BURKINA FASO</td>
<td>75</td>
<td>KOREA</td>
<td>67</td>
<td>SOUTH SUDAN</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KOSOVO</td>
<td>57</td>
<td>SPAIN</td>
<td>59</td>
</tr>
<tr>
<td>BURUNDI</td>
<td>75</td>
<td>KUWAIT</td>
<td>59</td>
<td>SRI LANKA</td>
<td>74</td>
</tr>
<tr>
<td>CAMBODIA</td>
<td>73</td>
<td>KYRGYZSTAN</td>
<td>60</td>
<td>SUDAN</td>
<td>75</td>
</tr>
<tr>
<td>CAMEROON</td>
<td>75</td>
<td>LAO PEOPLE'S DEMOCRATIC REP</td>
<td>73</td>
<td>SURiname</td>
<td>61</td>
</tr>
<tr>
<td>CABO VERDE</td>
<td>75</td>
<td>LATVIA</td>
<td>56</td>
<td>KINGDOM OF ESWATINI</td>
<td>75</td>
</tr>
<tr>
<td>CENTRAL AFRICAN REPUBLIC</td>
<td>75</td>
<td>LEBANON</td>
<td>61</td>
<td>(formerly Swaziland)</td>
<td></td>
</tr>
<tr>
<td>CHAD</td>
<td>75</td>
<td>LESOTHO</td>
<td>75</td>
<td>SWITZERLAND</td>
<td>60</td>
</tr>
<tr>
<td>CHILE</td>
<td>62</td>
<td>LIBERIA</td>
<td>75</td>
<td>SYRIAN ARAB REPUBLIC</td>
<td>61</td>
</tr>
<tr>
<td>CHINA</td>
<td>75</td>
<td>LIBYA</td>
<td>60</td>
<td>TAIWAN</td>
<td>64</td>
</tr>
<tr>
<td>COLOMBIA</td>
<td>61</td>
<td>LITHUANIA</td>
<td>66</td>
<td>TAJIKISTAN</td>
<td>60</td>
</tr>
<tr>
<td>CONGO</td>
<td>75</td>
<td>LUXEMBOURG</td>
<td>56</td>
<td>TANZANIA</td>
<td>75</td>
</tr>
</tbody>
</table>
### 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>
</tr>
</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,</td>
</tr>
</tbody>
</table>

| COSTA RICA               | 56 | MACEDONIA             | 60 | THAILAND       | 70 |
|--------------------------|----|----------------------|----|----------------|
| COTE D’IVOIRE            | 75 |                      |    | TOGO           | 75 |
| CROATIA                  | 56 | MALAWI                | 75 | TRINIDAD AND TOBAGO | 51 |
| CUBA                     | 45 | MALAYSIA              | 71 | TUNISIA        | 62 |
| CYPRUS                   | 66 | MALI                  | 75 | TURKEY         | 70 |
| CZECH REPUBLIC           | 59 | MALTA                 | 46 | TURKMENISTAN   | 75 |
| DEMOCRATIC REPUBLIC OF THE CONGO | 75 | MARSHALL ISLANDS      | 60 | UGANDA         | 75 |
| DENMARK                  | 55 | MAURITANIA            | 75 | UKRAINE        | 75 |
| DJIBOUTI                 | 75 | MAURITIUS             | 75 | UNITED ARAB EMIRATES | 62 |
| DOMINICAN REPUBLIC       | 45 | MEXICO                | 48 | UNITED KINGDOM | 57 |
| EQUADOR                  | 63 | MICRONESIA            | 56 | URUGUAY        | 60 |
| EAST TIMOR               | 75 | MOLDOVA, REPUBLIC OF  | 60 | UZBEKISTAN     | 75 |
| EGYPT                    | 60 | MONGOLIA              | 75 | VENEZUELA      | 61 |
| EL SALVADOR              | 58 | MONTENEGRO            | 60 | VIET NAM       | 73 |
| EQUATORIAL GUINEA        | 75 | MOROCCO               | 59 | WESTERN SAMOA  | 60 |
| ERITREA                  | 75 | MOZAMBIQUE            | 75 | YEMEN          | 75 |
| ESTONIA                  | 55 | MYANMAR               | 67 | ZAMBIA         | 75 |
| ETHIOPIA                 | 75 | NAMIBIA               | 75 | ZIMBABWE       | 75 |
| FIJI                     | 73 | NEPAL                 | 75 |                |    |
| FINLAND                  | 55 | NETHERLANDS           | 56 |                |    |
| FRANCE                   | 56 | NETHERLAND ANTILLES   | 61 |                |    |
| GABON                    | 75 | NEW ZEALAND           | 74 |                |    |
| GAMBIA                   | 75 | NICARAGUA             | 56 |                |    |
| GEORGIA                  | 60 | NIGER                 | 75 |                |    |
|                          |    | NIGERIA               | 75 |                |    |
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, for Surface and UAB shipments 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>
</tr>
</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>
<td></td>
</tr>
</tbody>
</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 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 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 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. 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.

3-12.15. Shipment of Boats, Kayaks or Canoes.
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.

3-12.16. 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). **Note:** TSP persons prohibited from handling firearms are convicted felons; persons under indictment for felonies; adjudicated “mental defectives” or those who have been involuntarily committed to mental institutions; illegal drug users; illegal aliens and most non-immigrant aliens; dishonorably discharged veterans; those who have renounced their U. S. citizenship; fugitives from justice; persons convicted of misdemeanor crimes of domestic violence; and persons subject to certain domestic violence restraining orders.

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.

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 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 enter the email of the AMC booking the shipment. Alternate email address for DA ELSO is Despatch_Agency_ELSO_ITGBL@state.gov and the preferred email address for USAID is mmsttdtransportation@usaid.gov. 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 7-2017
Exhibit 8 II 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 transportation, delivery and customs clearance (if applicable) to the owner at destination residence and 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, for Surface and UAB shipments 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 third 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.

3-13.11. Storage In Transit (SIT).
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 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 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 (1) 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). **Note:** TSP persons prohibited from handling firearms are convicted felons; persons under indictment for felonies; adjudicated “mental defectives” or those who have been involuntarily committed to mental institutions; illegal drug users; illegal aliens and most non-immigrant aliens; dishonorably discharged veterans; those who have renounced their U. S. citizenship; fugitives from justice; persons convicted of misdemeanor crimes of domestic violence; and persons subject to certain domestic violence restraining orders.

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 TTMCourts@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 7-2017
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 folding, at the residence. Rugs which are 2.75 meters by 3.65 meters (9 FT X 12 FT) or larger must be identified on the inventory by color and size. The TSP shall be held responsible for all costs associated with additional services resulting from incorrect servicing of all rugs and carpets. The cost shall be $50.00 (USD) per rug/carpet not to exceed $300.00 per shipment.

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 at an international location 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, 2017 and April 30, 2018, there were approximately 155 shipments with an average weight of 2,970 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, for Surface and UAB shipments 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.

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</tr>
<tr>
<td>Dar Es Salaam</td>
<td>HHE</td>
<td>5</td>
<td>2,768</td>
</tr>
<tr>
<td>Lusaka</td>
<td>HHE</td>
<td>1</td>
<td>1,801</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 applicable Destination Code(s) of 2570, 5750, 6250, 8650 and/or 9900 must be used; however, rate offers accepted under DOSSA will apply only to the Post(s) identified above and not the entire country(ies) represented by the applicable Destination Code(s). 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 the Post(s) identified above must be by air.
Exhibit 1

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    __ Vehicle
Identification Number (VIN) Title Number

OR

____________________________________________________________________ ____ 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 scheduled 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)________________________
Exhibit 4

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**
### Exhibit 5

#### 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
5. IMPORTER'S PORT OF ARRIVAL
6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)

<table>
<thead>
<tr>
<th>A. DATE</th>
<th>B. NAME OF VESSEL/CARRIER</th>
<th>C. FROM (Country)</th>
<th>D. B/L OR AWB OR I.T. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. NUMBER AND KINDS OF CONTAINERS</td>
<td>F. MARKS AND NUMBERS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. RESIDENCY (&quot;X&quot; appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I declare that my place of residence abroad is was</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The undersigned further declare that (&quot;X&quot; all applicable items and submit packing list):</td>
</tr>
<tr>
<td>A. Applicable to RESIDENT and NONRESIDENT</td>
</tr>
<tr>
<td>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. (9004.00.05, HTSUSA)</td>
</tr>
<tr>
<td>2. All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or my account or I am an emigant who owned and used them abroad. (9004.00.10,9004.00.15, HTSUSA)</td>
</tr>
<tr>
<td>B. Applicable to RESIDENT ONLY</td>
</tr>
<tr>
<td>All personal effects for which free entry is sought were taken abroad by me or my account. (9004.00.45, HTSUSA)</td>
</tr>
<tr>
<td>C. Applicable to NONRESIDENT ONLY</td>
</tr>
<tr>
<td>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. (9004.00.05, HTSUSA)</td>
</tr>
<tr>
<td>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. (9004.00.30, HTSUSA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. RESIDENCY STATUS UPON MY ARRIVAL (&quot;X&quot; One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Returning resident of the U.S.</td>
</tr>
<tr>
<td>2. Nonresident:</td>
</tr>
<tr>
<td>a. Emigrating to the U.S.</td>
</tr>
<tr>
<td>b. Visiting the U.S.</td>
</tr>
</tbody>
</table>

#### PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES

<table>
<thead>
<tr>
<th>A. NAME OF COUNTRY</th>
<th>B. LENGTH OF TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr.</td>
<td>Mo.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:</th>
</tr>
</thead>
</table>

#### PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES

<table>
<thead>
<tr>
<th>A. For U.S. Personnel, Evacuees, Residents and Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Firearms and/or ammunition</td>
</tr>
<tr>
<td>(2) Articles for sale or commercial use</td>
</tr>
<tr>
<td>(3) Alcoholic articles of all types or tobacco products</td>
</tr>
<tr>
<td>(4) Fruits, plants, seeds, meats, or birds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. For Residents and Non-Residents Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(7) Foreign household effects acquired abroad and used less than one year</td>
</tr>
<tr>
<td>(8) Foreign household effects acquired abroad and used more than one year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. For Resident Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(9) Personal effects acquired abroad</td>
</tr>
<tr>
<td>(10) 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</td>
</tr>
<tr>
<td>(11) Articles taken abroad for which alterations or repairs were performed abroad</td>
</tr>
</tbody>
</table>

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

<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>
</table>

### PART V – CARRIER’S CERTIFICATE AND RELEASE ORDER
The undersigned carrier, to whom upon whose order the articles described in PART I, is, 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.

1. NAME OF CARRIER
2. SIGNATURE OF AGENT (Print and sign) Date

### PART VI – CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY
I, 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 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 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.
**Declarant**

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

<table>
<thead>
<tr>
<th>MAKE OF VEHICLE</th>
<th>MODEL</th>
<th>CUSTOMER POST CODE</th>
<th>CUSTOMER ENTRY NO.</th>
<th>VEHICLE IDENTIFICATION NUMBER (VIN)</th>
<th>VEHICLE REPLACEMENT NO.</th>
<th>DESCRIPTION OF HANDLES 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>

NAME OF INFORMER (Person Type)

NAME OF DEFENDANT (Person Type)

ADDRESS OF INFORMER (Address)

ADDRESS OF DEFENDANT (Address)

DECLARANT'S CAPACITY

DECLARANT'S SIGNATURE

DATE SIGNED

EPA Requirements: Importers of motor vehicles and accessories and vehicle handling equipment must also submit an EPA form 3520-1 or 3520-2. U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the law administered by the U.S. Environmental Protection Agency. For more information, please see www.epa.gov/environmentalinsurance.

GSA RFO, Issued 8/23/2018

Page 3 of 38
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.
### Exhibit 7

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

United States Environmental Protection Agency

<table>
<thead>
<tr>
<th>Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Port code:</td>
</tr>
<tr>
<td>2. Entry date:</td>
</tr>
<tr>
<td>3. Customs entry number:</td>
</tr>
<tr>
<td>4. Vehicle identification Number (VIN), engine serial number, or engine Family/Test Group Name:</td>
</tr>
<tr>
<td>5. Manufacture date:</td>
</tr>
<tr>
<td>6. Manufacture (make):</td>
</tr>
<tr>
<td>7. Model:</td>
</tr>
<tr>
<td>8. ICI imports only, codes A, C, J, Z:</td>
</tr>
<tr>
<td>9. EPA Exemption Number, required for codes L, G, I, K, O:</td>
</tr>
</tbody>
</table>

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

- **Certification:** I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.

- **Owner:**
- **Storage contact:**
- **Signature:**
- **Date:**
- **Name, company and phone (type or print):**

#### 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 filter neck restricter were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filter neck restricter, as applicable, will be reinstalled 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 (5) the fuel filter neck restricter 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, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) 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 vehicle 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 importer 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. in the future 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 in 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. Customer may require proof of vehicle age:**
### Exhibit 7 Continued

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>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 85.151(a)]. EPA letter of approval must be attached to this form.</td>
</tr>
<tr>
<td>U</td>
<td>2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 5000 rpm.</td>
</tr>
<tr>
<td>W</td>
<td>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.</td>
</tr>
<tr>
<td>Y</td>
<td>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.</td>
</tr>
<tr>
<td>G</td>
<td>Imported for repair or alteration in accordance with [40 CFR 85.151(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.</td>
</tr>
<tr>
<td>I</td>
<td>Imported for testing purposes in accordance with [40 CFR 85.151(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.</td>
</tr>
<tr>
<td>K</td>
<td>Imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with [40 CFR 85.151(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.</td>
</tr>
<tr>
<td>N</td>
<td>Imported 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.</td>
</tr>
<tr>
<td>O</td>
<td>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.</td>
</tr>
<tr>
<td>A</td>
<td>Imported by an ICI for modifications 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].</td>
</tr>
<tr>
<td>C</td>
<td>Imported by an ICI for modification and testing in accordance with [40 CFR 85.1508]. Vehicle must be at least 5 years old.</td>
</tr>
<tr>
<td>J</td>
<td>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 of export ([40 CFR 85.151(b)(3)]). Customs bond required.</td>
</tr>
<tr>
<td>Z</td>
<td>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.</td>
</tr>
<tr>
<td>H</td>
<td>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.</td>
</tr>
<tr>
<td>Q</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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 mandatory ([40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208]). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 44, 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 disclosing 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 estimates, 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. Include 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.
Exhibit 8

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

FORM II-KC-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 2018-2019 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 2018-2019 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; and
   - 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, 2018.

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</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>Social Security Administration - (refer to Section 3-6)</td>
<td>Baltimore, MD</td>
<td>SSADI</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>Federal Agency Name</td>
<td>Location</td>
<td>Code</td>
<td>Application</td>
<td>Type</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------</td>
<td>--------</td>
<td>-------------</td>
<td>-----------------</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>
<tr>
<td>Department of State - (refer to Section 3-13)</td>
<td>Washington, DC</td>
<td>DOSDD</td>
<td>Domestic</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of State - (refer to Section 3-14)</td>
<td>Washington, DC</td>
<td>DOSHW</td>
<td>International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of State - (refer to Section 3-15)</td>
<td>Washington, DC</td>
<td>DOSSA</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>1000</td>
</tr>
<tr>
<td>-</td>
<td>IN00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>KY00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>OH00</td>
<td></td>
</tr>
<tr>
<td>Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee</td>
<td>AR00</td>
<td>1100</td>
</tr>
<tr>
<td>-</td>
<td>AL00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>LA00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>MS00</td>
<td></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>1300</td>
</tr>
<tr>
<td>-</td>
<td>NC00</td>
<td></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>1400</td>
</tr>
<tr>
<td>-</td>
<td>DC00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>MD00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>VA00</td>
<td></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>1500</td>
</tr>
<tr>
<td>-</td>
<td>RI00</td>
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</tr>
<tr>
<td>-</td>
<td>MA00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>NJ00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>NY00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>PA00</td>
<td></td>
</tr>
<tr>
<td>Points in the States of Maine, New Hampshire, and Vermont.</td>
<td>ME00</td>
<td>1600</td>
</tr>
<tr>
<td>-</td>
<td>NH00</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>VT00</td>
<td></td>
</tr>
<tr>
<td>Points in Alaska:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Anchorage, Alaska</td>
<td>AN00</td>
<td>2200</td>
</tr>
<tr>
<td>- Cordova, Alaska</td>
<td>CV00</td>
<td>2201</td>
</tr>
<tr>
<td>- Fairbanks, Alaska</td>
<td>FB00</td>
<td>2202</td>
</tr>
<tr>
<td>- Juneau, Alaska</td>
<td>JN00</td>
<td>2203</td>
</tr>
<tr>
<td>- Ketchikan, Alaska</td>
<td>KN00</td>
<td>2204</td>
</tr>
<tr>
<td>- Kodiak, Alaska</td>
<td>KD00</td>
<td>2205</td>
</tr>
<tr>
<td>- Petersburg, Alaska</td>
<td>PB00</td>
<td>2206</td>
</tr>
<tr>
<td>- Sitka, Alaska</td>
<td>SA00</td>
<td>2207</td>
</tr>
<tr>
<td>- Wrangell, Alaska</td>
<td>WG00</td>
<td>2208</td>
</tr>
<tr>
<td>Points in Canada:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Alberta, Canada</td>
<td>AB00</td>
<td>2300</td>
</tr>
<tr>
<td>- British Columbia, Canada</td>
<td>BC00</td>
<td>2301</td>
</tr>
<tr>
<td>- Manitoba, Canada</td>
<td>MB00</td>
<td>2303</td>
</tr>
<tr>
<td>- New Brunswick, Canada</td>
<td>NB00</td>
<td>2304</td>
</tr>
<tr>
<td>- Newfoundland and Labrador</td>
<td>NL00</td>
<td>2313</td>
</tr>
<tr>
<td>- Northwest Territory, Canada</td>
<td>NT00</td>
<td>2311</td>
</tr>
<tr>
<td>- Nova Scotia, Canada</td>
<td>NS00</td>
<td>2306</td>
</tr>
<tr>
<td>- Ontario, 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.

### 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>
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<tr>
<td>Arkansas</td>
<td>AR00</td>
</tr>
<tr>
<td>California</td>
<td>CA00</td>
</tr>
<tr>
<td>Canadian Provinces:</td>
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<tr>
<td>- Alberta</td>
<td>AB00</td>
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<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>
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<td>- Ontario</td>
<td>ON00</td>
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<tr>
<td>- Prince Edward Island</td>
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<td>PQ00</td>
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<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>
</tr>
<tr>
<td>Florida</td>
<td>FL00</td>
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<tr>
<td>Georgia</td>
<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>
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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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</tr>
<tr>
<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>
<tr>
<td>Effective Date--YYYYMMDD</td>
<td>8</td>
<td>54-61</td>
<td>Initial Filing, New Filings: must be 20181101 Late Filings, Supplemental Filings: 20190501</td>
</tr>
<tr>
<td>DUNS Number</td>
<td>9</td>
<td>73-81</td>
<td>Data Universal Numbering system, assigned by Dun &amp; Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)</td>
</tr>
<tr>
<td>Reserved</td>
<td>9</td>
<td>63-71</td>
<td>Please enter 9 spaces (space bar)</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>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>DUNS Extension</td>
<td>4</td>
<td>83-86</td>
<td>Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)</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>RFSP’s Fax Number</td>
<td>12</td>
<td>66-66</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>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>

---

GSA RFO, Issued 8/23/2018
6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE \20181101\ \1234DUNS\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; Enter “02” for ADTS, Agency Specific Domestic Transportation Services; Enter “03” for GDMS General Domestic Move Management Services; Enter “04” for ADMS Agency Specific Domestic Move Management Services; Enter “05” for GITS General International Transportation Services; 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) Enter “07” for GIMS General International Move Management Services; 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) Enter “12” for GCTS General Containerized (Domestic Only) Transportation Services; Enter “13” for ACTS Agency Specific Containerized (Domestic Only) Transportation Services; Enter “14” for GCMS General Containerized (Domestic Only) Move Management Services; 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>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><strong>International</strong>: 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><strong>Origin</strong></td>
<td>4</td>
<td>15-18</td>
<td><strong>Domestic</strong>: For Tender Identifiers 01,02,03, 04,12,13,14,15: <strong>INTERSTATE</strong> – use the ORIGIN Service Area Codes in Section 5.2.1; <strong>INTRASTATE</strong> - use the Service Area Codes in Section 5.2.2 (For intrastate Alaska, use the ORIGIN Service Area Codes in SECTION 5.2.1)</td>
</tr>
<tr>
<td><strong>International</strong>: For Tender Identifiers 05,06,07,08: Use Service Area Codes in Section 5.2.2 and 5.3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>19</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destination</strong></td>
<td>4</td>
<td>20-23</td>
<td><strong>Domestic</strong>: For Tender Identifiers 01,02,03, 04,12,13,14,15: <strong>INTERSTATE</strong> - use the DESTINATION Service Area Codes in Section 5.2.1; <strong>INTRASTATE</strong> - use the Service Area Codes in Section 5.2.2 (For intrastate Alaska, use the DESTINATION Service Area Codes in Section 5.2.1)</td>
</tr>
<tr>
<td><strong>International</strong>: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>24</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation Percentage</strong></td>
<td>4</td>
<td>25-28</td>
<td><strong>Domestic including Alaska and Canada</strong>: 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%)</td>
</tr>
<tr>
<td><strong>International</strong>: For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>29</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 1 Vehicle</strong></td>
<td>6</td>
<td>30-35</td>
<td><strong>Domestic (except Alaska)</strong>: price per mile; example 000050 ($0.50).</td>
</tr>
<tr>
<td><strong>International (including Alaska)</strong>: Flat price per vehicle less than 300 cubic feet; example: 000975 ($975); 003900 ($3900).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>36</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 2 Vehicle</strong></td>
<td>6</td>
<td>37-42</td>
<td><strong>Domestic (except Alaska)</strong>: price per mile; example 000050 ($0.50).</td>
</tr>
<tr>
<td><strong>International (including Alaska)</strong>: Flat price per vehicle between 300–800 cubic feet; example: 000975 ($975); 003900 ($3900).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>43</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 3 Vehicle</strong></td>
<td>6</td>
<td>44-49</td>
<td><strong>Domestic (except Alaska)</strong>: price per mile; example 000050 ($0.50).</td>
</tr>
<tr>
<td><strong>International (including Alaska)</strong>: Flat price per vehicle over 800 cubic feet; example: 000975 ($975); 003900 ($3900).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>50</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td>-----------</td>
<td>---</td>
<td>----</td>
<td>----------------</td>
</tr>
<tr>
<td>Storage-in-Transit (SIT) Percentage</td>
<td>4</td>
<td>51-54</td>
<td><strong>Domestic including Alaska and Canada</strong>: For Tender Identifiers 01,02,03 04,12,13,14,15 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) <strong>International</strong>: For Tender Identifiers 05,06,07,08 - SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>55</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessorial</td>
<td>4</td>
<td>56-59</td>
<td><strong>Domestic including Alaska and Canada</strong>: For Tender 01,02,03,04,12,13,14,15 - Accessorial Discount: ZERO FILL; example: 0000 <strong>International</strong>: For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>60</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unaccompanied Air Baggage (UAB)</td>
<td>4</td>
<td>61-64</td>
<td><strong>Domestic</strong>: For Tender Identifiers 01,02,03, 04,12,13,14,15 - Applies to Alaska and Canada shipments only: Enter the UAB percentage being offered; for example: 0045 (45%). For all points <strong>except Alaska and Canada</strong> ZERO FILL; example: 0000 <strong>International</strong>: For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>65-65</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>12</td>
<td>66-77</td>
<td><strong>General Transportation</strong>: 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. <strong>MMS Provider</strong>: Phone number must be a toll free number used to book shipments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>78-78</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facsimile Number</td>
<td>12</td>
<td>79-90</td>
<td>Facsimile Number that requesting customer agency may utilize to contact TSP.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>91-91</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>45</td>
<td>92-136</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 6-3.1. Examples.

<table>
<thead>
<tr>
<th>Tender Identifier</th>
<th>Phone Number</th>
<th>Contact Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>01,1234,00000,CA00,1400,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td>703-555-1234,703-555-1234</td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
</tr>
<tr>
<td>02,1236,DEADC,OK00,1100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td>703-555-1234,703-555-1234</td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
</tr>
<tr>
<td>03,1300,00000,CA00,0500,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td>703-555-1234,703-555-1234</td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
</tr>
<tr>
<td>04,1301,FBPDC,MD00,0100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td>703-555-1234,703-555-1234</td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
</tr>
<tr>
<td>05,1237,00000,210H,1410,0145,0000975,0000975,0000975,0145,0145,0145,703-555-1234,703-555-1234,<a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td>703-555-1234,703-555-1234</td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
<td><a href="mailto:JDOE@XYZ.COM">JDOE@XYZ.COM</a></td>
</tr>
</tbody>
</table>
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 ensure 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 Domestic 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>RFSP: If transmitting rates on behalf of a TSP, enter TSP’s SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.</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 September 24, 2018 or March 11, 2019. 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 2017 Domestic Traffic Volume

<table>
<thead>
<tr>
<th>State/Special Region</th>
<th>Inbound</th>
<th>Outbound</th>
<th>Intra</th>
<th>OTOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta, Canada</td>
<td>17</td>
<td>19</td>
<td>-</td>
<td>19</td>
</tr>
<tr>
<td>Alaska</td>
<td>141</td>
<td>157</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Alabama</td>
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## ITGBL Local Agents

### Country: Afghanistan

**Post:** Herat  
**Bureau:** SCA

### Local Agents:

<table>
<thead>
<tr>
<th>Post: Kabul</th>
<th>Bureau: SCA</th>
</tr>
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</tr>
</tbody>
</table>

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

### Country: Albania

**Post:** Tirana  
**Bureau:** EUR

### Local Agents:

<table>
<thead>
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<th>Post: Tirana</th>
<th>Bureau: EUR</th>
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<td>Local Agents:</td>
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</table>

1) **AES Cargo/ Move One**  
Rruga "Bregada 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:**

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

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

**Country:** Angola  
**Post:** Luanda  
**Bureau:** AF

**Local Agents:**

- 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_ag Angola  
  Email: direction-angola@agsmovers.com

- 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

- 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.
Country: Argentina

Post: Buenos Aires

Bureau: WHA

Local Agents:

2) Universal Cargo
Tacuari 202 Piso 1
(C1071AA) Buenos Aires, Argentina
POC: Lily Campbell
Tel: 54-11-5352-3400/54-11-5352-3403
Email: http://universalcargo.com.ar

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 12° - Of 1204
++54 11 4813-2000
(C1060ABQ) - Buenos Aires - Argentina
Email: info@transpack.com.ar · http://www.argenvans.com.ar

Country: Armenia

Post: Yerevan

Bureau: EUR

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

2) Globalink
38/28 Ashtots Avenue
Yerevan, Armenia
POC: Rajiv Nagri
Tel: 374-10-539197
Email: r.nagri@globalinkllc.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:**

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

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

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

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

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

**Post:** Melbourne

**Bureau:** EAP

**Local Agents:**

3) Crown Worldwide (Aust) Pty Ltd  
118 Boundary Road  
Braeside, VIC 3195  
Australia  
Ph: 613 8586 7600  
Email: Melbourne@crownrelo.com  
Mike Curtis- mcurtis@crownrelo.com  
Karen Taylor- ktaaylor@crownrelo.com  
Exports- Russell Barber- email: rbarber@crownrelo.com  
Imports- Sarcha Thorpe- email: sthorpe@crownrelo.com

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

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 **

4) 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
### Local Agents:

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<td>Grace Removals</td>
<td>Chelsea Smith</td>
<td>236 Berkshire Road</td>
<td>+61 8 94540926</td>
<td></td>
<td><a href="mailto:csmith@grace.com.au">csmith@grace.com.au</a></td>
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<tr>
<td>Crown Relocations</td>
<td>Stephen Blackwell</td>
<td>39 Tomlinson Road</td>
<td>+61 8 9351 7100</td>
<td></td>
<td><a href="mailto:s.blackwell@crownrelo.com">s.blackwell@crownrelo.com</a></td>
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<tr>
<td>Allied Pickfords</td>
<td>Tony Donellan</td>
<td>80 Sheffield Road</td>
<td>+61 8 9334 5555</td>
<td>+61 8 9334 5511</td>
<td><a href="mailto:Tony.donellan@alliedpickfords.com.au">Tony.donellan@alliedpickfords.com.au</a></td>
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<tr>
<td>Local Perth Agent</td>
<td>Michelle Donaldson</td>
<td>314 Berkshire Road</td>
<td>+61 8 9359</td>
<td>+61 8 9359</td>
<td><a href="mailto:michelle.donaldson@santaferelo.com">michelle.donaldson@santaferelo.com</a></td>
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<tr>
<td>Santa Fe Relocation</td>
<td>Julie McDermott</td>
<td>314 Berkshire Road</td>
<td>+61 3 9554 7300</td>
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<td><a href="mailto:CorporateSalesAU@santaferelo.com">CorporateSalesAU@santaferelo.com</a></td>
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**Post:** Perth  
**Bureau:** EAP
Local Agents:

Allied Pickfords Export:
Unit 2, 1 Foundation Place
Pemulwuy, NSW, 2145
Australia
EXPORT POC: Steven Vavdinos
Tel: +61 2 8868 2843
Fax: +61 2 8868 2811
Email: steven.vavdinos@alliedpickfords.com.au

Allied Pickfords
254 Toongabbie Rd
Girraween NSW 2145
Australia
** bonded facility **
IMPORT POC: Cathy Syfonios,
Tel: +61 2 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 **

Nuss Relocations
708b Mowbray Road, Lane Cove
Sydney NSW 2066
Australia
POC: Nigel Saunders
Tel: 61 0 2 9425 4621
Email: nigelsaunders@nuss.com.au
Export POC: Janet Reyes
Tel: +61 2 9425 4613
Fax: +61 2 9420 2914
Email: janetreyes@nuss.com.au
IMPORT POC: Cindy Ly
Tel: +61 2 9425 4603
Fax: +61 2 9420 2914
Email: cindyly@nuss.com.au
Website: www.nuss.com.au
** bonded facility**
Crown Relocations  
PO Box 2314 Smithfield NSW 2164, Australia  
EXPORT POC: Mike Curtis  
Tel: +612 8787 0415  
Fax: +612 8787 0466  
Email: mcurtis@crownrelo.com  
IMPORT POC: Stacey Lohmeyer  
Tel: +612 8787 0457  
Fax: +612 8787 0466  
Email: slohmeyer@crownrelo.com

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

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**

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 **

Zdenko Dworak Ges.m.b.H.

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

2) Santa Fee
   Relocation Services
   Interdean Internationale
   (Post shipping contractor)
   Eitnergasse 5
   A-1230 Vienna
   Austria
   POC: Gyula Kiss
   (Corporate Account Manager)
   Tel: 43 1 865 4706-13
   Fax: 43 1 865 4708
   Email: gyula.kiss@santaferelo.com ** bonded facility**

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
Country: Azerbaijan

Post: Baku

Bureau: EUR

Local Agents:

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

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

Country: Azores

Post: Ponta Delgada

Bureau: EUR

Local Agents:

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 **

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 **
Country: Bahamas  
Post: Nassau  
Bureau: WHA  

Local Agents:

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

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

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

Bureau: NEA

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 Pappachan : 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

Country: Bangladesh

Post: Dhaka

Bureau: SCA

Local Agents:

Homebound Packers and Shippers
Address: 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
POC: Henry Jacob
E-mail: henry.jacob@homeboundbd.com
Web: www.homeboundbd.com
Country: Barbados
Post: Bridgetown

Local Agents:
1) Michael Greaves Associates
   Carmichael House
   Carmichael
   St. George, Barbados
   POC: Mr. Michael Greaves, Managing Director
   POC: Mr. Dale Stoute, 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
Country: Belarus

Post: Minsk

Bureau: EUR

Local Agents:

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

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

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
1 Promyshlennaya St.
220075, 6B-1
Minsk, Belarus
Phone: +375 44 797 4341
Viber: +357 99751100
WhatsApp: +375 44 797 4341
Contact person: Reinier 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
## ITGBL Local Agents

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

### Local Agents:

GOVLOG N.V.  
Belcrownlaan 23 - 25  
2100 Antwerp, Belgium

**Post:** Brussels  
**Bureau:** EUR

### Local Agents:

1) Government Logistics NV  
Belcrownlaan 23  
2100 Deurne  
POC: Stephan jr. Geurts  
Tel: 00.32.3.360.55.22  
Email: StephanJr@govlog.be

3) Putters International  
Erasmuslaan 30  
B-1804 Cargovi-Zemst  
POC: Luc Putters  
Tel 00-32-2-255-80.95  
e-mail : luc.putters@putters.be

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

### Local Agents:

3) MB Pariente  
1053 Graduate Crescent  
West Landivar  
Belize City, Belize  
POC: Miguel Pariente  
Tel: 501-223-7833  
Cel: 501-671-3779  
Email: mbpariente@gmail.com

2) Green Movers  
# 3 Guerrero Street  
Belize City, Belize  
POC: Mark Green  
Tel: 011-501-662-1058  
Email: greenmovers1@yahoo.com

1) Easy Move Packing  
1 ½ Miles Northern Highway  
Belize City, Belize  
POC: Raul Pelayo  
Cel: 501-602-3003  
Tel: 501-203-0809  
Email: easy_move_packing@live.com
Country: Benin
Post: Cotonou
Bureau: AF

Local Agents:

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 :
kangouroulogistics@gmail.com
***INCOMING AND OUTGOING SHIPMENTS

AGS FRASERS
Zone OCBN, Rue Clinique LA Lumiere
01 BP 417 Cotonou
Manager: Frederic Leomant
Email: managerbenin@
Deputy Manager: Arthur DESAULES
agsmovers.com
Tel: (229)21335403
Cel: (229)97978333/97978323
*** No POV in incoming

CAT LOGISTICS SA
Carré 00059 M, Avlékété
2ème étage de l'immeuble SIVOTRANS - 001 BP 938
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
Cell. +229 98 81 02 62
+229 95 95 65 13
***INCOMING SHIPMENTS ONLY
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
### Local Agents:

<table>
<thead>
<tr>
<th>Local Agents</th>
<th>POC:</th>
<th>Tel:</th>
<th>Fax:</th>
<th>Email:</th>
<th>Web:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Express Cargo Services</td>
<td>Arsenio Nina</td>
<td>591 2 236-1111</td>
<td></td>
<td><a href="mailto:expresscargoser@entelnet.bo">expresscargoser@entelnet.bo</a>; <a href="mailto:anina@expresscargobolivia.com">anina@expresscargobolivia.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Inbolpack S.R.L.</td>
<td>Fernando Duran</td>
<td>591 2 231-7070</td>
<td>591 2 239-2036</td>
<td><a href="mailto:inbolpack.lpz@inbolpack.net">inbolpack.lpz@inbolpack.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL BOLIVIAN MOVING SRL</td>
<td>Carlos Ramos</td>
<td>+591 (2) 242 3060</td>
<td>+591 (2) 241 8582</td>
<td><a href="mailto:c.ramos@tobolmoving.com">c.ramos@tobolmoving.com</a></td>
<td><a href="http://www.tobolmoving.com">www.tobolmoving.com</a></td>
</tr>
<tr>
<td>BOLIVIAN MOVERS</td>
<td>Alvaro Orellana</td>
<td>591 2 222-1509</td>
<td>591 670 00433</td>
<td><a href="mailto:aorellana@bolivianmovers.com">aorellana@bolivianmovers.com</a></td>
<td><a href="http://www.bolivianmovers.com">www.bolivianmovers.com</a></td>
</tr>
</tbody>
</table>

DO NOT USE Tisur. Only the agents noted above are approved for Bolivia.
### ITGBL Local Agents

**Country:** Bosnia-Herzegovina

<table>
<thead>
<tr>
<th>Post</th>
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<tbody>
<tr>
<td>Banja Luka</td>
<td>EUR</td>
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**Local Agents:**

- See Sarajevo

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<tr>
<td>Mostar</td>
<td>EUR</td>
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**Local Agents:**

- See Sarajevo

<table>
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<th>Post</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sarajevo</td>
<td>EUR</td>
</tr>
</tbody>
</table>

**Local Agents:**

- 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 Alajbegovic 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

- 3) Intermove Moving & Relocation Services
  Sarajevo, Bosnia and Herzegovina
  Put života 14, 71000 Sarajevo
  BiH Contact person: Vladan Kuharevic
  Office Manager
  T: + 387 33 525 143
  M: + 387 63 377 562
  F: + 387 33 525 143
  E: vladan@intermovebosnia.com
  ***Bonded Facility
Country: Botswana
Post: Gaborone

**Local Agents:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Local Agent</th>
<th>Address</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ELLIOTT INTERNATIONAL</td>
<td>UNIT 4/B/2, PLOT 22098</td>
<td>BRENT ROUSE</td>
<td><a href="mailto:brent.r@elliottmobility.com">brent.r@elliottmobility.com</a></td>
</tr>
<tr>
<td>2</td>
<td>AGS FRASERS INTERNATIONAL</td>
<td>PLOT 14398, NEW LOBATSE ROAD</td>
<td>GERRY NAUDE</td>
<td><a href="mailto:gerry.naude@agsfrasers.com">gerry.naude@agsfrasers.com</a></td>
</tr>
<tr>
<td>3</td>
<td>CROWN RELOCATIONS</td>
<td>PLOT 14387, NEW LOBATSE ROAD</td>
<td>STEPHEN GOULDING</td>
<td><a href="mailto:sgoulding@crownww.com">sgoulding@crownww.com</a></td>
</tr>
</tbody>
</table>

Bureau: AF
**ITGBL Local Agents**

**Country:** Brazil

**Post:** Brasilia

**Bureau:** WHA

**Local Agents:**

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

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

**Post:** Recife

**Bureau:** WHA

**Local Agents:**

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

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

**Post:** Rio De Janeiro

**Bureau:** WHA

**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  
**Bureau:** WHA

**Local Agents:**
1) Fink Transportes S.A.  
Rua Cardeal Santiago Luiz Copello, 81  
CEP: 05308-000 Sao Paulo - 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  
**Bureau:** EAP

**Local Agents:**
Morley & Co. (B) Sdn. Bhd.  
7A Jln Sg. Buloh II  
Spg. 705, Jin 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  
**Bureau:** EUR

**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

-------------------------------
## ITGBL Local Agents

**Country:** Burkina Faso  
**Post:** Ouagadougou  
**Bureau:** AF

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agents</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| 3) SDV – Bollore, Africa Logistics | Mr. Michael Bassinga, Responsible Service Aérien  
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:

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  
e-mail: 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

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

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

Santa Fe Mobility Services (Myanmar) Ltd.,  
F42, Block B Pearl Centre  
Kabar Aye Pagoda Road  
Bahan Township, Yangon  
Tel: +95 9 30088196; +95 9 975727752; +95 9 975727753  
Email: quentin.vanmeerbeeck@santaferelo.com  
Website: http://www.santaferelo.com
Country: Burundi  
Post: Bujumbura  
Bureau: AF

Local Agents:

1) 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

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
Country: Cambodia

Post: Phnom Penh

Bureau: EAP

Local Agents:

2. JVK-NAGA Movers Ltd.
1157 National Road #2, Bldg B,
Sangkat Chakangrea Leu, Khan Mean Chey,
Phnom Penh, Cambodia
POC: Mr. Mark Donohoe
POC: Mr. Michael Grisaffi
Tel: 855-23-216-781
Fax: 855-23-216-751
Email: cambodia@jvkasia.com
Email: mark.donohoe@jvkasia.com
Email: michael.grisaffi@jvkasia.com
** bonded facility **

1. Worldbridge Int'l Cambodia Co., Ltd.
2nd Floor, Building # 99, St. Samdach Pan (St. 214),
Sangkat Beoung Raing, Khan Daun Penh,
Phnom Penh, Cambodia
POC: Mr. Piseth Sok
POC: Mr. Senghout Ong
Tel: 855-23-224-452
Fax: 855-23-224-453
Email: customservice@worldbridge.com.kh
Email: senghout_ong@worldbridge.com.kh
** bonded facility **

#21-19 Street 1982,
Sangkat Phnom Penh Thmei, Khan Sen Sok,
Phnom Penh, Cambodia
POC: Mr. Reasmey Tith,
POC: Mr. Andrew Soon
Email: treasmey@crownww.com
Email: asoon@crownww.com
Tel: 855-23-881-004
Fax: 855-23 884-451
** bonded facility **

3. Transpo International (Cambodia) Ltd.
Beton Street, Mol village,
Sankat Dongor, Khan Dongkor,
Phnom Penh, Cambodia
POC: Mr. Paul Glew
Tel: 855-23-212-070
Fax: 855-23-212-045
Email: paul.glew@asiantigers-cambodia.com
** bonded facility **
Country: Cameroon

Local Agents:

Post: Douala

Bureau: AF

Local Agents:

Post: Yaounde

Bureau: AF

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
Country: Canada
Post: Calgary

Local Agents:

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

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

3) Starline 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
### ITGBL Local Agents

#### Post: Halifax

##### Local Agents:

5) Maritime Moving and Storage, Allied Van Lines  
51 Thornhill Drive  
Burnside Industrial Park  
Dartmouth, Nova Scotia B3B 1R9  
POC: Jack Flemming, President and Owner  
POC: Norman Burke, Financial Officer  
Tel: 902-468-6868  
Email: mduffy@amjcampbell.com

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

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

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

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

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

---

#### Post: Montreal

##### Local Agents:

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:

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

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

#### 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. Boyd Moving & Storage  
   1255 Leeds Ave Ottawa, ON K1B3W2  
   POC Name: Dave Dube  
   Tel: 613 688 9807  
   E-mail: daved@boyd.ca  
   Business Phone: (613) 244-4444  
   Fax: (613)244-6774

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

#### Local Agents:

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

2. 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
### Local Agents:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Tippet Richardson</td>
<td>General Manager</td>
</tr>
<tr>
<td></td>
<td>Blair Mathieu</td>
<td>106 Ridgetop Rd, Toronto, Ontario, M1P 2J9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 416-292-4555 Ext. 235 / Toll Free: 1-800-718-7664</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 416-722-4940 / Fax: 416-292-4593</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:bmathieu@tr1927.com">bmathieu@tr1927.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.tr1927.com">www.tr1927.com</a></td>
</tr>
<tr>
<td>1</td>
<td>Intercontinental Van Lines</td>
<td>POC: Tim Garside - President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 Riviera Drive, Unit #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Markham, Ontario, L3R 5M1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 905-946-859 / 800-533-5247</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 905-946-1798</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:timg@intercontinentalgroup.com">timg@intercontinentalgroup.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Web-site: <a href="http://www.intercontinentalgroup.com">www.intercontinentalgroup.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Global International</td>
<td>POC: Jim Petrakos. President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>450-3 Esna Park Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Markham, Ontario, Canada L3R 1H5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 905-475-1990/800-230-8741</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 905-475-9542</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:jim@globalintlcanada.com">jim@globalintlcanada.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:simeona@globalintlcanada.com">simeona@globalintlcanada.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Armstrong Moving</td>
<td>POC: Daniel Renaud</td>
</tr>
<tr>
<td></td>
<td></td>
<td>630 Secretariat Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mississauga, Toronto, ON L5S 2A5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 905-795-6780     Fax-905-670-0764</td>
</tr>
<tr>
<td></td>
<td></td>
<td>email: <a href="mailto:daniel@armmove.com">daniel@armmove.com</a></td>
</tr>
</tbody>
</table>

---

**Post:** Toronto  
**Bureau:** WHA
## ITGBL Local Agents

### Post: Vancouver

#### Local Agents:

- **Tippet Richardson**
  - Peter van den Berg
  - M: +1. 604.317.1934 - peterv@tippetrichardson.com
  - TR INTERNATIONAL DIVISION
    - 8035 North Fraser Way
    - Burnaby (Vancouver) BC V5J 5M8
    - T 604.324.5015 | F 604.324.2047 | TF 1-800-771-5015

1) Salmon's Transfer Ltd.
   - 9500 Van Horne Way, Suite 100
   - Richmond, B.C. V6X 1W3
   - POC: Lynne Davies-Brown
   - Tel: (604) 273-2921
   - Email: lynne@salmontransfer.com

2) Williams Moving International
   - 2401 United Boulevard
   - Coquitlam, BC V3K 5Y3
   - POC: Cynthia Making
   - Tel: (604) 945-2517
   - Email: cmaking@williamsinternational.com

3) Bekins World Wide Moving
   - 14251 Burrows Road, Suite 101
   - Richmond, BC V6V 1K9
   - POC: Peter Knight
   - Tel: (604) 214-4444
   - Email: peter@bekinsworldwide.com

4) Crown Worldwide Group
   - 2112 Indian Fort Drive
   - Surrey, BC V4A 3L8
   - POC: Oleg Sverdin
   - Tel: (888) 531-2609
   - Email: Osverdin@crownrelo.com

- Bandstra Moving Systems Ltd
  - 9920 River Drive
  - Richmond, BC V6X 3S3

  - POC: John Bandstra
  - John@bandstra.com
  - Office 604-273-5111
  - Fax 604-279-1471

### Post: Winnipeg

#### Local Agents:

1) Premiere Van Lines
   - 1373 Spruce Street
   - Winnipeg, MB R3E 2V8
   - Ph: 204.925.7795
   - Email: wpg@premierevanlines.com

2) AMJ Campbell
   - 1333 Niakwa Road E, #12
   - Winnipeg, MB R2J 3T5
   - Ph: 204.654.9116
   - Email: info@amjwinnipegmovers.com

---

*Wednesday, June 27, 2018*
Country: Cape Verde
Post: Praia

Local Agents:

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

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@fernadesmontei
ro.com

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: llima@tibagroup.com/
ceaperverdedesk@tibagroup.com Angela
Rodrigues Email: arodrigues@tibagroup.com Cell:(238) 910-2262
ITGBL Local Agents

Post: Bangui  
Bureau: AF

Local Agents:

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

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

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: sdvbangui@cf.dti.bollore.com

Country: Chad  
Post: N'djamena  
Bureau: AF

Local Agents:
Local Agents:

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

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, 610041
Tel: +86 28852215526
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

5) 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

4) 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@sirva.com or rick.yuan@alliedpickfords.com.cn
ITGBL Local Agents

Country: Chile
Post: Santiago
Bureau: WHA

Local Agents:

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.

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

DECAPACK
Contact: Andres Gonzalez Mera
Phone: +56.2 2488 10 00
E-mail: andres.gonzalez@decapack.com
Address: Claudio Arrau 9452 Pudahuel 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.
Country: China
Post: Beijing
Bureau: EAP

Local Agents:

3) 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  
http://redirect.state.sbu/?url=www.crownrelo.com

2) Continental International Moving  
26B, Bldg B, Bauhinia Court, No. 30 DongSanHuan BeiLu, Chaoyang District, 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

4) JVK International Movers Ltd.  
B-18C, Oriental Kenzo, No.48 Dongzhimen Wai St.,Dongcheng District, Beijing China 100027  
POC: Michael Wan / Kenny Wang  
Tel: +86 10 8447 7685  
Fax: +86 10 8454 9994  
Email: michael.wan@jvkasia.com

6) UniGroup Worldwide Moving  
Room 7A 16, East Wing, Hanwei Plaza, No 7 Guanghua road, Chaoyang district, Beijing China 100004  
POC: Aimee Zhang, Branch Manager  
Tel: (86-10)-6561-0688 ext 101  
Fax: (86-10)-6561-6980  
Cell: (86) 130-6002-2902  
Email:Aimee_zhang@unigrouprelocation.com  
Website: www.unigroupworldwide.com

10) 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  
beijing@chinawaygroup.com  
Web site:www.chinawaygroup.com

11) 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
<table>
<thead>
<tr>
<th>No.</th>
<th>Company Name</th>
<th>Address</th>
<th>POC</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>AGS Four Winds International Transport Service (Shanghai) Co., Ltd Beijing Branch</td>
<td>Room 2-090, Building 5, North Block, Shou Kai Bo Jun, No. 8 Xin Dong Road, Chaoyang District, Beijing, China. Tel: 8424 3050 Ext. 217 Fax: 8424 3059 Ext. 201</td>
<td>Lynette Du, Customer Service Coordinator</td>
<td><a href="mailto:lynette.du@agsfourwinds.com">lynette.du@agsfourwinds.com</a></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Santa Fe Relocation Services</td>
<td>No. 1A, Street No. 8 Beijing Airport Logistic Zone Beijing China 101300</td>
<td>Sophia Cheng, GMST Branch Manager, North China</td>
<td>(86-10) 6947-0688 ext 202 (86-10) 6947-0125</td>
<td><a href="mailto:Sophia.Cheng@santaferelo.com">Sophia.Cheng@santaferelo.com</a>; <a href="http://www.santaferelo.com">www.santaferelo.com</a></td>
</tr>
<tr>
<td>9</td>
<td>Asian Express International Movers</td>
<td>Room 2908, Tower 6, SOHO New Town 88 Jiangouo Road Beijing, China</td>
<td>Michael Schopp</td>
<td>86-10-8580-1471 86-10-8580-1475 13601304760</td>
<td><a href="mailto:mike@aemovers.com.hk">mike@aemovers.com.hk</a></td>
</tr>
<tr>
<td>1</td>
<td>Asian Tigers K.C. DAT (China) Ltd.</td>
<td>No. 19, Shunchi Road, Airport Logistics Zone, Shunyi District, Beijing China 101300</td>
<td>Wilson Fan, General Manager</td>
<td>(86-10)-6415-1188 ext 120 (86-10)-6417-9579</td>
<td><a href="mailto:ITGBL@asiantigers-china.com">ITGBL@asiantigers-china.com</a>; <a href="http://www.asiantigers-mobility.com">www.asiantigers-mobility.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Trans Dragon International Co.</td>
<td>No. 18 Dong Si Huan Zhong Lu Beijing, China</td>
<td>Simon Zhao</td>
<td>86-10-8777-6092/6093/6094 86-10-8777-6095</td>
<td><a href="mailto:service.1@transdragon.com.cn">service.1@transdragon.com.cn</a>; <a href="mailto:service.2@transdragon.com.cn">service.2@transdragon.com.cn</a></td>
</tr>
</tbody>
</table>
ITGBL Local Agents

Country: China- All other points

Post: Wuhan

Bureau: EAP

Local Agents:

China Way
Bldg 10, Area 2, Anhuaxili, Chaoyang District, Beijing, China
Sally Zhong (Branch Manager)
Tel: 86 10 6423 5749
Fax: 86 10 6425 4795
Mobile: +86 139 011 4595
Email: sally@chinawaygroup.com

AGS Four Winds 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.

NIPPON EXPRESS (CHINA) CO., LTD. WUHAN BRANCH
Room 2109, Wuhan Shipping International Square, No.250 Jianghan Road, Jiang'an District, Wuhan, Hubei Province, China
Henry Wang (Branch Manager Wuhan)
Tel: 027-8574 3569
Fax: 027-8571 8163
Mobile: 177-4065-7251
E-Mail: wanghai@nittsu.com.hk

Wuhan Oriental Link Supply Chain Co., Ltd.
6 of Zone 9, Fenghuo Innovation Valley, Hongshan District, Wuhan, China
Ms. Luisa Yue (Branch Manager Wuhan)
Mobile: +86 186 9406 2602
Email: luisa@orientalink.cn

Santa Fe Relocation service
Room 1308, West Tower, Yangcheng International Commercial Center, Tiyu East Road, Tianhe District, Guangzhou, China
POC: Thomas Morocz
Branch Manager South China
Tel: +86 20 3887 1052
Fax: +86 20 3887 0629
Mobile: +86 176 0801 7207
Email: thomas.morocz@santaferelo.com
ITGBL Local Agents

Country: Colombia
Post: Bogota
Bureau: WHA

Local Agents:

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***

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: mar Rodriguez@abc cargolog.com
***BONDED WAREHOUSE***

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***

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

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

Local Agents:

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

1) DEMEX
PO Box 15036
Brazzaville, Republic of the Congo
POC: Mr. Wilfrid 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
**ITGBL Local Agents**

**Country:** Costa Rica  
**Post:** San Jose  
**Bureau:** WHA

**Local Agents:**

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: edmino@winmovers.com. Cel. 506-8812-8262

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

Patricia Fuentes  
ABC Mudanzas  
Tel:(506) 2258-2400  
Toll Free USA & Canada 1-877-750-0237  
Fax:(506) 2256-1039  
Email: p.fernandez@abc-movers.com  
Skype: pfuentests0

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

**Country:** Cote D'Ivoire  
**Post:** Abidjan  
**Bureau:** AF

**Local Agents:**

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

Packing Service International  
G30 Rue Des Majorettes à Bietry  
07 B.P. 66  
Abidjan 07, Cote d'Ivoire  
POC: Denys Vaillant, Director  
Tel: (225) 21-25-27-17  
Fax: (225) 21-25-28-13  
Email: demenagement@packing-service.com
## ITGBL Local Agents

**Country:** Croatia  
**Post:** Zagreb  
**Bureau:** EUR

### Local Agents:

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.hnet.hr

2. **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

3. **Gosselin Croatia**  
   Međimurska ulica 21  
   10000 Zagreb  
   Croatia  
   POC: Zoran Bilandzija  
   Phone:+385 1 5805 728  
   Mob: +385 95 3908120  
   E-mail: ZoranB@gosselingroup.eu

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

5. **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

### Country: Cuba  
**Post:** Havana  
**Bureau:** WHA

### Local Agents:

**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
Country: Cyprus
Post: Nicosia

Local Agents:

1 Orbit Moving & Storage Ltd
International Relocations and Exhibition Logistics
End Sfakion & Ksiorokambou street
Omonia 3048, Limassol, CYPRUS
(Main: + 357-25751155
Fax:   + 357-25755820
(Mob:   + 357-99687563
*Email: natasha@orbitcy.com
Web:   www.orbitcy.com
POC: Natasha Tavoukjian (CEO)
<table>
<thead>
<tr>
<th>Local Agents:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>7) Voerman Czech, spol. s r.o.</td>
<td></td>
</tr>
<tr>
<td>Emmanuel Cassassolles</td>
<td>Business Development Manager</td>
</tr>
<tr>
<td>Modletice 85</td>
<td></td>
</tr>
<tr>
<td>251 01, Modletice</td>
<td>Czech Republic</td>
</tr>
<tr>
<td>+420 724 116 111</td>
<td><a href="mailto:ecassassolles@voerman.com">ecassassolles@voerman.com</a></td>
</tr>
<tr>
<td><a href="http://www.voerman.com">www.voerman.com</a></td>
<td><a href="http://www.eurohome-relocation.com">www.eurohome-relocation.com</a></td>
</tr>
<tr>
<td><a href="http://www.ulsi.nl">www.ulsi.nl</a></td>
<td></td>
</tr>
<tr>
<td>3) Santa Fe Relocation Services (Santa Fe Reloc)</td>
<td></td>
</tr>
<tr>
<td>U Prioru 1076/5, 161 00 Prague 6</td>
<td>POC: Jan Hink, mobile 602 514 772, email: <a href="mailto:Jan.Hink@SantaFeRelo.com">Jan.Hink@SantaFeRelo.com</a></td>
</tr>
<tr>
<td>4) Move One Relocations, Prague</td>
<td></td>
</tr>
<tr>
<td>Vinohradská 25</td>
<td></td>
</tr>
<tr>
<td>120 00 Praha 2, Czech Republic</td>
<td>Jaroslav Mackovic</td>
</tr>
<tr>
<td>Moving Operations Manager</td>
<td>- Slovakia and Czech Republic</td>
</tr>
<tr>
<td>Email: <a href="mailto:jaroslav.mackovic@moveoneinc.com">jaroslav.mackovic@moveoneinc.com</a></td>
<td>Office: +421 263 531 303</td>
</tr>
<tr>
<td>Mobile: +421 905 879 969</td>
<td>Skype: moskjaroslav</td>
</tr>
<tr>
<td>5) HrubyMOVING s.r.o.</td>
<td></td>
</tr>
<tr>
<td>sídlo společnosti - Kostelecká 879, 196 00 Praha 9</td>
<td>provozovna / korespondenční adresa - Kožomín 501, 277 45 Kožomín.</td>
</tr>
<tr>
<td>tel: 283 930 222, <a href="mailto:hrubymoving@hrubymoving.cz">hrubymoving@hrubymoving.cz</a></td>
<td>POC: Mr. Jan Bayer, Senior Relocation Advisor</td>
</tr>
<tr>
<td>T: +774 738 028, F: +420 283 933 939</td>
<td><a href="mailto:bayer@hrubymoving.cz">bayer@hrubymoving.cz</a></td>
</tr>
<tr>
<td><a href="mailto:bayer@hrubymoving.cz">bayer@hrubymoving.cz</a></td>
<td><a href="http://www.hrubymoving.cz">www.hrubymoving.cz</a></td>
</tr>
<tr>
<td><strong>incoming/outgoing DOD shipments</strong></td>
<td></td>
</tr>
<tr>
<td>6) Voerman UTS Prague s.r.o.</td>
<td></td>
</tr>
<tr>
<td>Cestlice 198, 25101 Cestlice</td>
<td>Tel.: +420 323 602 659</td>
</tr>
<tr>
<td>Fax: +420 323 631 010</td>
<td>Country manager: Mr. Vadim Hristov</td>
</tr>
<tr>
<td>Email: <a href="mailto:vhristov@voerman.com">vhristov@voerman.com</a></td>
<td>Mob.: +420 602 313 231</td>
</tr>
<tr>
<td>Website: <a href="http://www.voerman.com">www.voerman.com</a></td>
<td></td>
</tr>
<tr>
<td>1) AGS, International Movers, Prague</td>
<td></td>
</tr>
<tr>
<td>Na Jarove 2/2424</td>
<td>130 00 Prague 3, Czech Republic</td>
</tr>
<tr>
<td>POC: Petr Petruzela, Operation Manager, tel: +420 602 665 687, email: <a href="mailto:petr.petruzela@agsmovers.com">petr.petruzela@agsmovers.com</a></td>
<td>Fax: 420 286 882 162</td>
</tr>
<tr>
<td>and <a href="mailto:manager-prague@agsmovers.com">manager-prague@agsmovers.com</a></td>
<td>Mirko Marino Sales Manager</td>
</tr>
<tr>
<td>Email: <a href="mailto:mirko.marino@agsmovers.com">mirko.marino@agsmovers.com</a></td>
<td></td>
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</table>
**ITGBL Local Agents**

2) Gosselin Worldwide Moving Group  
Jeremiasova 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

<table>
<thead>
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<th>Local Agents:</th>
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| 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  
2850 Hvidovre, Denmark  
POC: Flemming Peetz-Schou  
Tel: 45 36 86 00 04  
Fax: 45 36 86 00 95  
Email: flemming.peetzs-

schou@adam.dk  **bonded facility** |  |
| 2) Aspire Mobility  
Islevdalvej 110  
2610 Rodovre, Denmark  
Tel: 45 70 10 44 00  
Fax: 45 44 84 92 22  
Email: mobel@mobel.dk |  |

---

**Country:** Denmark  
**Post:** Copenhagen  
**Bureau:** EUR
Country: Djibouti  
Post: Djibouti  
Bureau: AF

Local Agents:

2) Massida Logistics  
Reuben Ahronne – 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.com  
Website: www.groupe-marill.com

Country: Dominican Rep.  
Post: Santo Domingo  
Bureau: WHA

Local Agents:

2) La Rosa Del Monte Express  
POC: Maria Arias  
Tel: (809) 687-6620  
Email: domrep@larosadelmonte.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

International Moving Manager  
INTERNATIONAL PACKERS, SRL  
Carretera de Manuguayabo Km 1 1/2  
Santo Domingo Oeste, República Dominicana  
POC: Odile Espinal  
David: 1-809-379-0303 EXT. 19  
David: 1-829-727-0115  
David: http://www.internt-packers.com.do

1) L&G International Movers  
POC: Jose Lopez  
Tel: (809) 530-4494  
Email: jlopez@lginternationalmovers.com
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

4) Ets Jade
Avenue Akula,24
Kinshasa Kinagawa, DRC
Tel: 243-819505056
P.O.C: Bijou Van Eycken
Email: vaneyckenb@yahoo.fr ; ebutab@yahoo.fr
***Packing/ Shipping/Clearing

5) AGS Kinshasa
Kinshasa/ Limete
P.O.C: Julien Porcher
Email: managerkinshasa@agsmovers.com; importkinshasa@agsmovers.com
***Packing/ Shipping/Clearing

1) Socodam (forwarding and packing)
Avenue Colonel Ebeya
Kinshasa Gombe
P.O.C: Dambana Jean Paul
243-999916667
243-819916667
Socodam2005@yahoo.fr
Socodamcontracting.office@yahoo.fr

3) SDV Agetraf
Avenue Boboza,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
Local Agents:

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: dnmoverslt
Email:
pacheco.dnmoverslt@gmail.com;
dn.moverslt@gmail.com

1) JVK International Movers Ltd.
Rua Martires De Patria
Beto 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
Country: Ecuador

**Post:** Guayaquil

**Bureau:** WHA

**Local Agents:**

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

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

---

**Post:** Quito

**Bureau:** WHA

**Local Agents:**

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 Chariove 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

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@globaltransportecuador.com
### ITGBL Local Agents

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<tr>
<th>Country:</th>
<th>Edinburgh</th>
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<td>Bureau:</td>
<td>EUR</td>
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</table>

**Local Agents:**

See agents for London.
Country: Egypt
Post: Alexandria
Bureau: NEA

Local Agents:

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

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

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

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

1) AGS FRASERS EGYPT
   Section A - piece 54 - block (R)
   6th division - building 54 - 9th floor - apt 91
   Zahraa el Maadi - Caro, Egypt
   Email: manager@agsegypt.com
   Tel : 00 20 (0) 122 813 64 65
   Fax : 00 20 (0) 106 668 01 63
Local Agents:

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

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

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

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
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

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
ITGBL Local Agents

Country: El Salvador
Post: San Salvador

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

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
**ITGBL Local Agents**

**Country:** Eritrea  
**Post:** Asmara  
**Bureau:** AF

**Local Agents:**

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.ee  
***** PLEASE USE GLOBAL FOR ALL OUTBOUND SHIPMENTS  
*****

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.ee

---

**Country:** Estonia  
**Post:** Tallinn  
**Bureau:** EUR

**Local Agents:**

MoveMaster OU  
Parnu mnt 139E/5  
11317 Tallinn, Estonia  
POC: Aaro Kouts  
Tel: +372 5400 5000  
Email: aaro@movemaster.ee

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
Country: Ethiopia

Post: Addis Ababa

**Bureau:** AF

**Local Agents:**

2) Segon International Movers
Addis Ababa, Ethiopia
POC: Mulugetta Asefa / Tsedey Worku
Tel: 251-11-618-5942
Fax: 251-6-637815
Email: segon@telecome.net.et; segon@ethionet.et; segon.dir@ethionet.et

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

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:**

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

POC: Phillip Bali
Managing Director
Movements International Fiji Ltd
Lot 16 Sub Division Rokobili,
Queens Road, Suva, Fiji Islands
P O Box 12158
Suva
E: phillipb@milfiji.com.fj
P: 7739476/3319476
M: 9922668
POC: Jonathan Latchman
Operations Team Leader
E: operations@milfiji.com.fj
P: 7739476/3319476
M: 9925678
## ITGBL Local Agents

**Country:** Finland  
**Post:** Helsinki  
**Bureau:** EUR

### Local Agents:

1) **Oy Victor Ek Ab**  
Malmin Kauppatie 8, 00700 Helsinki, Finland  
POC: Mr. Antti Lind  
Tel: 358 9 1251 370  
Email: antti.lind@victorek.fi

2) **Helsingin KTK Oy/ Master Mover**  
Kivikonlaita 33, 00940 Helsinki, Finland  
POC: Arja Laitinen  
Email: arja.laitinen@helsinginktk.fi  
Email: mastermover@helsinginktk.fi  
Tel: 358-9-77787220

3) **Alfa Quality Moving Oy**  
Ruosilankuja 6, 00390 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

<table>
<thead>
<tr>
<th>Post</th>
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### Bordeaux

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### Lille

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### Marseille

<table>
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</table>
| 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 |
## Local Agents:

### TEAM Allied - Contact: Nathalie Henenbelle
Address: 47 Route Principale du Port
92238 Gennevilliers Cedex, France
TEL: +(33) 1 47 92 45 70 - FAX: +(33) 1 47 92 50 50
E-MAIL: nathalie.henenbelle@teamrelocations.com

### SANTA FE - Contact: Mr. Franck Arigno
Address: 6 rue René Razel 91400 Saclay, France
TEL: +(33) 1 80 38 31 00 - FAX: +(33) 0 1 69 35 08 55
E-MAIL: Franck.Arigno@SantaFeRelo.com

### GAMBLIN - Contact: Mr. Charles-Henri LALLOUETTE
Address: Eco River Parc - 30 rue des Peupliers
92000 NANTERRE, France
Tel: +(33) 1 56 47 17 00
E-MAIL: ch.lallouette@gamblin.fr

### NEER SERVICE FRANCE - Contact: Mr. cedric ZIBI
Address: 17 Avenue des Morillons - 95140 Garges les Gonesse, France
Tel: +(33) 1 34 45 50 30 / +(33) 1 34 45 50 00
Fax: +(33) 1 34 45 52 00
E-mail: cedricz@neerservice.fr

### PRODEMIS - Contact: Ms. Brigitte Pagnoud
Address: 10 rue du Meunier - Zac du Moulin - BP 14026
95722 Roissy CDG Cedex, France
Tel: +(33) 1 41 02 94 41 - FAX: +(33) 1 41 02 94 49
E-mail: Bpagnoud@prodemis.fr

### GOVERNMENT LOGISTICS NV - Contact: Mr. Stephan GEURTS Junior
Address: Belcrownlaan 23, 2100 DEURNE, BELGIUM
Tel: +(32) 3 360 55 00 - Fax: +(32) 3 360 56 33
E-mail: StephanJr@govlog.be

### CROWN RELOCATIONS - Contact: Mr. Patrick Houssin
Address: 7 rue Gustave Eiffel - 78300 Poissy, France
Tel: +(33) 1 30 06 75 37
Fax: +(33) 1 30 06 75 48
E-mail: phoussin@crownww.com

### GROSPIRON - Contact: Ms. Armelle Peloille
Address: Z.I. du Coudray, 30/32 Avenue Albert Einstein,
93150 Le Blanc Mesnil, France
Tel: +(33) 1 48 14 41 79 - Fax: +(33) 1 48 11 71 70
E-MAIL: a.pelloille@grospiron.com

---

## Local Agents:

### See Paris
### 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

Local Agents:

1. GOSSELIN MOVING Georgia
   POC: John Braeckeveldt 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 21
   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>
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<tr>
<td>1) Froesch GMBH &amp; Co. KG</td>
<td>** bonded facility **</td>
</tr>
<tr>
<td>Maerkische Allee 45</td>
<td></td>
</tr>
<tr>
<td>14979 Grossbeeren, Germany</td>
<td></td>
</tr>
<tr>
<td>POC: Tobor Bellovice</td>
<td></td>
</tr>
<tr>
<td>Tel: 0049 (0) 33 701 / 532 60</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:tibor.bellovics@agsfroesch.com">tibor.bellovics@agsfroesch.com</a></td>
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<tr>
<td>3) Corporate Logistics</td>
<td>** bonded facility **</td>
</tr>
<tr>
<td>Osdorfer Ring 4</td>
<td></td>
</tr>
<tr>
<td>14979 Grossbeeren</td>
<td>phone:+49</td>
</tr>
<tr>
<td>(0) 33701742260 Fax:+49 (0) 33701742262</td>
<td></td>
</tr>
<tr>
<td>Ralf Kessel <a href="mailto:Ralf.kessel@corporate-logistics.eu">Ralf.kessel@corporate-logistics.eu</a></td>
<td></td>
</tr>
<tr>
<td>POC#:+49 (0) 15157430646</td>
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#### Local Agents:

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<tr>
<td>2) Santa Fe Relocation Services</td>
<td></td>
</tr>
<tr>
<td>Hauptstr. 07</td>
<td></td>
</tr>
<tr>
<td>14979 Grossbeeren, Germany</td>
<td></td>
</tr>
<tr>
<td>POC: Thomas Breitreiter</td>
<td></td>
</tr>
<tr>
<td>Tel:+49-33701-21413 Email: <a href="mailto:Thomas.Breitreiter@SantaFeRelo.com">Thomas.Breitreiter@SantaFeRelo.com</a></td>
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#### Local Agents:

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**Post:** Bonn  
**Bureau:** EUR

#### Local Agents:

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**Post:** Dusseldorf  
**Bureau:** EUR

#### Local Agents:

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---
## Local Agents:

### Frankfurt

**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

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

---

### Hamburg

Local Agents:

See Berlin

---

### 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 Kalhlert GmbH & Co. KG
   Siemenstrasse 12a
   85716 Unterschleissheim/Muenchen
   POC: M. Lauer
   Tel: 48 49 3190 810
   Fax: 49 89 3190 8129
   Email: m.lauer@schmid-und-kahlert.de
ITGBL Local Agents

Country: Ghana  Post: Accra  Bureau: AF

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
   export-ghana@agsmovers.com

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 Fiifi 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 Fiifi 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

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.wwmav@icloud.com
   +233 260-840-559
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: - Gideon
Ackun 0244263999 / 0207056074
    Jacob
Adatsi -0277316118
Contact person & tel. # for Import: - Matthew
Ackun -0244263999 / 0207056074
    Jacob
Tampuri - 0203001178
Contact person & tel. # for Invoices/Payments:
Bernard Arthur Tey - 0243425809
Ackun -0244263999 / 0207056074
Matthew

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
Local Agents:

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
itgb@matrixrelo.com

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

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

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
### ITGBL Local Agents

**Post:** Thessaloniki  
**Bureau:** EUR

**Local Agents:**

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  
itgbi@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

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

---

**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: stlouis311services@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: gal@spiceisle.com
Country: Guangzhou

Post: Guangzhou

Bureau: EAP

Local Agents:

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

2) Asian Tigers Mobility
   Room 1707, New Ploay 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

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

2) Internacional de Mudanzas, S.A. 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  
**Bureau:** AF

**Local Agents:**

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

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

**Country:** Guinea-Bissau  
**Post:** Bissau  
**Bureau:** AF

**Local Agents:**

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

2) Transit Fret (Transfret):  
AGENCE GUINEE BISSAU  
RUA General Omar Torrjo  
No. 33 Bissau  
Tel: +245 20 74 05  
Fax: +245 20 74 06  
EMAIL: Transfret@yahoo.ca

**Country:** Guyana  
**Post:** Georgetown  
**Bureau:** WHA

**Local Agents:**

1) Guyana Overseas Traders  
1 Victoria Road  
Sparendaam  
Plaisance, East Coast Demerara  
POC: Horace Willison  
Tel: 592-222-5552  
Fax: 592-222-5553  
Email: Guyotrad@networksgy.com
## ITGBL Local Agents

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<td>Haiti</td>
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<td>WHA</td>
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**Local Agents:**

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

2) CONCORDE WORLDWIDE MOVERS  
7, Rue Garnier Bourdon, Haiti  
Tel: 509-2813-7457; (509) 3657-2660  
USA 1-646-233-1260 POC: Mr. Reynald Lally and Mr. Schopenhawer Louis:  
impexpconcorde@gmail.com Tel: (509) 4754-2018  
Email:  
concordeoffice@gmail.com  
impexpconcorde@gmail.com  
concordehaiti@gmail.com  
rlally@concordehaiti.com

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<td>Holy See</td>
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<td>EUR</td>
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**Local Agents:**

See Rome, Italy.

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<td>Honduras</td>
<td>Tegucigalpa</td>
<td>WHA</td>
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**Local Agents:**

1) Airlift International  
Boulevard Suyapa (100 mts. North of Emisoras Unidas)  
Tegucigalpa, Honduras  
POC: Mario Nunez Lacayo  
Tel: (504) 2232-0485; (504) 9992-2576  
(504) 2232-0488 and 2232-0490  
Email:  
mnunez@mudanzasairlift.com; areyes@mudanzasairlift.com
ITGBL Local Agents

**Country:** Hong Kong  
**Post:** Hong Kong  
**Bureau:** EAP

**Local Agents:**

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

1) Asian Tigers K.C. Dat Ltd.  
Suite 1702, 3 Lockhart Road  
Wanchai, Hong Kong  
POC: Loretta Woo or Lydia Cheung  
Tel: 852-2528-1384  
Fax: 852-2529-7443  
Email: loretta.woo@asiantigers-hongkong.com  
Email: lydia.cheung@asiantigers-hongkong.com

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
### ITGBL Local Agents

**Country:** Hungary  
**Post:** Budapest  
**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>Santa Fe Relocations Kft.</td>
<td>H-1211 BUDAPEST, Szállító u. 6. (2nd floor)</td>
<td>Anthony Heszberger</td>
<td>(361) 888-6750</td>
<td><a href="mailto:Anthony.Heszberger@SantaFeRelo.com">Anthony.Heszberger@SantaFeRelo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(361) 277-2877</td>
<td><a href="mailto:Andrea.Laskovics@SantaFeRelo.com">Andrea.Laskovics@SantaFeRelo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Website: <a href="http://www.santaferelo.com">www.santaferelo.com</a></td>
</tr>
<tr>
<td>Gosselin Mobility Hungary</td>
<td>Liliom Utca 1/B FSZT 3</td>
<td>Zsolt Sarandi</td>
<td>+36 1 261 2651</td>
<td><a href="mailto:ZsoltS@gosselingroup.eu">ZsoltS@gosselingroup.eu</a></td>
</tr>
<tr>
<td></td>
<td>1094 Budapest</td>
<td>General Manager</td>
<td>+36 1 260 1055</td>
<td>WEB <a href="http://www.gosselinmobility.eu">www.gosselinmobility.eu</a></td>
</tr>
<tr>
<td></td>
<td>Hungary</td>
<td></td>
<td>+36 309 324127</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move One Hungary</td>
<td>1117 Budapest, 11th district, Neumann Janos u 1/E, 5th floor</td>
<td></td>
<td>+36 1 266 0181</td>
<td><a href="mailto:budapest@moveoneinc.com">budapest@moveoneinc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: +36 1 266 0181</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGS Budapest</td>
<td>Hunyadi Janos ut 162</td>
<td>Ingrid Lamblin</td>
<td>36 1 204 8674</td>
<td><a href="mailto:manager-budapest@agsmovers.com">manager-budapest@agsmovers.com</a></td>
</tr>
<tr>
<td></td>
<td>1116 Budapest, Hungary</td>
<td>POC:</td>
<td>36 1 204 8670</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 36 70 370 8902</td>
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**Country:** Iceland  
**Post:** Reykjavik  
**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>1) Propack - Pokkun og Flutningar</td>
<td>Smíoshofoi 1</td>
<td>Mr. Víoar Petursson</td>
<td>(354)-587-9700</td>
<td><a href="mailto:propack@propack.is">propack@propack.is</a></td>
</tr>
<tr>
<td></td>
<td>110 Reykjavik, Iceland</td>
<td>POC:</td>
<td>(354)-587-9705</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Fax:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ITGBL Local Agents

Country:     India
Post:     Chennai
Bureau:  SCA

Local Agents:

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

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 **

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: 91 11 26817185/ 26371618/19/20
   Cell: 9810018484 ( Mithal ); 9810004080 ( Tacker )
   Fax: 91 11 26817186

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
   AGS Four Winds India Third Floor,
   51 1st Main Road, Gandhi Nagar, Chennai,
   India               Mr. Ivan
   Jefferson Tel: +91 44 4205
   4886
   Mobile: +91 99 620 27973
   Email address: manager-india-
       chennai@agsfourwinds.com
ITGBL Local Agents

Post:  Hyderabad  Bureau:  SCA

Local Agents:

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

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

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

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

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
## ITGBL Local Agents

### Kolkata

**Local Agents:**

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

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

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

### Mumbai

**Local Agents:**

2) AGS FOURWINDS INDIA PVT. LTD  
Address - 402 The Ambience Court, Plot No. 02, Sector 19-D, Vashi, New Mumbai: 400 703  
POC: Ms. Leena Barros - leena.barros@agsfourwinds.com  
Mobile No: +91-9920164821  
sales2.mumbai@agsfourwinds.com

1) WRITER RELOCATIONS  
Address - 105, Dr. Ambedkar Road, Mumbai 400 033, India  
POC: Mr. Austin Da Gama - austin@writercorporation.com  
Mobile No: +91-9820157281  
Mr. Rohinton Kasad - kasad@writercorporation.com  
Mobile No: +91-9619487232  
Ms. Prajakta Date - prajakta.date@writercorporation.com  
Mobile No +91-9619487323  
Board line: +91-22-6617 0100 / 0111  
Office: +91-22-6617 0112  
www.writercorporation.com

3) PM RELOCATIONS  
Address - 125, Damji Shamji Industrial Estate, LBS Marg, Vikhroli (W), Mumbai 400 083.  
POC: Mr. Dharmender Singh - dharmender@pmrelocations.com  
Mobile No: +91-9717498936
Local Agents:

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

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

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

3) Clintus Network - LIMITED
Khasra No. 332, Chattarpur
New Dehli, India
POC: Mr. Dinesh Joshi
Tel:  91-11-26803876, 26803879.
Cell: 9810155741
Fax: 91-11-26802631, 26802616.
Email: clintus@del12.vsnl.net.in
Country: Indonesia
Post: Jakarta
Bureau: EAP

Local Agents:

4) 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

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

5) AGS Four Winds Indonesia
Menara Bidakara 2, Level 10 Unit 3,
Jl. Jend. Gatot Subroto Kav. 71-73
Tebet, Jakarta 12870, Indonesia
POC: Kathy Scalabre
Email: Enquiries-Jakarta@agsfourwinds.com
Tel: +62 21 8370 8395
Fax: +62 21 8370 8391
Website: www.agsmovers.com

3) Asian Tigers Lane Moving & Storage (PT. Citra Air)
Kawasan Industri Gudang Taman Tekno
Blok 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
fia.raviola@asiantigers-indonesia.com
bill.lloyd@asiantigers-indonesia.com
website : www.AsianTigersGroup.com

6) BRAMA INDONESIA LOGISTICS
(PT. BRAMA INDONESIA LOGISTIK )
Pergudangan Taman Tekno Block L2 No. 12
BSD City – Tangerang Selatan
Tel/Fax : +62 21 7564579 / 7564878
POC :
Ade Ardian, email: ard@brama-logistics.com, cell:
+6281380762070
Muad Suleman, email: man@brama-logistics.com, cell:
+62816744850
Website: http://www.brama-logistics.com
ITGBL Local Agents

Post: Medan

Local Agents:

Post: Surabaya

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) (021) 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

Asian Tigers
Kawasan Gudang Tanrise Southgate No. A-11
Jl. Nangka Sruni Terusan A. Yani
Gedangan, Sidoarjo 61254, Indonesia
Telephone/facsimile: +6231 8918798
Website: www.asiantigers-mobility.com
Contact person: Ms. Wina Karliana, Branch
Manager, cellphone: +628118204588, email:
wina.karliana@asiantigers-indonesia.com

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) (021) 789-2034
Email: sales@santaferelo.co.id;
dslusher@santaferelo.co.id
Website: www.SantaFeRelo.com
## ITGBL Local Agents

**Country:** Iraq

**Post:** Baghdad

**Bureau:** NEA

### Local Agents:

<table>
<thead>
<tr>
<th>Desert Road CCS Ltd.</th>
<th>Iraq, Baghdad, Baghdad International Airport, Cargo Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC: Hazim Mithael, Operations Director</td>
<td>phone: 001 210 396 2008, phone: 00964 (0) 790 198 6142</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:operations@desertroad.net">operations@desertroad.net</a></td>
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**Post:** Basrah

**Bureau:** NEA

### Local Agents:

<table>
<thead>
<tr>
<th>Paxton International</th>
<th>Al Kindy Hay, Section 215, Street #14, House #29, Baghdad, Iraq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:iraq@paxton.com">iraq@paxton.com</a></td>
<td></td>
</tr>
</tbody>
</table>

**Post:** Erbil

**Bureau:** NEA

### Local Agents:

1) **Paxton International**

<table>
<thead>
<tr>
<th>413 Ishtar, Ankawa, Erbil, Iraq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel (1): +9647809143828</td>
</tr>
<tr>
<td>Tel (2): 703 321 7600</td>
</tr>
<tr>
<td>Email: <a href="mailto:erbil@paxton.com">erbil@paxton.com</a></td>
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</table>

2) **Desert Road CCS Ltd.**

<table>
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<th>Iraq, Baghdad, Baghdad International Airport, Cargo Village</th>
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</thead>
<tbody>
<tr>
<td>POC: Hazim Mithael, Operations Director</td>
</tr>
<tr>
<td>phone: 00964 (0) 790 198 6142</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:operations@desertroad.net">operations@desertroad.net</a></td>
</tr>
</tbody>
</table>

**Post:** Kirkuk

**Bureau:** NEA

### Local Agents:

<table>
<thead>
<tr>
<th>Paxton International</th>
<th>Italian Village, House #591, Erbil, Iraq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel (1): +9647809143828</td>
<td></td>
</tr>
<tr>
<td>Tel (2): 703 321 7600</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:erbil@paxton.com">erbil@paxton.com</a></td>
<td></td>
</tr>
</tbody>
</table>
### ITGBL Local Agents

**Post:** Mosul  
**Bureau:** NEA

**Local Agents:**

Paxton International  
Italian Village, House #591  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.co

---

**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 Przybyska  
Tel: 00-353-45-875-926  
E-Mail: dhulse@arpinintl.ie  
nprzybyska@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:

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: 972-8-611-222,  Fax: 972-8-611-223,  www.sonigo.com
POC's - Shmuel
Mantinband  mobile 052-611-9670,
Shmuel@Sonigo.com,
Joe Semel mobile 052-611-9669,
jo@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

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

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, joe@sonigo.com

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 Wil Drenger mobile 052-3691913, dana.drenger@oceanrelocation.com
Sophia Kasterin office 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,
Country: Italy
Post: Florence
Bureau: EUR

Local Agents:

2) Zumstein S.r.l.
Via Albert Einstein, 12
00015 Monterotondo (Rome), Italy
POC: Paola Roffi / Elsa Zumstein
Ph.: +39-06-9069-696
Fax: +39-06-9069-729
Email: paola@zumstein.it
elsa@zumstein.it

1) Bolliger Roma S.P.A.
Via del Fosso della Magliana, 12
00148 Rome, Italy
POC: Dr. Clement Bolliger
Ph.: +39-06-6568-8302
Fax: +39-06-655-7133
Email: Cb@bolligerroma.it

4) AYS AT YOU SERVICE S.r.l.
Via delle Querce snc – Loc. Castagnetta
00071 Pomezia (Roma)
POC: Massimo Santori
Ph.: +39-06-9122-600
Fax: +39-06-9182-1718
Email: m.santori@ayssrl.eu

3) De Vellis Servizi Globali S.R.L.
Via Voltumo, 7
00185 Rome, Italy
POC: Fabrizio Simi
Ph.: +39-0775-89881
Fax: +39-0775-8988211
Email: Fabrizio.Simi@devellis.it
Christian.Devellis@devellis.it
Ivan.Devellis@devellis.it
**ITGBL Local Agents**

**Post:** Milan  
**Bureau:** EUR

**Local Agents:**

1) **Bolliger Roma S.P.A.**  
Via del Fosso della Magliana, 12  
00148 Rome, Italy  
POC: Dr. Clement Bolliger  
Ph.: +39-06-6568-8302  
Fax: +39-06-655-7133  
Email: Cb@bolligerroma.it

3) **De Vellis Servizi Globali S.R.L.**  
Via Volturro, 7  
00185 Rome, Italy  
POC: Fabrizio Simi  
Ph.: +39-0775-89881  
Fax: +39-0775-8988211  
Email: Fabrizio.Simi@devellis.it  
Christian.Devellis@devellis.it  
Ivan.Devellis@devellis.it

2) **Zumstein S.r.l.**  
Via Albert Einstein, 12  
00015 Monterotondo (Rome), Italy  
POC: Paola Roffi / Elsa Zumstein  
Ph.: +39-06-9069-696  
Fax: +39-06-9069-729  
Email: paola@zumstein.it  
elsa@zumstein.it

4) **AYS AT YOU SERVICE S.r.l.**  
Via delle Querce snc – Loc. Castagnetta  
00071 Pomezia (Roma)  
POC: Massimo Santori  
Ph.: +39-06-9122-600  
Fax: +39-06-9182-1718  
Email: m.santori@ayssrl.eu

**Post:** Naples  
**Bureau:** EUR

**Local Agents:**

3) **De Vellis Servizi Globali S.R.L.**  
Via Volturro, 7  
00185 Rome, Italy  
POC: Fabrizio Simi  
Ph.: +39-0775-89881  
Fax: +39-0775-8988211  
Email: Fabrizio.Simi@devellis.it  
Christian.Devellis@devellis.it  
Ivan.Devellis@devellis.it

1) **Bolliger Roma S.P.A.**  
Via del Fosso della Magliana, 12  
00148 Rome, Italy  
POC: Dr. Clement Bolliger  
Ph.: +39-06-6568-8302  
Fax: +39-06-655-7133  
Email: Cb@bolligerroma.it

2) **Zumstein S.r.l.**  
Via Albert Einstein, 12  
00015 Monterotondo (Rome), Italy  
POC: Paola Roffi / Elsa Zumstein  
Ph.: +39-06-9069-696  
Fax: +39-06-9069-729  
Email: paola@zumstein.it  
elsa@zumstein.it

4) **AYS AT YOU SERVICE S.r.l.**  
Via delle Querce snc – Loc. Castagnetta  
00071 Pomezia (Roma)  
POC: Massimo Santori  
Ph.: +39-06-9122-600  
Fax: +39-06-9182-1718  
Email: m.santori@ayssrl.eu
Local Agents:

3) De Vellis Moving & Storage
Via Voltorno, 7
00185 Rome, Italy
Ph.: +39-0775-89881
Fax: +39-0775-8988211
POC: Fabrizio Simi
Email: Fabrizio.Simi@devellis.it
Christian.Devellis@devellis.it
Ivan.Devellis@devellis.it

4) JAYS AT YOU SERVICE S.r.l.
Via delle Querce snc – Loc. Castagnetta
00071 Pomezia (Roma)
POC: Massimo Santori
Ph.: +39-06-9122-600
Fax: +39-06-9182-1718
Email: m.santori@aysrl.eu

1) Bolliger Roma S.P.A.
Via del Fosso della Magliana, 12
00148 Rome, Italy
POC: Dr. Clement Bolliger
Ph.: +39-06-6568-8302
Fax: +39-06-655-7133
Email:Cb@bolligerroma.it

2) Zumstein S.r.l.
Via Albert Einstein, 12
00015 Monterotondo (Rome), Italy
POC: Paola Roffi / Elsa Zumstein
Ph.: +39-06-9069-696
Fax: +39-06-9069-729
Email:paola@zumstein.it
elsa@zumstein.it

Country: Jamaica

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
## ITGBL Local Agents

**Country:** Japan  

<table>
<thead>
<tr>
<th><strong>Post:</strong></th>
<th>Fukuoka</th>
<th><strong>Bureau:</strong></th>
<th>EAP</th>
</tr>
</thead>
</table>

### Local Agents:

- **Company:** Fukuoka Soko Co. Ltd.  
  19-19 Okihama-Machi, Hakata-ku  
  Fukuoka-Shi 812-0031 Japan  
  POC: Ms. Yuko Ishido,  
  Coordinator  
  ishido2y@fukuokasoko.com  
  Tel: 81-92-281-0077  
  Fax: 81-92-281-0804  
  Email: mori@fukuokasoko.com  
  Website: www.fukuoasoko.com

### Post: Nagoya  

<table>
<thead>
<tr>
<th><strong>Bureau:</strong></th>
<th>EAP</th>
</tr>
</thead>
</table>

### Local Agents:

2) **Crown Lines Corporation**  
125-2 Kiba 2-chome Tobishima village  
Ama-gun, Aichi, Japan 490-1444  
POC: Tatsuhiko Mitsuya  
Tel: 0567-56-1006  
Tel: 0567-56-1007  
Email: Tatsuhiko_Mitsuya@crownlines.co.jp  
Website: http://www.crownlines.co.jp/prf/html

3) **Nippon Express**  
c/o Nihon Kaiji Kentei Kyokai Bldg., 2F  
2 - 4 - 23 Irfune, Minato - ku  
Nagoya, Aichi, Japan 455 - 0032  
POC: Takehiko Ogishima  
Email: Ta-Ogishima@ocnis.nittsu.co.jp  
Website: http://www2.nittsu.co.jp/hikkoshi/index.html

1) **Fukuoka Soko Co., Ltd.**  
6 -5 Funato - mach, Nakagawa - ku  
Nagoya, Aichi, Japan 454-0805  
POC: Mr. Tadashi Harada  
Tel: 052-353-0509  
Email: harada@fukuokasoko.com  
Website: http://www.fukuoakasoko.com
ITGBL Local Agents

Post: Naha

**Local Agents:**

Okinawa Enterprise Corporation
P.O. Box 266
Okinawa City, Okinawa Japan 904-2174
POC: Yoshiharu Kanno
Tel: 81-98-936-9688
Fax: 81-98-938-9690
Email: yuki@oec-okinawa.com & yhkanno@oec-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

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 **

Post: Osaka-Kobe

**Local Agents:**

Nihon System Service Co., Ltd.
3-6-10 Nihonbashi, Chuo-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

Nippon Express Co., Ltd.
Osaka Chuo Bldg., 4F, 1-1-18 Kita-Horie, Nishi-ku
Osaka 550-0014 Japan
POC: Mr. Ryohei Konishi (ryoa-konishi@nittsu.co.jp)
Tel: 81-6-6538-3530
Fax: 81-6-6838-3538

**bonded facility**

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
### ITGBL Local Agents

#### Post: Sapporo  Bureau: EAP

**Local Agents:**

- Nippon Express Co., Ltd.
  Overseas Removals Business Branch
  Foreign Corporate Accounts Group
  Nittsu Bldg, 11F, 1-9-3, Higashi-Shimbashi
  Minato-ku, Tokyo 105-8322 Japan
  TEL: 03-6251-6553
  POC: Mr. Ryohei Konishi
  ryoa-konishi@nittsu.co.jp
  http://www.nipponexpress.com/

** 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

---

### Post: Tokyo  Bureau: EAP

**Local Agents:**

1) Nippon Express Co., Ltd.
   Overseas Removals Business Branch
   1-9-3, Higashi-Shimbashi, Minato-ku
   Tokyo 105-8322 Japan
   POC: Hiroyasu Funakoshi:
   hi-funakoshi@nittsu.co.jp
   Tel: 81-3-6251-6553
   Fax: 81-3-3251-6299

2) Nihon System Service Co., Ltd.
   2-6-6 Wakasu Koto-ku Tokyo 136-0083
   Tel: 81-3-5534-7233
   Fax: 81-3-5534-7240
   POC: Yoshichika Ito & Yoji Yasuda:
   tokyo.overseas@nss-japan.com
   Email: POC: Yoji Yasuda:
   yjojiyasa@nss-japan.com
   Telephone: 03-5542-3320 | Mobile: 090-4370-1100
   E-mail: h-maeda@y-logi.com
   http://www.y-logi.com/service/kaigai/english/index.html

---

### Post: Yokohama  Bureau: EAP

**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
Country: Jordan
Post: Amman
Bureau: NEA

Local Agents:

2) Levant Express Services
Amman, 11118 – Jordan
Tel No. 00962-6-4627042 /4610698
Fax No. 00962-6-4627042
E-mail : levantex@go.com.jo
POC: Mr. Raja El Issa / General Manager,
Mobile : 00962-79-5522890

3) Middle East Express Services(MEDEX)
178 Wasfi Al Tal St. Frist floor office 14-15
Amman, Jordan
Tel + 962 6 i5355900 Fax + 962 6 i5355909 Mob + 962 7 97997 434
E-mail: m.refai@medexpac.com and
mohd.najjar@medexpac.com
POC: Mr. Mohannad Al-Refai/Managing Director,
Mobile: +962-79-8668262

4) Midtrans Logistics& Investment
Amman, 11192 – Jordan
Tel: +962 6 5676925 - Ext. 200
Fax: +962 6 5676934
E-mail: midtrans@maltrans.com ;
Salhkatib@maltrans.com
POC: Mr. Shadi Al Khatib /Logistics Manager
Mobile: +962 79 5887000

1) CML Safe Pak
Amman, 11821 – Jordan
Tel +962 6 537 7772 Fax +962 6 537 7106
Email: HHG@CML-JO.COM ;
maysoon.kharroub@cml-jo.com; raja.khour@cml-jo.com
POC: Mr. Raja Khouri/CEO
Mobile:+962-79-5761133
## ITGBL Local Agents

### Country: Kazakhstan

#### Post: Almaty

#### Bureau: SCA

**Local Agents:**

1. **Post Designated Local Agents:**
   a. EURASIA Service
   174 A Seyfullin Avenue, Office 20
   Almaty, Kazakhstan
   POC: Igor Vorobtsov, Director
   Tel: 7 7272 341155
   Fax: 7 7272 943304
   Cell: 7 777 241 3222
   Email: eurasiatranskz@gmail.com

   b. MOVEONE, 134 Dostyk Avenue, Business Center “Pioneer 2” Office 413, Almaty, Kazakhstan
   POC: Adil Auzbekov, Director
   Tel: +7727-313-0758/0759
   Cell: +7771-300-7066
   Email: adil.auzbekov@moveoneinc.com

   c. **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

### Post: Astana

#### Bureau: SCA

**Local Agents:**

Globalink Logistics Group
727 2588880 (Ext. 478)
Mob.: +7 771 800 90 25
Akmaral Abdrakhmanova
Coordinator, CTD Department, Almaty
a.abdrakhmanova@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

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

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
### ITGBL Local Agents

**Country:** Kenya  
**Post:** Nairobi  
**Bureau:** AF

#### Local Agents:

<table>
<thead>
<tr>
<th>Agent Name</th>
<th>Address/Details</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| AGS Frasers                 | POB 46748 - 00100 Nairobi, Kenya                    | +254 20 2107073  
+254 77 0513186  
manager-kenya@agsmovers.com |
| Worldwide Movers Kenya Ltd. | POB 46748 - 00100 Nairobi, Kenya                     | Tel: 254 20 3565282/ 3565283/ 3565284  
Fax: 254 20 4185619  
Email: wwmke@wwm.co.ke     |
| Global Freight Logistics    | Jomo Kenyatta International Airport                  | Tel: 254 20 827777/822455  
Fax: 254 822722 /822179  
Email: arbimussani@globalfreight.co.ke , info@globalfreight.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 |
| Bollore Africa Logistics    | 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 |
## ITGBL Local Agents

### Country: Korea

#### Post: Busan

Local Agents:

<table>
<thead>
<tr>
<th>No.</th>
<th>Company Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
<th>Fax</th>
<th>POC Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>5)</td>
<td>Young Jin Trade &amp; transportation Co., Ltd.</td>
<td>P: 475 Sangdo 1 Dong, Dongjak Gu, Seoul Korea</td>
<td>E-mail: <a href="mailto:sh4142@gmail.com">sh4142@gmail.com</a></td>
<td>Tel: 82-2-825-6345, Fax: 82-2-825-6344</td>
<td></td>
<td>Shin, Hyun Kyoung / President</td>
</tr>
<tr>
<td>3)</td>
<td>PML International Movers Ltd.</td>
<td>P: #804, Shinhoong Flostar, 756-1, Janghang Dong, Ilsandong gu, Goyang-Si, Gyuonggi-Do, Korea</td>
<td>E-mail: <a href="mailto:kay@pmlintl.com">kay@pmlintl.com</a></td>
<td>Tel: 82-31-907-1616, Fax: 82-31-907-1617</td>
<td></td>
<td>Kay Lee/ Director</td>
</tr>
<tr>
<td>4)</td>
<td>Santa Fe Relocation Services Korea</td>
<td>P: 6/F, 69 Ujeongguk-Ro, Jongno-Gu, Seoul, 03144 Korea</td>
<td>Email: <a href="mailto:brian.kim@santaferelo.com">brian.kim@santaferelo.com</a> / <a href="mailto:korea@santaferelo.com">korea@santaferelo.com</a></td>
<td>Tel: 82-2-797-3138, Fax: 82-2-797-3386</td>
<td></td>
<td>Brian Kim / General Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POC: Brian Kim / General Manager</td>
<td>Cell: 82-10-7126-8079</td>
<td></td>
<td></td>
<td>Cell: 82-10-7126-8079</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hanjin Best Pac., Co., Ltd.</td>
<td>P: Room 302, Namyeong Bldg, 85-3, Galwol dong, Yongsan-Gu, Seoul, Korea</td>
<td>E-mail: <a href="mailto:ssark@hanjinbestpac.co.kr">ssark@hanjinbestpac.co.kr</a></td>
<td>Tel: 82-2-718-4061, Fax: 82-2-718-4093</td>
<td>Sang-Sun Park / President</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cell: 82-10-8765-8614</td>
</tr>
<tr>
<td>1)</td>
<td>AsianTigers Transpack Co. Ltd.</td>
<td>P: #901, Hoseo Univ. Venture Tower, 319, Kasandong, Keumshun-Ku, Seoul 153-802, Korea</td>
<td>E-mail: <a href="mailto:Joseph.song@asiantigers-korea.com">Joseph.song@asiantigers-korea.com</a></td>
<td>Tel: 82-2-3489-2500, Fax: 82-2-598-3925/6</td>
<td></td>
<td>Joseph Song/ President</td>
</tr>
</tbody>
</table>
Country: Kosovo
Post: Pristina
Bureau: EUR

Local Agents:

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

4) Interdean International
Matican nn
10000 Pristina Kosovo
POC: Jasminka Trpenoska
Tel: +389 2 3215 340
e-mail: Jasminka.trpenoska@interdean.com

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

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
Bureau: NEA

Local Agents:

2) Global Freight Systems, Co. W.L.L.
Sultan Ben Essa Complex
Dajeej, Fanwaneya, Kuwait
POB 22389, Safat 13084 Kuwait

POC: Nisha Kailash
knisha@global-freight.net
Tel: +965-2431-6530
Fax: +965-2431-6478/ 2431-9177

POC: Priya Mathew
Email: priya@global-freight.net
Tel: +965-2431-6530
Cell: +965-9007-7369
Fax: +965-2431-6478/ 2431-9177

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)

4) Al-Sawan Cargo Co.
POC: Jabbar Mukhtar
Cargo Manager
jms@alsawan.com
Al Sawan Company
Al Gazali Street
P.O. Box 576
Safat 13006 - Kuwait
Tel: +965-22270500 EXT: 1302/1303
Fax: +965-22270509
Cell: +965-9902-6461

5) TransCrate Logistics Trading Co. WLL
P.O. Box 540, Safat 13006
Office 23, Block 3, Plot 31,
Mirqab, Jasim Boodai Street
Kuwait.
Tel: +965-180-4949 Fax: +965 22-44-7723
POC: Sunny D’Souza
Operations Supervisor
Email:sdsouza@transcrate.com
Mob: +965-98007190

POC: Lennon Blasco Dsilva
Business Development Manager
Email:ldsilva@transcrate.com
Mob: +965-96005079

POC: Mohammed K. Al Nasrallah
Commercial & Warehouse Director
Email: Malnasrallah@transcrate.com
Mob: +965-99993745
3) Gulf Agency Company (Kuwait)
Farwaninya, Dajeej Area
Block 1, Street 79
Plot No. 47, Faisal Center
Behind Kuwait Finance House
Website: moving.kuwait@gac.com

POC: Mr. Vincent Fernandes - Manager
Tel (board): 00965 222 05 800
Fax: 00965 243 47 325
Direct: 00965 222 05 831
Cell: 00965 97205128
Email: vincent.fernandes@gac.com

Ms. Afra Cardozo – Team Leader
Direct Tel: 00965 222 05 829
Cell: 00965 99046994
Email: afra.cardozo@gac.com

Ms. Tinu Thomas – Moving coordinator
Direct Tel: 00965 222 05 831
Cell: 00965 97252855
Email: tinu.thomas@gac.com

Mr. Joselee Fernandes – Moving Consultant
Direct Tel: 00965 222 05 832
Cell: 00965 97267448

Country: Kyrgyzstan
Post: Bishkek

Local Agents:

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**

2) Globalink Logistics Group
Bishkek, Kyrgyzstan
POC: Nastya Shloeva, Business Coordinator
Email: a.shloeva@globalinklogistics.com
Web-site: www.globalink.bz/kyr.htm ** bonded warehouse**

3) Interdean Bishkek
107 Kievskaya Str., 2nd floor
720001 Bishkek, Kyrgyzstan
POC: Zulfiya Muslimova
Tel: 996312 613863
Cel: 996312 613863
Email: bishkek@interdean.com
Web-site: www.interdean.com

4) Move One LLC
Company mail address—
kyrgyzstan@moveoneinc.com,
dubai@moveoneinc.com
POC: Sabina Sokolova - Country manager
Tel: +996 312 905353 ex1216, +996 776 585514
Cel: +996 555 585514
Fax: +996 312 905353 ex1216
Email: sabina.sokolova@moveoneinc.com
Web-site: www.moveoneinc.com

Wednesday, June 27, 2018
Country: Laos
Post: Vientiane

Local Agents:

1/ GEOTRANS LOGISTICS & MOVERS
UNIT 24, BAN PHONPAPAO THONG
SOKPALUANG ROAD, SISSATANAK DISTRICT
TEL/FAX: (856 21) 313 619 & 312 720
E-MAIL ADDRESS: Salikoun@geotrans.laopdr.com
ATTN: MR. VIRA SALIKOUN

3/ Schenker (Lao) Sole Co., Ltd.
House No. 347, unit 20, Donepamai Road
Thongkheng Village, Sisattanak District Vientiane,
01160, Lao P.D.R
Tel : + 856-21-316485-6  Fax : + 856-21-316487
ATTN: Siriluk Cherdchan (Meow)
Schenker (Lao) Sole, Manager
Mobile : +856 20 55520989
Email : siriluk.cherdchan@dbschenker.com

2/JVK International Movers
C/O : TOP Mover Sole Co.,Ltd
Khamphengmueng Road
Ban Phonpapao Thong
Tel: 856 21 453630 and 313505 / Fax: 856 21 312376
E-MAIL ADDRESS: nok@jvkasia.com
ATTN: Ms. Savandaly Samountry (Nok)
Local Agents:

4) FF INTERNATIONAL MOVERS
3, Sarloles street
LV-1001, Riga, LATVIA
POC: Aivars Usans
Tel: (371) 6784 0592
Fax: (371) 6784 0591
Cell: (371) 2916 0011
e-mail: au@ff-group.lv

1) Gosselin Mobility Baltics
Jurkalnes iela 15/25, gate 15
Riga, Latvia LV-1046
POC: Olga Konstantinova
Tel: (371) 67800 800
Fax: (371) 67800 801
Email: OlgaK@gosselingroup.eu
 bonded facility **

3) Genex Group International
6 Kengaraga Str.
Riga, Latvia LV-1063
POC: Mr. Kaspars Birzaks
Tel: (371) 67268 820
Fax: (371) 67268 824
Cell: (371) 2653 9249
Email: kaspars@genex.lv
 bonded facility **

2) Zebra Cargo - Friendly Movers
Riga International Airport
Riga, Latvia LLV-1053
POC: Mr. Oskars Veinbergs
Tel: (371) 67412 108
Fax: (371) 6 7412 156
Cell: (371) 2915 5365
Email: zebra@zebracargo.com
Web-site: www.zebracargo.com
**ITGBL Local Agents**

**Country:** Lebanon  
**Post:** Beirut  
**Bureau:** NEA

### Local Agents:

2) Net Logistics  
POC: Maral Sassine  
Commercial Director  
Beirut Port  
Beirut, Lebanon  
Tel: +961 1 560066 /+961 70 119987  
Email: maral.sassine@thenetlogistics.com  
Website: www.thenetlogistics.com  
(Packing, forwarder & clearing agent)

3) Fast Bollore POC  
Fidèle Harb  
Tel: + 961 (0)1 560 804/+ 961 (0) 1 560 812/ ext: 246  
Mobile: +961 76 766188  
f.harb@fast-bollore.com

1) 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  
65 Fax. +961 1 48 22 24  
export: Joe.gaourieh@bcclogistics.com - import:  
jad.daccache@bcclogistics.com -  
www.bcclogistics.com www.bcclogistics.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
ITGBL Local Agents

Country: Liberia
Post: Monrovia
Bureau: AF

Local Agents:

4) 6.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

3) MSC Mediterranean Shipping Company (Liberia) Ltd
Piha 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

Country: Libya
Post: Tripoli
Bureau: NEA

Local Agents:

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
**Country:** Lithuania  
**Post:** Vilnius  
**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  

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  

2) UAB SERVEKT  
Dubingiu 53  
08216 Vilnius  
Lithuania  
POC: Vytautas Kaneckas  
Tel: +370 5 2641407  
Fax: +370 5 2641407  
Cell: +370 686 66665  
Email: Vilnius@servekt.eu  

**Country:** Luxembourg  
**Post:** Luxembourg  
**Local Agents:**

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  

3) Santa Fe Relocation Services  
17, rue Louis Ackermann  
L-1899 Kockelscheuer, Luxembourg  
POC: Mr. Alexandre AUBRY  
Tel.: +352 48 44 22  
Mobile: +352 691 480 619  
Fax: +352 40 29 79  
Email: Luxembourg@santaferelo.com  
alexandre.aubry@santaferelo.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
### Macedonia

**Local Agents:**

<table>
<thead>
<tr>
<th>3) Intermove LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Relocation Services</strong></td>
</tr>
<tr>
<td><strong>164 Str., No.46</strong></td>
</tr>
<tr>
<td><strong>1000 Skopje</strong></td>
</tr>
<tr>
<td><strong>T/F:</strong> +389 2 3215 340</td>
</tr>
<tr>
<td><strong>M:</strong> +389 70 340 632</td>
</tr>
<tr>
<td><strong>E:</strong> <a href="mailto:jasmin@intermove.com.mk">jasmin@intermove.com.mk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>1) Move One</th>
</tr>
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<tbody>
<tr>
<td><strong>Skupi 3A</strong></td>
</tr>
<tr>
<td><strong>1000 Skopje, Macedonia</strong></td>
</tr>
<tr>
<td><strong>POC:</strong> Mrs. Edit pop-gavrilove</td>
</tr>
<tr>
<td><strong>Tel:</strong> 389 2 3090 022 x104</td>
</tr>
<tr>
<td><strong>Fax:</strong> 389 2 3090 022 x115</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:edit.popgavrilova@moveoneinc.com">edit.popgavrilova@moveoneinc.com</a></td>
</tr>
<tr>
<td><strong>Website:</strong> <a href="http://www.moveoneinc.com">www.moveoneinc.com</a></td>
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<th>2) ORBIT DOOEL</th>
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<tr>
<td><strong>Member of Orphee Beinoglou Group</strong></td>
</tr>
<tr>
<td><strong>Str. 1632 no. 53, Madzari</strong></td>
</tr>
<tr>
<td><strong>1040 Skopje, Macedonia</strong></td>
</tr>
<tr>
<td><strong>POC:</strong> Goce Tonevski</td>
</tr>
<tr>
<td><strong>Tel:</strong> 389-2-2550-661</td>
</tr>
<tr>
<td><strong>Fax:</strong> 389-2-2551-550</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:Goce.Tonevski@orbit.mk">Goce.Tonevski@orbit.mk</a></td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:orbit@orbit.mk">orbit@orbit.mk</a></td>
</tr>
<tr>
<td><strong><a href="http://www.beinoglou.gr">www.beinoglou.gr</a></strong></td>
</tr>
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<th>5) Mak Move - Skopje</th>
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<tr>
<td><strong>International Removal Services</strong></td>
</tr>
<tr>
<td><strong>str. Gjorce Petrov 10-2/5</strong></td>
</tr>
<tr>
<td><strong>1000 Skopje, Macedonia</strong></td>
</tr>
<tr>
<td><strong>POC:</strong> Toni Markushevski</td>
</tr>
<tr>
<td><strong>Tel.:</strong> +389 70 233-456, +389 70 380-484</td>
</tr>
<tr>
<td><strong>Tel/Fax:</strong> +389 2 3096-697, +389 2 2039-727</td>
</tr>
<tr>
<td><strong>e-mail:</strong> <a href="mailto:info@makmove.com.mk">info@makmove.com.mk</a></td>
</tr>
<tr>
<td><strong>web:</strong> <a href="http://www.makmove.com.mk">www.makmove.com.mk</a></td>
</tr>
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<table>
<thead>
<tr>
<th>6) AGS Skopje</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POC:</strong> Ms. Marija Angelova</td>
</tr>
<tr>
<td><strong>Tel:</strong> +38923096424</td>
</tr>
<tr>
<td><strong>Fax:</strong> +38923096423</td>
</tr>
<tr>
<td><strong>Mobile:</strong> +38970252294</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:manager-macedonia@agsmovers.com">manager-macedonia@agsmovers.com</a></td>
</tr>
</tbody>
</table>
**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: wwmmg@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:**

2) Stuttafords International Removals  
P.O.Box 2052  
Lilongwe  
Malawi  
POC: Obet Matwanje or Willard Munangati Managers  
Tel: 265 1 712 467  
Fax: 265 1 710 495  
Mobile: 265 8 888 68635  
Email: stutts@malawi.net

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

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
Country: Malaysia

Post: Kuala Lumpur

Bureau: EAP

Local Agents:

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

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

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
Skype Id: angela.subramaniam@asiantigers-malaysia.com
Website: www.asiantigers-malaysia.com

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

Sdn. Bhd
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

My Moving Mobility (M) Sdn Bhd
Address: Lot 4 Jalan Kuari, Kampung Cheras Baru,
56100 Kuala Lumpur, Malaysia.
POC: Mr Khairul Sim
Title: Branch Manager, Kuala Lumpur, Malaysia
Email address: khairul.sim@mymoving.com.my
Phone number: +603 4288 4211
Fax number: +603 4288 2411

3) My Moving Mobility (M) Sdn Bhd formerly known as (S&M Moving & Logistics (M) Sdn Bhd)
Address: Lot 4 Jalan Kuari, Kampung Cheras Baru,
56100 Kuala Lumpur, Malaysia.
POC: Mr Khairul Sim
Title: Branch Manager, Kuala Lumpur, Malaysia
Email address: khairul.sim@mymoving.com.my
Phone number: +603 4288 4211
Fax number: +603 4288 2411
Country: Mali  
Post: Bamako  
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  
Local Agents:  
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  
Website: www.cuberelocations.com  

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  

Galea Moving & Transport  
33, Cappadocia street,  
Qormi, Malta  
POC: Mr. Justin Galea Managing Director  
Tel: +35621446325  
Cell: +35699588402  
Email: Justin@galeatransport.com; luke@galeatransport.com  
Web-site: www.galeatransport.com/facebook
**ITGBL Local Agents**

**Country:** Marshall Islands

**Post:** Majuro

**Bureau:** EAP

**Local Agents:**

Carepak Moving and Storage  
1234 Villongco Road, Sucat  
Paranaque City, 1700 Philippines  
POC: Ms. Ellen F. Cruz  
Tel: (632) 809-6808  
Fax: (632) 807-3041  
Email: ellencruz@carepakmoving.com or info@carepakmoving.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

**Bureau:** AF

**Local Agents:**

1) AGS Frasers Mauritania  
Zl 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) TERRE AIR MER MAURITANIE  
Contact: Olivier LACHAUT  
Address: Quartier MEDINA - BP 3058  
Email: olivier@tamm-di.com  
NOUAKCHOTT - MAURITANIE  
TEL : +222 45 21 84 10 FAX : +222 45 29 23 83  
PORTABLE MAURITANIE : +222 36 20 37 37  
PORTABLE FRANCE : +33 6 64 91 01 98  
www.tamm-di.com
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:

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@mudanzasgou.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

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

---

**Post:** Guadalajara  
**Bureau:** WHA

### Local Agents:

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

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

---

**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**

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<tr>
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<th>Bureau: WHA</th>
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<tr>
<td>1) Mudanzas Gou, S. A. de C. V.</td>
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<tr>
<td>POC: Francisco Javier Castillo Pulido</td>
<td></td>
</tr>
<tr>
<td>Nueva Escocia # 4344</td>
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</tr>
<tr>
<td>Fracc. Ind. Abraham Lincoln</td>
<td></td>
</tr>
<tr>
<td>Monterrey, N. L. CP. 64310</td>
<td></td>
</tr>
<tr>
<td>Tel.- (81) 83 70 63 97</td>
<td></td>
</tr>
<tr>
<td>Nextel - 52<em>34504</em>58</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:f.castillo@mudanzasgou.com">f.castillo@mudanzasgou.com</a></td>
<td></td>
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</tbody>
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<thead>
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<td></td>
</tr>
<tr>
<td>3) Transcontainer S.A. de C.V.</td>
<td></td>
</tr>
<tr>
<td>Dr. Gustavo Baz # 295 F.</td>
<td></td>
</tr>
<tr>
<td>Col. Viveros de la loma, Tlalnepantla, Estado de</td>
<td></td>
</tr>
<tr>
<td>México, 54080</td>
<td></td>
</tr>
<tr>
<td>Direct Line: (5255) 5361 7884</td>
<td></td>
</tr>
<tr>
<td>Phone: (5255) 5398 2323 Ext: 116</td>
<td></td>
</tr>
<tr>
<td>Fax: (5255) 5398-7716</td>
<td></td>
</tr>
<tr>
<td>Contact: Edith Mayén.</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:edithm@transcontainer-group.com">edithm@transcontainer-group.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| | |
| 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 | |

| | |
| 2) Empaques y Mudanzas | |
| Calle 9 No. 86 por 12 diagonal | |
| Fracc. Mulsay 97246 Merida, Yucatan, Mex. | |
| Office: 52-999-912-5234 | |
| Mobile: 52-999-958-0772 | |
| empaquesymudanzasint@prodigy.net.mx | |
| Contacts: Ernesto Flores, Nora Leticia Martin | |
Local Agents:

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

TRAFAIMAR RELOCATIONS, S.A. de C.V.
Ferrocarril Acámbaro No. 77
Col. San Luis Tlatilco
Naucalpan de Juárez
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
carmensr@transcontainer-group.com

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
ITGBL Local Agents

Local Agents:

5) Thelsa Mobility
Camino Real #6158
Col. La Estanzuela
Monterrey, N.L.
C.P. 64988
POC: Itzel Urbina and/or Christian Matiella
Emails: itzelurbina@thelsa.com;
cristianmatiella@thelsa.com;
carlosalvarez@thelsa.com
Phones: +52 (81) 8220 3550 Ext. 1446; +52 (55) 45449458

4) Moreno International
Av. Pio X #516
Col. Pio X
Monterrey, NL, Mexico
C.P. 64710
POC: Rebeca Cruz
Email: rebeca@movers.com.mx
Toll Free from the UA
Phone: 1-888-814-3732
Phone: +52 (81) 8130-55-30

1) Transcontainer
Via. Dr. Gustavo Baz No. 295-F,
col. Viveros de la Loma
Tlalnepantla, EDO Mexico 54080
POC: Vicky Rojas/ Ma. Del Carmen Martinez de Lerdo de Tesada, Dir.
Phone: +52 (55) 5361 7603/5398/7884
Email: vickyr@transcontainergroup.com
Email: edithm@transcontainer-group.com
Email: carmensenior@transcontainergroup.com
(Director)

3) Mudanzas Gou, S.A. de C.V.
Nueva Escocia No. 4344,
Fracc. Ind. Abraham Lincoln
Monterrey, N.L.
C.P. 64310
POC: Jose Luis romero
Email: jl.romero@mudanzasgou.com
Email: lalogou@ mudanzasgou.com
Email: jp.arroyo@mudanzasgou.com
Phone: +52 (55) 5062 2636, (52) 5353 1989

2) Trafimar Relocation Service Monterrey
Ave. de las Industrias No. 124,
Fracc Industrial los Nogales
Santa Catarina N.L. C.P.
66367 Entre - Arroyo el Obispo y Antiguo Camino a Minera del Nte.
POC: Rosy Roa
Email: r.roa@trafimarrelo.com.mx
Email: e.gutierrez@trafimarrelo.com.mx
Phone: +52 (55) 5312-9900 ext. 9925

Post: Monterrey
Bureau: WHA

Post: Nogales
Bureau: WHA

Local Agents:

Mudanzas 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@mudanzasgou.com
Website: www.mudanzasgou.com
<table>
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<th>Bureau: WHA</th>
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<tr>
<td>1) Mundanzas Gou</td>
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<tr>
<td>POC: Mario Martinez</td>
<td></td>
</tr>
<tr>
<td>Tel: 867-717-0517</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:n.laredo@mundanzasgou.com">n.laredo@mundanzasgou.com</a></td>
<td></td>
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<tr>
<td>2) Transcontainer</td>
<td></td>
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<tr>
<td>Via Dr. Gustavo Baz # 255-F</td>
<td></td>
</tr>
<tr>
<td>Col. Viveros de la Loma</td>
<td></td>
</tr>
<tr>
<td>Tlahnepantla, Estado de Mexico C.P. 54080</td>
<td></td>
</tr>
<tr>
<td>Ph. 011-55-5361-7603</td>
<td></td>
</tr>
<tr>
<td>POC: Vicky Rojas</td>
<td></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:cickyr@transcontainer-group.com">cickyr@transcontainer-group.com</a></td>
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<th>Bureau: WHA</th>
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<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>Sullivan United Moving and Storage Co.</td>
<td></td>
</tr>
<tr>
<td>5704 Copley Drive San Diego C.A. 92111</td>
<td></td>
</tr>
<tr>
<td>POC: Laurel Schniepp</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:laurel@sullivanunited.com">laurel@sullivanunited.com</a></td>
<td></td>
</tr>
<tr>
<td>Cell 619-379-7746</td>
<td></td>
</tr>
<tr>
<td>800-874-2600 x 3024</td>
<td></td>
</tr>
<tr>
<td>3) MYM INTERNATIONAL</td>
<td></td>
</tr>
<tr>
<td>Edgar Allan Poe #235</td>
<td></td>
</tr>
<tr>
<td>Col. Polanco Mexico CP 11550</td>
<td></td>
</tr>
<tr>
<td>POC: Malena Larrambebere</td>
<td></td>
</tr>
<tr>
<td>Tel: 52 55 2974 9400</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:info@myinternational.com">info@myinternational.com</a></td>
<td></td>
</tr>
<tr>
<td>2) TRANSCONTAINER</td>
<td></td>
</tr>
<tr>
<td>Via Dr. Gustavo Baz #295-F</td>
<td></td>
</tr>
<tr>
<td>Estado de Mexico CP 54080</td>
<td></td>
</tr>
<tr>
<td>POC: Arturo Rincon Cordero</td>
<td></td>
</tr>
<tr>
<td>Tel: 52 55 5398-2323</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:arturor@transcontainer-group.com">arturor@transcontainer-group.com</a></td>
<td></td>
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<tr>
<td>1) Mudanzas Gou</td>
<td></td>
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<tr>
<td>Avenue de las Galaxias #31</td>
<td></td>
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<tr>
<td>Esquina Satellites</td>
<td></td>
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<tr>
<td>Col. Parque Industrial de Hermosillo</td>
<td></td>
</tr>
<tr>
<td>Hermosillo, Sonora CP 83299</td>
<td></td>
</tr>
<tr>
<td>POC: Rossy Gomez</td>
<td></td>
</tr>
<tr>
<td>Tel: 662 2510734</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:hermosillo@mudanzasgou.com">hermosillo@mudanzasgou.com</a></td>
<td></td>
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<tr>
<th>Country: Miami Despatch</th>
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<tr>
<td><strong>Local Agents:</strong></td>
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<th>Country: Micronesia</th>
<th>Post: Kolonia</th>
<th>Bureau: EAP</th>
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<tr>
<td><strong>Local Agents:</strong></td>
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<tr>
<td>Pohnpei Transfer and Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O. Box 340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pohnpei, FM 96941 Micronesia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: (691) 320-2552</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (691) 320-2389</td>
<td></td>
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</tbody>
</table>
Country: Moldova
Post: Chisinau
Bureau: EUR

Local Agents:

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

2) Molinari Srl.
11/36 Aeroport Str.
Chisinau, Moldova
POC: Petre Balica
Tel: 373-22524102; 373-22529341
Web-site: www.molinari.md

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 or chisinau@interdean.mldnet.com
Web-site: www.interdean.com
ITGBL Local Agents

Country: Mongolia
Post: Ulaanbaatar

Bureau: EAP

**Local Agents:**

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 khirii, Bayangol District
Sonsgon 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.

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
Country: Montenegro
Post: Podgorica

Local Agents:

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 ***

3) INTERLOG
Ul Jovana Tomasevica G-9
85000 Bar, Montenegro
POC: Nikola
Tel: 38285313932
Fax: 38285317238
Cell: 38268006688
Email: interlog@cq.yu
***logistics for container shipments in port of Bar***

4) 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 ***

5) 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 ***
Country: Morocco

Post: Casablanca

Bureau: NEA

Local Agents:

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.pro.ma
(Amina)
Email: manager-agsmaroc@wanadoo.pro.ma
(Amina) ** bonded facility **

3) Marine Maroc Demenagement
23, Boulevard Moulay Slimane
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 **

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

4) AGS Warehouse
73 Avenue Tarek Benziad
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

Local Agents:

1) Bedel Casablanca
257-259 Boulevard Abdelmoumen
Casablanca, Morocco

POC:
• Mr. Jamyl Bouayad
• Mrs. Amina Redouani
• Mrs. Souad El Bakhdaoui

Tel: +212 22 86 04 68
Tel: +212 522 860 143
Fax: +212 522 860 144
Email: move@bedel.ma / direction@bedel.co.ma /
      fret@bedel.co.ma

Bedel Rabat
Manager Mrs., Samira Fahmi
(samira.bedel99@gmail.com)
+212 6 61 32 99 70

* bonded facility
**Membre : FIDI-FAIM | LE DEMENAGEUR
SPECIALISÉ | FIATA | IATA | LACMA

4) Marine Maroc Déménagements
23, Boulevard Moulay Slimane
20300 Casablanca, Morocco

POC: Mrs. Oumelghit Kattani
Tel: 212 22 66 72 18
Fax: 212 22 40 47 22
Email: oumelkettani@marine-maroc.co.ma

2) AGS Rabat
1 Rue Tayeb Labssir
Apt 8
AGDAL, Rabat

POC: Mrs. LUACES Joele (deputy Manager)
Tel: +212 537 68 28 92
Cell: +212 61 10 98 51

AGS Casablanca
73, Boulevard Moulay Slimane, Depot No. 17
Ain Sebaa, 20 000 Casablanca, Morocco
Tel: + 212 5 22 66 01 89
Fax: +212 5 22 66 12 71

POCs:
Mr. LOUIS THIERCELIN - Manager
Tel: +212 6 61 29 31 46
manager-maroc@agsmovers.com

Clément BEAUVAIS – Sales Manager
Tel: +212 6 61 33 11 26
directeur-adjoint-maroc@agsmovers.com /

Ms. Karima MOKTAIFI – Coordinator Import – AGS
Maroc
Tel: +212 522 66 01 89-93
Email: import.maroc@agsmovers.com
## ITGBL Local Agents

3) 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

<table>
<thead>
<tr>
<th>Country: Mozambique</th>
<th>Post: Maputo</th>
<th>Bureau: AF</th>
</tr>
</thead>
</table>

### Local Agents:

**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  
POC: Daniel M Abraham

**Stuttaford Van Lines**  
Av. De Namaacha QT 34 CS 488  
05006 Luis Cabral, Maputo, Mozambique  
Tel: 258 21 406 414  
Fax: 258 21 016 163  
Call Centre: 0861-STUTTAFORD  
Email: e.maldonado@stuttafordvanlines.com  
Website: www.stuttafordvanlines.co.az  
POC: Eric Maldanado, Country Manager  
Cell: 258 84 123 3321

**CTZ Logistics Lda**  
Rua Fontes Pereira De Melo, No.60  
Maputo, MOZAMBIQUE  
Telfax:00258 21 303016  
Tel: 00258823070684  
Direct Mobile: 00258826223236/00258842853240/00258823805630  
Email: ctzlogistics@inmail.co.mz  
Email: sales@ctzlogistics.com & czembe@ctzlogistics.com  
Website: www.ctzlogistics.com  
POC: Chandson Zembe  
Sales & Marketing Manager
**ITGBL Local Agents**

**Country:** Namibia  
**Post:** Windhoek  
**Bureau:** AF

**Local Agents:**

1) 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

2) Stuttaford Van Lines  
Danzig Street #7, Lafrenz  
P.O. Box 22902  
Windhoek, Namibia  
POC: Ms Bettina Priilaid  
Tel: 264-61-224-691  
Fax: 264-61-225-902  
Email: dean.bruwer@stuttafordvanlines.com  
zirk.swanepoel@stuttafordvanlines.com

**bonded facility**

---

**Country:** Nepal  
**Post:** Kathmandu  
**Bureau:** SCA

**Local Agents:**

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**

2) Orient International Relocations and Mobility Services  
Tripureswor, Kathmandu  
Nepal  
POC: Vinod Shah and Sudeep Shah  
Ph (977)14240990/4227668  
Mobiles (977)9851020423/9802020000  
Emails: moving@orientfreightgroup.com & support@orientfreightgroup.com  
Country: Netherlands

Post: Amsterdam

Bureau: EUR

Local Agents:

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 Alblaserdam (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

Voerman

Wolga 12
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 Alblaserdam (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 **

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 **

Post: The Hague

Bureau: EUR

Local Agents:

1) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblaserdam (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

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 **
**Local Agents:**

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

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

3) CPost International (POV and Supplies LCL
Ocean Miami – Curacao under 1000LBS shipment)
Schottegatweg Noord 32,
Willemstad, Curacao
POC: Ms. Danielle De Vruegd
Tel: (5999) 767-2588
Cell: (5999) 527-1313
Fax: (5999) 747-1155
Mail: dvreugd@cpostint.com
## ITGBL Local Agents

### Country: New Zealand

### Post: Auckland

<table>
<thead>
<tr>
<th>Local Agents</th>
<th>Bureau: EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crown Relocations</td>
<td></td>
</tr>
<tr>
<td>476 Jackson Street, Petone, Wellington</td>
<td></td>
</tr>
<tr>
<td>POC: Debbie Mansell</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Dmansell@crownww.com">Dmansell@crownww.com</a></td>
<td></td>
</tr>
<tr>
<td>+64 4 569-0629</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Agents</th>
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</tr>
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<tbody>
<tr>
<td>Allied Pickford's</td>
<td></td>
</tr>
<tr>
<td>43 Seaview Road, Seaview, Wellington</td>
<td></td>
</tr>
<tr>
<td>POC: Andrea Smith</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Andrea.Smith@alliedpickfords.com">Andrea.Smith@alliedpickfords.com</a></td>
<td></td>
</tr>
<tr>
<td>+64 4 931-7036</td>
<td></td>
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<table>
<thead>
<tr>
<th>Local Agents</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>The Moving Company</td>
<td></td>
</tr>
<tr>
<td>Level 1, 19 Barnes Street, Seaview, Wellington</td>
<td></td>
</tr>
<tr>
<td>POC: Nozer Damania</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Nozer.Damania@themovingcompany.co.nz">Nozer.Damania@themovingcompany.co.nz</a></td>
<td></td>
</tr>
<tr>
<td>+64 9 255-6811</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tbody>
<tr>
<td>New Zealand Van Lines</td>
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</tr>
<tr>
<td>19 Barnes Street, Seaview, Wellington</td>
<td></td>
</tr>
<tr>
<td>POC: Craig Harris</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Craig.Harris@nzvanlines.co.nz">Craig.Harris@nzvanlines.co.nz</a></td>
<td></td>
</tr>
<tr>
<td>+64 4 576-1564</td>
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### Post: Wellington

<table>
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<tr>
<td>Allied Pickford's</td>
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<tr>
<td>43 Seaview Road, Seaview, Wellington</td>
<td></td>
</tr>
<tr>
<td>POC: Andrea Smith</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Andrea.Smith@alliedpickfords.com">Andrea.Smith@alliedpickfords.com</a></td>
<td></td>
</tr>
<tr>
<td>+64 4 931-7036</td>
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| Phone                          |             |
|+64 9 255 6811                  |             |

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<tr>
<td>POC: Nozer Damania</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Nozer.Damania@themovingcompany.co.nz">Nozer.Damania@themovingcompany.co.nz</a></td>
<td></td>
</tr>
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<tr>
<td>476 Jackson Street, Petone, Wellington</td>
<td></td>
</tr>
<tr>
<td>POC: Debbie Mansell</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Dmansell@crownww.com">Dmansell@crownww.com</a></td>
<td></td>
</tr>
<tr>
<td>+64 4 569-0629</td>
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<tr>
<td>19 Barnes Street, Seaview, Wellington</td>
<td></td>
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<tr>
<td>POC: Craig Harris</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Craig.Harris@nzvanlines.co.nz">Craig.Harris@nzvanlines.co.nz</a></td>
<td></td>
</tr>
<tr>
<td>+64 4 576-1564</td>
<td></td>
</tr>
</tbody>
</table>
**Country:** Nicaragua  
**Post:** Managua  
**Bureau:** WHA

**Local Agents:**

2) Transcargo Ltd.  
Mudanzas y Transportes Internacionales  
Carretera Norte Km. 2.5; frente al Complejo Policial "Ajax Delgado"  
PO Box 2082  
Managua, Nicaragua  
POC: Meyling Montes  
(trafico@transcargoltd.com)  
POC: Alberto Sevilla (operations@transcargoltd.com)  
Tel: 505-2248-4363  
Fax: 505-2248-4914

---

DO NOT USE ACONIC OR SERVISA FOR BROKERAGE. Any shipments using these brokers will receive no missed RDD exception.

1) Mundanzas Mundiales  
Km. 6.5 Carretera Norte, Entrada a Cerveceria  
Managua, Nicaragua  
POC: Marjorie Freer (traffic@gmm.co.ni)/ Margarita Darce (amdarce@gmm.co.ni)  
Tel: 011-505-252-2828

---

**Country:** Niger  
**Post:** Niamey  
**Bureau:** AF

**Local Agents:**

1) C.A.T. Niger S.A.  
BP 10951  
Niamey, Niger  
POC: Mr. Ali Djimba, 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, Director  
Tel: 227 20 73 44 80  
Fax: 227 20 73 44 80  
Cell: 227 96 96 28 09

---

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

**Country:** Nigeria  
**Post:** Abuja  
**Bureau:** AF  
**Local Agents:**

---

**Post:** Lagos  
**Bureau:** AF  
**Local Agents:**

---

**Country:** Northern Ireland  
**Post:** Northern Ireland  
**Bureau:** EUR  
**Local Agents:**

McGimpseys Brothers Removals  
Address: International Relocation Centre,  
Greenway Enterprise Park, Bangor BT23 7SU,  
United Kingdom  
POC: Stephen McGimpsey  
Phone: 44 (0) 2891 456 222  
Fax: 44 (0) 2891 456 999  
Email: removals@mcgimpseys.com

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  
POC: Michele Preshaw  
Phone: 44 (0) 28 9078 1218  
Email: michele.preshaw@irishrelo.com

---

**Country:** Norway  
**Post:** Oslo  
**Bureau:** EUR  
**Local Agents:**

1.) Team Relocations AS  
Ankerveien 209  
1359 Eiksmarka  
Norway  
POC: Kai Roger Finnseter  
Tel: (47) 67161643  
Fax: (47) 67161617  
Cell: (47) 928 43 043  
Email: Kai-Roger.Finnseter@teamrelocations.com

2.) Adams Express AS  
Håndverksveien 11  
1405 Langhus  
Norway  
POC: Ernst Sem-Jacobsen  
Tel: (47) 23011457  
Fax: (47) 23011451  
Cell: (47) 924 91 586  
Email: esj@adamsexpress.no
Country: Oman
Post: Muscat
Bureau: NEA

Local Agents:

3) International Moving
Duline Gonsalves | Manager – Gulf Agency Company (Oman)
LLC | P.O.Box 740, 112 Ruwi, Sultanate of Oman | Direct: +968 24477857 | Fax: +968 24477891 |
Mobile: +968 95215700 Duline Gonsalves
Duline.gonsalves@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: Manoj Kumar, Manager
International Removals
Tel: (968) 24567010/ 24567050/ 24567744
Fax: (968) 24567101
99493784 (Kumar);
Email: Manoj.Kumar@iss-shipping.com

2) The Movers
MANOJ SHARMA
Business Unit Head
GSM + 968 98548563 / 96287961
Office Tel: +968 2421-8353
manoj@themoveroman.com
sales@themovers.om
Country: Pakistan  
Post: Islamabad  
Bureau: SCA

**Local Agents:**

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

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

1) M/S Freeline Movers
3rd floor, Yasin Plaza, 74-West Blue Area
Islamabad, Pakistan
POC: Alamgir Shah or M. Beaty
Tel: 00-92-51-2344012 - 2344031 - 2344150 - 2344179 - 2344032
Fax: 00-92-51- 2344030 - 2344151
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:
arf@freelinemovers.com (Alamgir Shah) (ITGBL requests to be sent to)
Freeline Movers ITGBL Handler email:
hammad.stah@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. 93-D, Street
Sector I-10/3, Islamabad – Pakistan.
Tel No. 92-51-4100988-90, Fax: 92-51-4100987
Email: mail@expressmovers.com.pk
Local Agents:

3) EXPRESS MOVERS
14-D, Block-6
PECHS, Karachi-75400, Pakistan
POC: Imran Aziz Siddiqui / Ashfaq Uddin
Tel: (92-21) 34527270 - 34528077
Fax: (92-21) 34547066
Email: ops@expmovkhi.com

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

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

Local Agents:

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

2) Ocean Air
House No 40 B Jail Road
Lahore 54600, Pakistan
POC: Rizwan Alam Khan, Manager
Tel: 92-42-7523870
Fax: 92-42-7523871
Email: oceanair@cyber.net.pk

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
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

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  
**Bureau:** WHA  

**Local Agents:**

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

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

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

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

**Country:** Papua New Guinea  
**Post:** Port Moresby  
**Bureau:** EAP

**Local Agents:**

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 448752010  
Fax: +07-5335 1663  
Email: paul.sutton@jvkasia.com
Country: Paraguay

Post: Asuncion

Local Agents:

SERVIMEX SACI
2435 Felix Bogado Ave.
Asuncion, Paraguay
INCOMING SHIPMENTS: POC: GABRIELA GAVILAN – Email: import@servimex.com.py
OUTGOING SHIPMENTS: POC: LOURDES TUFARI – Email: export@servimex.com.py

Country: Peru

Post: Lima

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
**Local Agents:**

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

8) Carepak Moving & Storage
   Address: 43 Sta. Ana Drive, Sun Valley, Parañaque City, Philippines
   POC: Austen Chamberlain; E-mail: austenchamberlain@carepakmoving.com
   Tel. No. (632) 809-5808
   Fax No. (632) 807-3041

5) AGS Four Winds International Movers
   10 P. Antonio Street, Barrio Ugong
   Pasig City, Philippines
   POC: Mr. Elliot McMahon; E-mail: elliot.mcmahon@agsfourwinds.com
   Tel. No. (632) 671-8000
   Fax No. (632) 671-8388

6) *POVs to Manila only*
   AJ&J Cargo Movers, Inc.
   POC: Mr. Alfonso C. Obsum
   Address: 1949 San Marcelino St., Malate, Manila, Philippines
   Tel. No. (632) 525-3419, (632) 524-3829
   Fax No. (632) 522-3381
   E-mail: ajj@pldtdsl.netl; aco@ajjcargomovers.com
   Website: www.ajjcargomovers.com
   *POVs to Manila only*

7) A1 Global Logistics Services
   Address: Unit 2A-1 Bldg, 8414, Dr. A. Santos Avenue
   Brgy. BF Homes, Sucat, Parañaque City 1700 Philippines
   POC: Olivia S. Alarcon/President and CEO
   Email: Olivia.alarcon@a1global-logistics.com
   Direct : +63 62 785 1570
   Mobile : +63920 9517523 or +63917 8126548
   Website : www.a1global-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: gysilvestre@cfsharp.com
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@santaferelo.com
POC: Ms. Racquel Sapiendante; E-mail: racquel.sapiendante@santaferelo.com
POC: Ms. Simon Shrubsole; E-mail: simon.shrubsole@santaferelo.com
## ITGBL Local Agents

**Country:** Poland  
**Post:** Krakow  

**Bureau:** EUR

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>POC</th>
<th>Phone Numbers</th>
<th>Email(s)</th>
</tr>
</thead>
</table>
| DTS         | ul. Swiatowa 22  
02-229 Warszawa | Mr. Wojciech Kwiatek  
Chief Executive Officer | +48 221003006  
Mobile: +48508003131 | kwiatek@moving.pl |
| 1) Universal Express | ul. Syszkowa 35/37  
02-285 Warsaw, Poland | Kinga Motyka | 48-22-8783500  
Email: kinga.motyka@uer.pl  
Email: renata.bozek@uer.pl |
| 2) Move One Relocations sp.z.o.o. | ul. Koszykowa 54  
00-675 Warsaw, Poland | Piotr Piekarowicz | 48-22-6308161  
48-509761217 | Piotr.piekarowicz@moveoneinc.com |
| 3) Gosselin Poland | ul. Nowa 23, Stara Iwiczna  
05-500 Piaseczno, Warsaw, Poland | Piotr Dmowski or Justyna Bak | 48-22-7377200  
Email: Piotr@corstjens.pl  
E-mail justyna@corstjens.pl |
| 5) AGS Warsaw S.P. Z.O.O | ul. Julianowska 37  
05-500 Piaseczno  
Poland | Antonie Duquesnay | 0048 22 702 1072  
Cell: 0048 602 258 055  
Fax: 0048 22 702 1077 | manager-warsaw@agsmovers.com or operations-warsaw@agsmovers.com |
**ITGBL Local Agents**

**Post:** Warsaw  
**Bureau:** EUR

### Local Agents:

3) **AGS Warsaw S.P. ZO.O**  
Ul. Julianowska 37  
05-500 Piasczno  
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>POC 1</th>
<th>POC 2</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email 1</th>
<th>Email 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGS</td>
<td>Ul. Julianowska 37, 05-500 Piasczno, Poland</td>
<td>Antonie Duquesnay</td>
<td>Piotr Zelwak</td>
<td>0048 22 702 1072</td>
<td>0048 602 258 055</td>
<td><a href="mailto:managerwarsaw@agsmovers.com">managerwarsaw@agsmovers.com</a></td>
<td><a href="mailto:operationswarsaw@agsmovers.com">operationswarsaw@agsmovers.com</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>POC 1</th>
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<th>Phone 1</th>
<th>Phone 2</th>
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<th>Email 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTS</td>
<td>ul. Swiatowa 22, 02-229 Warszawa</td>
<td>Mr. Wojciech Kwiatek</td>
<td>Chief Executive Officer</td>
<td>+48 22 853 3043</td>
<td>+48508003131</td>
<td><a href="mailto:kwiatek@moving.pl">kwiatek@moving.pl</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<th>Phone 1</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ARKPOL</td>
<td>Mr. Krzysztof Smolenski</td>
<td><a href="mailto:ksmolenski@arkpol.com">ksmolenski@arkpol.com</a></td>
<td></td>
<td>+48 22 8783546</td>
<td></td>
</tr>
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</table>

<table>
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<th>POC 1</th>
<th>Email 1</th>
<th>Phone 1</th>
<th>Email 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Express</td>
<td>ul. Syszkowa 35/37, 02-285 Warszaw, Poland</td>
<td>Ms. Kinga Motyka</td>
<td><a href="mailto:kinga.motyka@uer.pl">kinga.motyka@uer.pl</a></td>
<td>48-22-6308161</td>
<td><a href="mailto:aneta.golba@uer.pl">aneta.golba@uer.pl</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<th>POC 2</th>
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<th>Email 1</th>
<th>Email 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move One Relocations</td>
<td>ul. Koszykowa 54, 00-675 Warszaw, Poland</td>
<td>Piotr Piekarowicz</td>
<td></td>
<td>48-22-6308161</td>
<td><a href="mailto:Piotr.piekarowicz@moveonerelo.com">Piotr.piekarowicz@moveonerelo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<th>Email 1</th>
<th>Phone 1</th>
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</tr>
</thead>
<tbody>
<tr>
<td>INTERDEAN</td>
<td>ul. Geodetow 172, 05-500 Piasczno, Warsaw, Poland</td>
<td>Michał Piszczorowicz</td>
<td><a href="mailto:warsaw@interdean.com">warsaw@interdean.com</a></td>
<td>48-22-7017171</td>
<td><a href="mailto:Bartek.wiaczek@interdean.com">Bartek.wiaczek@interdean.com</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>POC 1</th>
<th>Email 1</th>
<th>Phone 1</th>
<th>Email 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gosselin Poland</td>
<td>ul. Nowa 23, Stara Iwiczna, nr Warsaw, Poland</td>
<td>Piotr Dmowski or Justyna Bak</td>
<td></td>
<td>48-22-7377200</td>
<td><a href="mailto:justyna@corstjens.pl">justyna@corstjens.pl</a></td>
</tr>
</tbody>
</table>
ITGBL Local Agents

Country: Portugal
Post: Lisbon
Bureau: EUR

Local Agents:

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@navecortranstitos.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

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) 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
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) Writer Relocations
PO Box 37846, Doha, State of Qatar
Tel: +974-4468 4046/ 4468 1661
Fax: +974 44684746
Mobile: +974 55861881
POC: Anoop Edward Bosco,
Country Manager
Email: anoop.bosco@writercorporation.com
Website: www.writercorporation.com

3) Swift Freight Services
P.O. Box 22303
Doha, Qatar
POC: Dave Dsouza
Tel: 974 4460 4815
Fax: 974 4460 4534
Email: swiftintl@qatar.net.qa
**ITGBL Local Agents**

**Country:** Romania  
**Post:** Bucharest  
**Bureau:** EUR

### Local Agents:

8) Gosselin Mobility Romania  
POC: Cristian Dinu  
Ph: 0728-736488  
E-mail: CristinelD@gosselingroup.eu

5) CDD Relocation  
162 Splaiul Unirii  
Bucharest, Romania  
POC: Dana Dascalu  
Tel: 40 21 317 9754  
Email: dana.dascalu@relocate.ro

11) Top Movers  
POC: Vlad Icodin  
Email: TopMovers@TopMovers.ro  
Tel+ 40 21 6533942  
Mobile: +40 722 628923

6) ORBIT International Moving and Storage  
Member of Orphee Beinoglou Group.  
Address: Sos. Bucuresti - Urziceni Km. 18+400, Corp.B, Afumati, Jud. Ilfov.  
POC: Teodoru Cristea  
Phone: 0040-21-350 1500  
Fax:0040 -21-350 1501  
Email: tcristea@orbitromania.ro  
Cell: 0040 744 431 759  
Email: hhgds@orbitromania.ro  
www.orbitromania.ro

4) AGS International Moving and Storage  
256 Basarabia Blvd, District 3  
Bucharest, Romania  
POC: Gratiela Lascu or Valentina Costache  
Tel: 40 21 345 0666 Fax: 40 21 345 0062  
Email: manager-bucharest@agsmovers.com  
Bonded Facility *****

9) Move One  
POC: Alexandru Ciocodei  
Email: Alexandru.Ciocodei@moveoneinc.com  
Tel: +40 21 650 0025  
Mobile: +40 753 038 138

2) 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

3) 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

7) Rilvan Romania  
Theodor Popa – e-mail theodor.popa@rilvan.eu  
Mobile: 40 729 777397; Phone: 40 21 219547

10) Crown Relocation  
POC: Marius Trusca  
Email: M.Trusca@crownrelo.com  
Tel: +40 724 187 083 / +40 754 766 789
1) Santa Fee Relocation
36-38 Migdalului Street
Bucharest, Romania
POC: Cristian Borcos
cell phone: 40 722 629252  Tel: 40-21-221.23.25
Email: Cristian.borcos@santaferelo.com **Facility is secure but not bonded**
Country: Russia

Post: Moscow

Bureau: EUR

Local Agents:

6) Globalink Logistics
Address: Vereyskaya Street 17, Suite 401
Business Center "Vereyskaya Plaza-2"
121357 Moscow, Russian Federation,
POC: Zarina Zharlykassymova
E-mail: z.zharlykassymova@globalinklogistics.com
Tel: +7 499 290 7676
Fax: +7 495 651 8273
Cell: +7 771 800 9030

2) Santa Fe Relocation Services
61 Novocheryomushkinskaya
Moscow, Russia
POC: Elena Singurova
Tel: 7 495 935 6232
Email: elena.singurova@santaferelo.com

5) 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

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

1) Team Relocations
127A, Varshavskoye Chausse
Moscow, Russia
POC: Dmitry Degtyarev, General Manager
Tel: 7 495 796 9325
Email: Dmitry.Degtyarev@teamrelocations.com

4) AGS FROESCH
Ochakovskoye Shosse 36,
Building 2
119530 Moscow / Russia
POC: Ludmila Moskvina
Phone: +7 (495) 989 6684
Fax: +7 (495) 989 6688
Mobile: +7 963 712 3280
Email: Ludmila.moskvina@agsfroesch.com
## ITGBL Local Agents

<table>
<thead>
<tr>
<th>Post: St. Petersburg</th>
<th>Bureau: EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>2) OOO Panbaltservice</td>
<td></td>
</tr>
<tr>
<td>199106 V.O. Bloshoy pr.103</td>
<td></td>
</tr>
<tr>
<td>Tel: 7 812 322 6027</td>
<td></td>
</tr>
<tr>
<td>Fax: 7 812 322 6039</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:avia@pan-baltservice.spb.ru">avia@pan-baltservice.spb.ru</a></td>
<td>** customs bonded facility **</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:oley@corstjens.com |             |
| Website: http://www.corstjens.com |             |

| AAA Logistics |             |
| 192236, Russian Federation, Saint-Petersburg, Sofiyskaya street, 6, liter S, pomeshenie 1-N |             |
| POC Norbert Gooren |             |
| Tel. (mobile): +7-921-412-02-51 |             |
| Tel. (office): +7-812-431-99-19 |             |
| Fax: +7-812-431-99-20 |             |
| E-mail: ngo@aaa-russia.com |             |
| Elena Shokorova |             |
| Tel. (mobile): +7-921-370-92-93 |             |
| Tel. (office): +7-812-431-99-19 |             |
| Fax: +7-812-431-99-20 |             |
| E-mail: operations-2@aaa-russia.com |             |

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>Links, Ltd.</td>
<td></td>
</tr>
<tr>
<td>Ul. Svetlanskaya 89, Suite 35</td>
<td></td>
</tr>
<tr>
<td>690078 Vladivostok, Russia</td>
<td></td>
</tr>
<tr>
<td>POC: Yuri Melnikov</td>
<td></td>
</tr>
<tr>
<td>Tel: 7-4232-220-887</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:vladivos@links-ltd.com">vladivos@links-ltd.com</a></td>
<td></td>
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</tbody>
</table>

| OOO "UNIVERSAL EXPRESS". International Moves and Relocations |             |
| 690014 Narodniy Prospect 11B, room#314 |             |
| POC: Elena Tikushina. |             |
| Tel:+7 914 650 90 51 | 8 423 260 |
| 94 40. |             |
| Email:vladivostok@universalexpress.ru |             |
### ITGBL Local Agents

**Post:** Yekaterinburg  
**Bureau:** EUR

#### Local Agents:
- **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
- **5) AGS Froesch**
  - 115432 Proektiruemiyj Proezd 4062, #6
  - Moscow, Russia
  - POC: Olaf Blaesig
  - Phone: +7 (495) 989 6664
  - Fax: +7 (495) 989 6668
  - Mobile: +7 906 057 85 93
  - Email: olaf.blaesig@agsfroesch.com

---

**Country:** Rwanda  
**Post:** Kigali  
**Bureau:** AF

#### Local Agents:
- **1) AGSO**
  - BP 292
  - POC Pascal Romain
  - Phone: +250 252576573 / 788300906
  - e-mail: rwanda@agsmovers.com
- **2) COIMEX**
  - BP 2573
  - Kigali, Rwanda
  - Tel: 250 575584
  - Email: coimex@wand1.com
- **3) SDV TRANSAMI**
  - BP 1338
  - Kigali, Rwanda
  - Tel: 250 575584
  - POC: Rodolphe Kembukuswa (rodolphe@sdv.co.rw)
  - Email: info@sdv.co.rw,
Country: Saudi Arabia

Post: Dhahran

Bureau: NEA

Local Agents:

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

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
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

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- Shanti, 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: sreekant@atco.com.sa
Tel: 966-2-691-2204
Fax: 966-2-691-3922
Website: www.atco.com.sa

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 Afsar/ Import
Email: Afsar@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
Local Agents:

3) Move One Relocations
P.O. Box 250670, Riyadh 11391
Kingdom of Saudi Arabia
Web: www.moveoneinc.com
POC: Lamis Omar
Scheduling Office
Tel: 966-11-2884175
Cell: 966-548-082317

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

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
Country: Senegal
Post: Dakar
Bureau: AF

**Local Agents:**

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

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

KAPIO GROUP
Contact: Balla Ndiaye
Address: Ouest Foire, Face CICES B.P 4358
Dakar, Senegal
Office: +221 33869 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

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

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
Country: Serbia
Post: Belgrade
Bureau: EUR

Local Agents:

4) Interdean
Ill 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

2) AGS Belgrade
Visnjicka 91
11060 Belgrade, Serbia
POC1: Vladan Jankovic, Branch manager
POC2: Bojan Stojeadinovic, 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***
**Local Agents:**

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Santa Fe Relocation Services</td>
<td>5th floor, Tian Hong Building, 80 Xian Xia Rd., Shanghai 200051, PR China</td>
<td>Leslie Lee (branch manager) / Jessiea Huang (inbound) / Stephanie Shi (outbound)</td>
<td>86-21-62339700</td>
<td>86-21-62339005</td>
<td><a href="mailto:llee@santaferelo.com">llee@santaferelo.com</a> / <a href="mailto:Jessiea.Huang@santaferelo.com">Jessiea.Huang@santaferelo.com</a> / <a href="mailto:stephanie.shi@santaferelo.com">stephanie.shi@santaferelo.com</a></td>
<td><strong>self-owned customs bonded warehouse</strong> (1st rate brokerage agent)</td>
</tr>
<tr>
<td>2) Asian Tigers K.D. Dat (China) Ltd. Shanghai</td>
<td>8F, Asionics Technology Bldg., 6, Lane 1279, Zhong Shan (W) Rd., Shanghai 200051, PR China</td>
<td>Jenny Xu</td>
<td>86-21-32095561</td>
<td>86-21-32095560</td>
<td><a href="mailto:jenny.xu@asiantigers-china.com">jenny.xu@asiantigers-china.com</a></td>
<td><strong>self-owned customs bonded warehouse</strong> (1st rate brokerage agent)</td>
</tr>
<tr>
<td>3) China Way International Moving &amp; Warehousing Shanghai</td>
<td>Rm. 102, No. 31, Lane 88 Jinyu Rd., Shanghai 201103, PR China</td>
<td>Collins Gao</td>
<td>86-21-64029765</td>
<td>86-21-64029867</td>
<td><a href="mailto:Scofield@chinawaygroup.com">Scofield@chinawaygroup.com</a></td>
<td><strong>self-owned customs bonded warehouse</strong> (2nd rate brokerage agent)</td>
</tr>
<tr>
<td>4) AGS Four Winds Shanghai</td>
<td>Rm. 217 Jingan Modern Industry Tower, 68 Changping Rd., Shanghai 200041, PR China</td>
<td>Katherine Yang</td>
<td>86-21-31262221</td>
<td>86-21-62889837</td>
<td><a href="mailto:katherine.yang@agsfourwinds.com">katherine.yang@agsfourwinds.com</a></td>
<td><strong>no self-owned customs bonded warehouse</strong> (2nd rate brokerage agent)</td>
</tr>
</tbody>
</table>
Local Agents:

4) Allied Pickfords
POC: Shi, Henry
Henry.Sh@sinva.com
Office: +86 24 85405805
Mobile: +86 1864008991
Fax: +86.21.6332.1767

3) Unigroup
Manager, Zhang, Aimee
Aimee_Z@unigroup.com
Branch manager, Chen, Antonio
Antonio_C@unigroup.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

1) Santa Fe
Manager, Ms. Joanna Zhou
joanna.zhou@santafe.com.cn
Tel: (86 - 411) 82590101 x 210
Website: www.santafe-relo.com

2) Sun Movers
Branch manager, Susan Yang
susan.yang@sunmoverschina.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
### ITGBL Local Agents

**Country:** Sierra Leone  
**Post:** Freetown  
**Bureau:** AF

#### Local Agents:

<table>
<thead>
<tr>
<th>Number</th>
<th>Company Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Email Address</th>
<th>POC</th>
</tr>
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<tbody>
<tr>
<td>2)</td>
<td>SEA AND LAND SERVICES LTD.</td>
<td>SLSA Building, Cline Town, Freetown, Sierra Leone</td>
<td>Tel: 232 76 800 048</td>
<td>Email: <a href="mailto:elma.johnson@bollore.com">elma.johnson@bollore.com</a></td>
<td>Mrs. Elma Johnson, Managing Director</td>
</tr>
<tr>
<td>3)</td>
<td>Premium Logistics</td>
<td>63 Bathurst Street, Freetown, Sierra Leone</td>
<td>Tel: 232 76 666 59</td>
<td>Email: <a href="mailto:Info@premiumlogistics-sl.com">Info@premiumlogistics-sl.com</a></td>
<td>Charles A. Samai</td>
</tr>
<tr>
<td>1)</td>
<td>MAERSK Sierra Leone</td>
<td>7 Bathurst Street, Freetown, Sierra Leone</td>
<td>Tel: 232 22 228 725</td>
<td>Email: <a href="mailto:Max.Kanu@maersk.com">Max.Kanu@maersk.com</a> <a href="mailto:Moses.Bangura@maersk.com">Moses.Bangura@maersk.com</a> <a href="mailto:Thomas.Matturi@maersk.com">Thomas.Matturi@maersk.com</a></td>
<td>James. M. Heyburn, Managing Director</td>
</tr>
<tr>
<td>4)</td>
<td>EHS Sierra Leone</td>
<td>26 Pademba Road, Freetown, Sierra Leone</td>
<td>Tel: +232 78 571 725/+232 88 79 71 51</td>
<td>Email: <a href="mailto:ehsfnasales@limezone.net">ehsfnasales@limezone.net</a>/www.ehs.fr</td>
<td>Jimi Coker</td>
</tr>
<tr>
<td>5)</td>
<td>International Freight Forwarders</td>
<td>9 College Road, Cline Town, Freetown, Sierra Leone</td>
<td>Tel: +232 76 52 00 46/+232 79 41 92 41</td>
<td>Email: <a href="mailto:l.gbla@iffsl.sl">l.gbla@iffsl.sl</a> <a href="mailto:s.bangura@iffsl.sl">s.bangura@iffsl.sl</a></td>
<td>Lamin Gbla/ Saidu Bangura</td>
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<td>2) Santa Fe Relocation Services (s) Pte Ltd</td>
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<tr>
<td>2 Bukit Merah Central, #04-07</td>
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<tr>
<td>Singapore 159835</td>
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<tr>
<td>Tel: 65-6398-8588</td>
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<tr>
<td>POC: Josh Sim / <a href="mailto:josh.sims@santaferelo.com">josh.sims@santaferelo.com</a></td>
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<td>1) The Family Movers(s) Pte Ltd</td>
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<tr>
<td>2 Toh Guan Road East #02-03 Singapore, 608837</td>
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<tr>
<td>Tel: 65-6266-5225</td>
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<tr>
<td>POC: Robert Bock &amp; Chrishelle Chow</td>
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<tr>
<td>Email: <a href="mailto:rbock@familymovers.com">rbock@familymovers.com</a></td>
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<tr>
<td>Email: <a href="mailto:cchow@familymovers.com">cchow@familymovers.com</a></td>
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<td>AGS Four Winds International 6) Relocation Pte Ltd</td>
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<td>6 Kwong Min Road, #03-00</td>
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<td>Singapore 628709</td>
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<tr>
<td>Tel: 65-6777-1166</td>
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<tr>
<td>POC: Yannick Lothou &amp; Jasmine Tan</td>
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<tr>
<td>Email: <a href="mailto:yannick.lothou@agsfourwinds.com">yannick.lothou@agsfourwinds.com</a></td>
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<tr>
<td>Email: <a href="mailto:jasmine.tan@agsfourwinds.com">jasmine.tan@agsfourwinds.com</a></td>
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<td>6 Lok Yang Way, Jurong</td>
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<td>Singapore 628625</td>
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<td>Tel: 65-6261-8116</td>
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<tr>
<td>POC: Patrick Goh &amp; Charmaine Chua</td>
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<tr>
<td>Email: <a href="mailto:Patrick.Goh@asiantigers-singapore.com">Patrick.Goh@asiantigers-singapore.com</a></td>
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<tr>
<td>Email: <a href="mailto:Charmaine.Chua@asiantigers-singapore.com">Charmaine.Chua@asiantigers-singapore.com</a></td>
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<td>5) Helu-Trans (S) Pte Ltd</td>
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<td>39 Keppel Road, #02-04</td>
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<td>Tanjong Pagar Distripark</td>
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<td>Singapore 089065</td>
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<tr>
<td>POC: Ronnie Heng &amp; Randy Chiu</td>
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<tr>
<td>Email: <a href="mailto:ronnieheng@helutrans.com">ronnieheng@helutrans.com</a></td>
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<td>4) Unigroup Worldwide – Singapore 4) Pte Ltd</td>
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<td>6 Clementi Loop, Level 1M</td>
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<tr>
<td>POC: Germaine Woo &amp; Jalina Rasool</td>
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<tr>
<td>Email: <a href="mailto:germaine_woo@unigroup.com">germaine_woo@unigroup.com</a></td>
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<td>Email: <a href="mailto:jalina_rasool@unigroup.com">jalina_rasool@unigroup.com</a></td>
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</tr>
</tbody>
</table>
ITGBL Local Agents

Country: Slovak Republic
Post: Bratislava

Local Agents:

5) MOVE One, s.r.o
Udernicka 5
851 01 Bratislava, Slovak Republic
Tel.: +421 263 531 303
POC: Jaroslav Mackovic
E-mail: jaroslav.mackovic@moveoneinc.com

3) TRIVS.r.o.
Agatova 22
841 03 Bratislava, Slovak republic
Tel: +421 265 422387
POC: Mr. Anton Vojcak
Email: anton.vojcak@triv.sk

4) AGS Worldwide movers
Pristavna 10
821 09 Bratislava, Slovak republic
Tel: +00421 2 5341 2090
POC: Mike Davis
Email: manager-bratislava@agsmovers.com

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 **

2) Interdean SRO
Agatova 22
841 03 Bratislava, Slovak republic
Tel: +421 252632447
POC: Anthony Heszberger and/or Mark Muss
Email: Anthony.Heszberger@interdean.com
Email: Mark.Muss@interdean.com

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 5885 717
Fax: +386 1 5885 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:**

2) Allied Pickfords,  
14 Goddenough Ave,  
Epping Industria 7460  
Cape Town, South Africa  
Tel: 27-21-534-2241  
POC: Francois Marais  
Email: francois.marais@pickfords.co.za Jeanne De Jager  
Email: jeanne.dejagger@pickfords.co.za  
Bonded Facility

3) Crown Relocations,  
31 Nourse Avenue  
2 Goodwood, Cape Town  
Tel: 27-21-534-9822  
POC: Werner Engelbrecht  
Email: wengelbrecht@crownrelo.com

1) Stuttaford Van Lines ***  
65 Bofors Circle  
Epping Industria  
Cape Town, South Africa  
PO Box 301, Eppindust 7475  
POC: Gordon Dempster  
Tel: 27 21 534 3423  
Fax: 27 21 534 8846  
Email: gordon.dempster@stuttafordvanlines.com

**Post:** Durban  
**Bureau:** AF

**Local Agents:**

3) Crown Relo  
No. 1 Drakenberger Drive  
Longmeadow Business Estate, West Modderfontein  
Johannesburg, South Africa  
POC: Margie Clark or Anita Wright  
Tel: 27 11 372 1700  
Fax: 27 11 372 1701  
Email: mclark@crownrelo.com; awright@crownrelo.com  
Website: www.crownrelo.com

2) Allied Pickfords  
2nd Street cnr Setter Street  
Commercia  
Glen Austin  
Tel 011 847 3300  
E mail nicky.cronje@pickfords.co.za  
Contact Nicky Cronje  
Bonded facility

1) Stuttaford Van Lines  
8 Ernest Clockie Road  
Prospecton, 4110 Isipingo Beach Durban KZN,  
South Africa  
POC: Morgan Moodley  
Tel: 27 31 902 3566  
Fax: 27 31 902 8227  
Email: morgan.moodley@stuttafordvanlines.com
## ITGBL Local Agents

**Post:** Johannesburg  |  **Bureau:** AF

### 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

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

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.co.za  
LauraWagner@stuttafordvanlines.com  
* HHE shipments * Bond facility

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) Stuttaford Van Lines  
4 Poplar crescent, Lords view Chloorkop, Midrand  
Telephone 27 11 206 1500  
POC Laura Wagner  
E mail LauraWagner@stuttafordvanlines.co.za

1) Pickford Van lines  
3 Poplar crescent, Lords view Chloorkop, Midrand  
Telephone 27 11 847 3300  
POC Suresh Daniels  
E Mail suresh.danial@pickfords.co.za

3) Elliott Mobility  
N1 Business Park, 2 Travetines Avenue, Centurion  
Telephone 27 0123795570  
POC Lizette Van Zyl
Country: South Sudan
Post: Juba
Bureau: AF

Local Agents:

AGS:
Oscar Nduwimana
Branch Manager
AGS South Sudan
Cell-phone: +211 955 844 097
Email: manager-southsudan@agsmovers.com

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: kjulius@mebs-intl.com
       juliuskerix@yahoo.com
## ITGBL Local Agents

**Country:** Spain  
**Post:** Barcelona  
**Bureau:** EUR

### Local Agents:

<table>
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<tr>
<th>Local Agents</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
</table>
| SIT Transportes Internacionales                   | Calle osca s/n, nave 5, Pol. Indal. Las Salines 08830 Sant Boi de Llobregat, Spain  
POC: Ana Belen Serrano  
Tel: 34 93 630-5555  
Fax: 34 93 630 5720  
Email: anabelen.serrano@sit-spain.com              |                                                   |                            |                           |
| Santa Fe Relocation                               | Tierra de Barros, 4, Pol. Indal Coslada  
28820 Coslada, Spain  
POC: Susana Alonso  
Tel: 34 91 799-2232  
Fax: 34 91 799-0179  
Email: Susana.alonso@santaferelo.com              |                                                   |                            |                           |
| TRALLERO INTERNATIONAL                             | Calle Pablo Iglesias, 60-70, Pol. Ind. Granvia Sur  
08908 L'Hospitalet de Llobregat – Spain  
POC: Daniela Guendsechadze  
Tel. +34 93421 7500  
Email: daniela@trallero.com; mercedes@trallero.com |                                                   |                            |                           |

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**Post:** Madrid  
**Bureau:** EUR

### Local Agents:

<table>
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<tr>
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<th>Address</th>
<th>Phone Numbers</th>
<th>Email</th>
<th>Website</th>
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</thead>
</table>
| 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 |                                                   |                            |                           |
| 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 |                                                   |                            |                           |
| 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 |                                                   |                            |                           |
| 3) SIT Grupo Empresarial, S.L.                    | Avda. Fuentemar, 13  
22820 Coslada  
Madrid, Spain  
Inés Tabuenca  
Tel: 34 91 671 0608  
Email: ines/tabuenca@sitspain.com  
Website: www.sitspain.com |                                                   |                            |                           |
**ITGBL Local Agents**

**Country:** Sri Lanka  
**Post:** Colombo  
**Bureau:** SCA

**Local Agents:**

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#: 94-771273917  
E-mail: global@horizonrelocations.lk or imports@horizonrelocations.lk

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

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

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: Sanjeewanaweerakon@freightlinks.com

**Country:** Sudan  
**Post:** Khartoum  
**Bureau:** AF

**Local Agents:**

1) Cannata International Company  
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:

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>POC</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Cambridge International Transport</td>
<td>LAtourweg52-54 Paramaribo Suriname</td>
<td>Eartha Cambridge</td>
<td>+597 485 685</td>
<td><a href="mailto:caminter@sr.net">caminter@sr.net</a></td>
</tr>
<tr>
<td>1) Paramaribo Custom Broker</td>
<td>Nassylaan # 38-40 Paramaribo, Suriname</td>
<td>Mr. Clyde Cambridge</td>
<td>+597 40 25 84/ +597 47 00 37</td>
<td><a href="mailto:pcb@pcb.sr">pcb@pcb.sr</a> / <a href="mailto:pcb@surimail.com">pcb@surimail.com</a></td>
</tr>
</tbody>
</table>

---

**Country:** Swaziland  
**Post:** Mbabane  
**Bureau:** AF

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>POC</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stuttafords Van Lines</td>
<td>Unit 4, Matsapha Industrial Park, Matsapha, Swaziland</td>
<td>Gavin Dollman, Branch Manager</td>
<td>+268 - 5185707</td>
<td><a href="mailto:operations@stuttafordvanlines.co.sz">operations@stuttafordvanlines.co.sz</a></td>
</tr>
<tr>
<td>Elliott International</td>
<td>Plot 178, Simunye Street, Matsapha Industrial Site, Matsapha, Swaziland</td>
<td>Kate Ansley</td>
<td>+268 2518 4242</td>
<td><a href="mailto:kate.a@elliottmobility.com">kate.a@elliottmobility.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mobile +268 7602 4330</td>
<td><a href="http://www.elliottmobility.com">www.elliottmobility.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Switchboard +268 2518 4270</td>
<td></td>
</tr>
</tbody>
</table>
## Local Agents:

### 5) AIT Relocation AB
- **POC:** Stefan Exerman  
  Konsumentvägen 14  
  SE-12530 Alvsjö  
  stefan.exerman@allittransport.com  
  Phone: +46 8 38 5050

### 3) Global Freight Solutions
- **Contact:**  
  POC: Christina Linell  
  Vasagatan 40  
  SE-111 20 Stockholm  
  christina.linell@gmoving.se

### 4) 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

### 2) TBA Transporter AB
- **POC:** Ola Lundvall  
  Okvistavägen 28c  
  SE -18640 Vallentuna  
  Info@tbatransporter.com  
  Phone: +46 8-630 05 50

### 1) Alfa Quality Moving AB
- **POC:** Andrew Cummins  
  Kumla Gårdsväg 22  
  SE-14563 Norsborg  
  rates@alfamoving.com
## ITGBL Local Agents

**Country:** Switzerland  
**Post:** Bern  
**Bureau:** EUR

### Local Agents:

1. Packimpex Ltd  
   Brunnmattstrasse 5  
   3174 Thörishaus, Switzerland  
   POC: Cristian Rio  
   Mail: Cristian.rio@packimpex.ch  
   Tel: 0041 (0) 58 356 14 19

2. Kehrli & Oeler AG  
   Weyermannsstr. 10, 3008 Bern, Switzerland  
   Phone: 41 31 388 81 12  
   POC: Mevlüt Güngör, M.Guengoer@Kehrlioeler.ch

3. Keller Swiss Group Ltd.  
   Zuerich Office  
   Industriestrasse 173  
   8957 Spreitenbach  
   POC: Alex Putame  
   Mail: Alex.Putame@kellerswissgroup.com  
   Phone: 0041 58 317 11 50

### Geneva

**Post:** Geneva  
**Bureau:** EUR

### Local Agents:

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

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
Country: Syria
Post: Damascus
Bureau: NEA

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) Darwish Logistics Ltd.
Free Zone - Inanna Building - 1st floor
P.O. Box 60690
Damascus, Syria
POC: Mr. Samer Danwish,
Managing Partner
Email: samer@darwishlogistics.com
Tel: 96311 211 1870 x102

Mr. Amer Darwish , General Manager
Email: amer@darwishlogistics.com
Local Agents:

2) Santa Fe Relocation Services
   General Manager
   Jim Hill
   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

1) President Van Lines, Ltd.
   General Manager
   Robert Ho
   7F-2, No. 100
   Lin Shen North Rd,
   Taipei, Taiwan
   Tel: 886-2-2541-2163
   Fax: 886-2-2511-6479
   Email: info@pvl.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
   Email: mover@crownvan.com

Local Agents:

1) President Van Lines, Ltd.
   7F-2, No. 100
   Lin Shen North Road
   Taipei, Taiwan 104
   POC: Robert Ho, President
   Tel: 886-2-2541-2163
   Fax: 886-2-2511-6479
   Email: info@pvl.com.tw

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
   POC: Zeny Huang
   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
ITGBL Local Agents

Country: Tajikistan
Post: Dushanbe
Bureau: SCA

Local Agents:

2) Globalink Logistics Group Ltd.
First Residential Road of Lokhuti Str, house 18/1
Dushanbe, Tajikistan
POC: Behruz Zaynulloyev or Diana Kurenkeeva
Tel: 992 37 221 77 90; 221 77 67
Cell: 992 918 61 66 02 (Zaynulloyev)
Email: B.Zaynulloyev@globalinkllc.com
Email: D.Kurenkeeva@globalinkllc.com

1) AES Cargo/Move One Relocations
6, Ismoili Somoni Avenue, Apt 69
Dushanbe, Tajikistan
POC: David O'Connor, Regional Manager, Sean Kosa, Operations Manager, Nurova Tahmina, Country Manager
Tel: (992) 37 224 0067
Cell: (992) 9186113 66 (Tahmina) Cell: (992) 918267656 (David)
Email: tajikistan@moveonerelo.com
Email: david.oconnor@moveonerelo.com
Email: tahmina.nurova@moveone.info
Email: sean.kosa@moveonerelo.com
Website: www.aescargo.com; www.moveonerelo.com

3) Gosselin Caucasia & 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
Email: Zafar.Umarov@gmail.com
Website: www.Gosselingroup.eu
Web: www.Gosselingroup.eu
**Country:** Tanzania  
**Post:** Dar Es Salaam  
**Bureau:** AF

**Local Agents:**

**Ruru Company LTD**  
3rd Flr, GMC Heights|Off Nyerere Rd  
P. O. Box 60333|Dar es Salaam, Tanzania,  
T:+255 22 2123205|M:+255 754 995566|+255 715 995566|www.rurutz.com,  
POC: Lambaji Madai|Managing Associate

**Worldwide Movers (T) Ltd.**  
P.O.Box 2486  
Dar Es Salaam, Tanzania  
Tel. 255-22-277-2631  
Fax. 255-22-2775948  
wwmtz@wwm.co.tz  
www.worldwidemoversafrica.com  
POC: Bill Beautin  
POC: Damas Bayanga  
Cell 0784 222 100  
Email: damas.bayanga@wwm.co.tz

**Transpac Logistics (T) Limited**  
Bandari Street Plot 5, (Premier Agencies bld) Kurasini,  
P.O. Box 70448 Dar es Salaam, Tanzania.  
TEL. +255 22 2133923  
CELL:+255 784 461118  
FAX. +255 22 2133924  
EMAIL: t逻istic@gmail.com  
POC: Mathias Mollel

**Teddy Junior Ltd**  
6th Floor NSSF Nyerere Tower  
Bibi Titi & Morogoro Rd  
P.O.Box 77063  
Dar es Salaam, Tanzania  
POC: Elijoni Dube  
Cell# 774 004 000  
Email: operations@teddyjnr.com

**Lumen Freight and Logistics Ltd**  
Samora Avenue, Plot No. 2291/120  
P.O.Box 80296  
Dar es Salaam, Tanzania  
Mobile: + 255 0767 004 402  
Fax: + 255 22245 1449  
Email: lumlogistics@gmail.com  
POC: Filbert Hyera

**AGS Frasers International Tanzania**  
Tel : +255 (0)22 278 01 05  
Cel : +255 (0) 754 781 467  
E-mail : manager-tanzania@agsmovers.com  
Skype : ags.tanzanie.manager  
Google Map  
Philippe DUCLOS  
Managing Director  
www.agsmovers.com

---
Country: Thailand

Post: Bangkok

Local Agents:

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

3) Santa Fe (Thailand) Co., Ltd.
207 Soi Saeng Uthai, Sukhumvit 50 Road
Prakanong, Klongtoey
Bangkok 10110 Thailand
POC: Mr. Thomas Donatelli or Mr. Vibool
Puntumkhul
Tel: 662 742 9890-2, 4
Fax: 662 741 4089
Email: Thomas.donatelli@santafe.co.th;
vibool@santafe.co.th

2) JVK International Movers Ltd.
222 Krungtheep Kreetha Road
Bangkok 10240
Thailand
Tel: 662-379-4646
Fax: 662-379-5050
E-mail: thailand@jvkmovers.com
POC: Ms. Orawan Voranij
Tel: (662) 379-4646
email: orawan@jvkmovers.com

Post: Chiang Mai

Local Agents:

2) Asian Tigers Transpo International, Ltd.
3388/74-77 Rama IV Road
Klongton, Klongtoey
Bangkok 10110 Thailand
POC: Preeya Cha-onpoj
Tel: (662) 687-7888
Email: info@asiantigers-thailand.com

3) JVK International Movers Ltd.
222 Krungtheep Kreetha Road
Huamark, Bankapi
Bangkok 10240 Thailand
POC: Ms. Orawan Voranij
Tel: (662) 379-4646
email: orawan@jvkmovers.com

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
**Country:** Togo  
**Post:** Lome  
**Bureau:** AF

**Local Agents:**

1) AGS FRASERS Togo  
89 Blvd du Mono  
B.P. 12403  
Lome, Togo  
Tel: 228 22 211197  
POC: Joele Luaces  
Email: manager-togo@agsmovers.com

3) DHL INTERNATIONAL TOGO  
1578 Blvd du 13 Janvier  
BP 4202  
Lome, Togo  
POC: Kponton Carole  
Azomedon Komi; Judith Agbodji  
Tel: 228 22 21 67 25 / 22 23 28 04  
Email: caroleKponton@dhl.com

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

**Country:** Trinidad  
**Post:** Port of Spain  
**Bureau:** WHA

**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

3) A.J. Mauritzen & Co. Ltd.  
90 Queen Street  
Port of Spain, Trinidad  
POC: Ms. Tricia Mitchell  
Tel: 868 625-3732  
Cell: 868 354-3226  
Email: ajmauritzen@trinidad.net

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
Country: Tunisia  
Post: Tunis  

**Local Agents:**

IPSEN Logistics  
Mr. Ghaleb EL GOULLI  
Managing Director  
Immeuble Misk, Bloc B  
Rue Abou Hamed El Ghazali  
Tunis, Monplaisir 1073  
Tel #: 216-71-900-901  
Fax#: 216-71-900-902  
E-mail: eg.ghaleb@ipsenlogistics.com  
www.ipsenlogistics.com

Déménagements JAF  
Address: 4, Rue de la Nouvelle Delhi  
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

Olympic Tunisia Import & Export  
Address: 27 Bis – Rue Alfranzak – Cite Alferdaus  
L’Aouina 2045 – Tunis, Tunisia  
Phone: +216-20-696-021; +216-70-727-510  
Fax: +216-70-726-192  
E-mail: olympictunisia@ymail.com  
POC: Najoua SELMI – General Manager  
E-mail: selmin@olympictunisia.com
ITGBL Local Agents

Country: Turkey
Post: Adana
Bureau: EUR

Local Agents:

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

2) ESEN NAKLIYAT
Address: Ceyhan Yolu 12 km No: 400
Incirlik, Adana - Turkey
POC: Kubilay Sahin
Tel: (322) 332 7633
Fax: (322) 332 7692
Email: adana@esenmoving.com.tr *** bonded facility ***

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 ***

Post: Ankara
Bureau: EUR

Local Agents:

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**

3) Istanbul Ekspres
Inonu Mah. Bati Bulvari, No: 83 06370
Batikent, Yenimahalle Ankara, Turkey
POC: Mehmet Karakas, Manager
Tel: 90 312 278 2997
Email: mehmet.karakas@istanbulekspres.com.tr
Website: www.istanbulekspres.com.tr **Bonded Facility**

1) Asya Nakliyat
Ataturk Bulvari No. 127 Kat 2
06640 Bakanliklar, Ankara, Turkey
POC: Ilhan Suntay, General Manager
Tel: 90 312 417 4184
Email: engin@asyanakliyat.com
ank@asyanakliyat.com
Website: www.asyanakliyat.com **Bonded Facility**
ITGBL Local Agents

Post: Istanbul

Bureau: EUR

Local Agents:

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
www.esenmoving.com.tr

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

2) SunExpress INTERNATIONAL MOVERS
Icerenkoy Mah Ispirli Canip Sk
No : 23 / A Elif Ap ATASEHIR
ISTANBUL / TURKEY
POC: Arif Yildirim
Phone: 90 216 469 9663
Cell: 90 532 357 8900
www.sunexpressmovers.com
arif@sunexpressmovers.com

3) Istanbul Express
POC: Ersin Turhan
ISTANBUL EKSPRES International Movers
TURKEY
e-mail: ersin.turhan@istanbulekspres.com.tr
T: 90-212-217 49 68
F: 90-212-217 49 67

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
## ITGBL Local Agents

### Country: Turkmenistan

### Post: Ashgabat

### Bureau: SCA

#### Local Agents:

<table>
<thead>
<tr>
<th>IE “Beyik Yupek Yoly”</th>
<th>137, 10 Years Abadanchylyk Str</th>
<th>744000 Ashgabat Turkmenistan</th>
<th>Tel: +99312 483466/67</th>
<th>Fax: +99312 483468</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:info@greatsilkroad.tm">info@greatsilkroad.tm</a></td>
<td></td>
<td><a href="mailto:mele@greatsilkroad.tm">mele@greatsilkroad.tm</a></td>
<td><a href="mailto:i.zarina@greatsilkroad.tm">i.zarina@greatsilkroad.tm</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:b.alexander@greatsilkroad.tm">b.alexander@greatsilkroad.tm</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ES “Meno Logistics Turkmen”</td>
<td>19/1 Garasherzylyk Ave</td>
<td>744000 Ashgabat Turkmenistan</td>
<td>Tel: +99312 480756; 480721;</td>
<td>Fax: +99312 480710</td>
</tr>
<tr>
<td>ES “TURKMEN AK YOL”</td>
<td>POC Vladimir Takhiyev</td>
<td>B.Turkmenistan ave.,108 Ashgabat, Turkmenistan</td>
<td>Mob: +993 64 01 92 59,</td>
<td>Tel: +993 12 21 97 95,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax: +993 12 21 97 94</td>
<td>E-mail: <a href="mailto:Vladtah@tay.tm">Vladtah@tay.tm</a>,</td>
</tr>
<tr>
<td>GOSSELIN GROUP</td>
<td>POC Lilya Turaeva</td>
<td>Turkmenbashy ave., 2,15B, Ashgabat, Turkmenistan</td>
<td>Tel/Fax: +993 12 39 41 89</td>
<td>Mobile: +993 62 44 17 85</td>
</tr>
<tr>
<td>ES “Bir Dunya”</td>
<td>104, 1916 Str (Baba Annanov)</td>
<td>744000 Ashgabat Turkmenistan</td>
<td>Tel: +99312 439318/80/81</td>
<td>Fax: 99312 439317</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:info@bir-dunya.com">info@bir-dunya.com</a></td>
<td></td>
<td><a href="mailto:mariya.nurumbayeva@bir-dunya.com">mariya.nurumbayeva@bir-dunya.com</a></td>
<td></td>
</tr>
<tr>
<td>GLOBALINK</td>
<td>Transportation &amp; Logistics Worldwide Company</td>
<td>POC Guljahan Gochmyradova International Business Center, 2nd Floor, Ashgabat, Turkmenistan</td>
<td>Tel: +993 12 94 72 15</td>
<td>E-mail: <a href="mailto:g.gochmyradova@globalinkllc.com">g.gochmyradova@globalinkllc.com</a></td>
</tr>
</tbody>
</table>
Local Agents:

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

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 822238/723
Fax: 254 20 822722/170
Email: arbimussani@globalfreight.co.ke
Email: info@globalfreight.co.ke
* for all sea freight US-Mombasa port for transit to Kampala

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 jbbaitwa@threewaysshipping.com
## Local Agents:

<table>
<thead>
<tr>
<th>Local Agent</th>
<th>Address</th>
<th>Contact Person</th>
<th>Tel No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) THE INTERDEAN-UKRAINE</td>
<td>8 Raisy Okipnoyi St. 02002 Kiev, Ukraine</td>
<td>Marina Chornokozha, General Manager</td>
<td>380-44-576-7370</td>
<td><a href="mailto:Marina.Chornokozha@interdean.com">Marina.Chornokozha@interdean.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 380-67-658-1012</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>POC: Marina Chornokozha, General Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tel: 380-44-576-7370</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 380-67-224-4972</td>
<td></td>
</tr>
<tr>
<td>4) The Compass Worldwide Movers</td>
<td>35 Predslavinska St. Build 21, off. 317 03150 Kyiv Ukraine</td>
<td>Alexei Swischev, General Manager</td>
<td>380-44-501-6182</td>
<td><a href="mailto:Alexei@compasswm.kiev.ua">Alexei@compasswm.kiev.ua</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 380-67-466-3095</td>
<td></td>
</tr>
<tr>
<td>1) THE EURODEAN INTL MOVERS</td>
<td>37 Dovbusha St. 02092 Kyiv Ukraine</td>
<td>Oleksiy Kotsyurba, Manager General</td>
<td>380-44-576-6338, 576-7371, 576-8601</td>
<td><a href="mailto:O.Kotsyurba@eurodean.ua">O.Kotsyurba@eurodean.ua</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 380-67-465-5493</td>
<td></td>
</tr>
<tr>
<td>3) The Kimet Plus Ltd.</td>
<td>10 Starokyivska Street 04116 Kyiv, Ukraine</td>
<td>Alexander Pakharenko, General Manager</td>
<td>380-44-236-6177, 483-2420; 483-2461</td>
<td><a href="mailto:kimet@merlin.net.ua">kimet@merlin.net.ua</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 380-50-386-4346</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>POC2: Sergey Gusarov, Operations Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tel: 380-44-576-6338, 576-7371, 576-8601</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 380-67-323-2369</td>
<td></td>
</tr>
</tbody>
</table>
Country: United Arab Emirates

Post: Abu Dhabi

Bureau: NEA

Local Agents:

2) Inchcape Shipping Services
2-3 Floor, Ahmed Al Hameli Bldg.
Muroor Road, P.O. Box 247
Abu Dhabi, United Arab Emirates
POC: Ms. Kristine Canicosa
Tel: 971-2-4081-580
Fax: 971-2-4467-107
Email: Kristine.Canicosa@iss-shipping.com
ISSWorldwideMoversAbuDhabi@iss-shipping.com

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

P.O. Box 377
Abu Dhabi
United Arab Emirates
POC: Salam Mohiden
Manager, International Moving
Tel: 971 2 673 05 00
Fax: 971 2 673 13 28
Email: salam.mohiden@gac.com;
moving.abudhabi@gac.com
Website : www.gac.com
Local Agents:

4) 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 4 334 8645 - Direct
Fax: +971 4 334 4853
Mob: +971 50 4557251
Email: Amos.Miller@iss-shipping.com
Website: www.iss-shipping.com

3) 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

2) DASA GOING BEYOND
Office Court Building 307/308
P. O. Box 60883
Dubai, United Arab Emirates
POC: Simone Percy
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

1) AGS Worldwide Movers
PO Box 27049
Dubai, United Arab Emirates
POC: Mr. Zia Husain, Managing Director
Tel: +971-4-4541 531
Fax: +971-4-4541 532
Mobile: +971-55-2029 112
Email: Zia.husain@agsmovers.com
Web-site: www.agsmovers.com

5) Interem Relocations
PLOT M-00539, STREET 732, NEAR LIPTON ROUND ABOUT 13, P.O. BOX 61243, JEBEL ALI, DUBAI - UAE
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
Country: United Kingdom
Post: Croughton
Bureau: EUR
Local Agents:
See London
Local Agents:

5) P+F Safepac Co Ltd.
Safepac House
Field Road
Mildenhall
Bury St.
Edmunds
IP28 7AP
United Kingdom
POC: Nick Pearson
Email: nick@safepac.co.uk
Tel: 44 (0) 1638 713323

**Bonded Warehouse**

4) AGS 360 Solutions
Unit 1
Trade City Business Park
Cowley Hill Road
Uxbridge, UB8 2DB
POC: Paul Hope
Tel: 44 (0) 1895 201 595
Email: paul.hope@ags360.com

Fax: 01895-201581
**bonded facility**

2) UniGroup Worldwide UTS Bournes
UTS Bournes
Harbour Road
Rye, East Sussex TN31 7TE
POC: Ronnie Duncan
Phone: 44 (0) 1797 228050
Email: RonnieD@bournesmoves.com

1) Arrowpak International Movers, Ltd.
Sherwood House
Norwood Road
Brandon, Suffolk IP27 0PB
POC: Lucy Done
Phone: 44 (0) 1842 816326
Email: Lucy@arrowpak.co.uk
Website: www.arrowpak.co.uk

6) Arrowdene Moving and Storage
38 Howlett Way
Thetford
Norfolk
IP24 1HZ
POC: Stewart Saleh
Tel: 44 (0) 1842 753411
Email: stewart@arrowdene.co.uk
Tel 00 44 1842 753411
Fax 00 44 1842 754574

3) BTR International
Breachwood House
Camford Way
Luton
Bedfordshire LU3 3AN
POC: Claire Randall
Phone: 44 (0) 1582 495 495
Email: Claire@btrinternational.com
Fax: 44 (0) 1582 495496
**ITGBL Local Agents**

**Country:** Uruguay
**Post:** Montevideo

**Bureau:** WHA

### Local Agents:

2) IMB MUDANZAS INTERMOVE  
ADDRESS: FELIX OLMEDO 3568  
POC MARTIN BARRANDEGUY  
PHONE: 598 2309-7877  
EMAIL: martin@imb.com.uy

3) URUVAN  
Marsella 2769  
POC: Maria Jose Albarracin  
Tel: 598 2208 2627  
Email: mariajosealbarracin@uruvan.com.uy

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

---

**Country:** USA  
**Post:** DA_DC  
**Bureau:** USA

### Local Agents:

---

**Post:** VPCBA  
**Bureau:** USA

### Local Agents:

---

---
ITGBL Local Agents

Country: Uzbekistan
Post: Tashkent
Bureau: SCA

Local Agents:

2) Gosselin Caucasus & Central Asia
Yakkarazaray 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 Kakhara Str.
Tashkent, 700025 Uzbekistan
POC: Olga Vinogradova or Elizaveta Irgasheva
Tel: 99871 3614084/85/86; 3613865
Email: O.Vinogradova@globalinkllc.com
Email: e.irlgasheva@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
Cell: +998-90-998-0877

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: 58-416-628169
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>2) Royal International Movers</td>
<td>Suite 1106, 11th floor, ICC BLDG.</td>
<td>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></td>
</tr>
<tr>
<td>3) Asian Tigers Transpo International (Vietnam) Ltd.</td>
<td>Inland Custom Depot Area (ICD)</td>
<td>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</td>
</tr>
<tr>
<td>1) JVK Indochina Movers (Vietnam) Ltd.</td>
<td>6 To Ngoc Van, Quang An Ward, Tay Ho District</td>
<td>Andre A-Pan Hurel, Branch Manager&lt;br&gt;Tel: 84-4-8260334&lt;br&gt;Fax: 84-4-7150650&lt;br&gt;Email: <a href="mailto:andre.hurel@jvkasia.com">andre.hurel@jvkasia.com</a></td>
</tr>
<tr>
<td>6) Trans Pacific Logistics Co., Ltd</td>
<td>No 23 lane 61/2 Lac Trung street, Hai Ba Trung dist.</td>
<td>Vi Thi Khoa - Managing Director&lt;br&gt;Mobile 84 90344 1269</td>
</tr>
<tr>
<td>4) Allied Pickfords Movers</td>
<td>8 Cat Linh Street, Dong Da District</td>
<td>David Whitehead, Branch Manager&lt;br&gt;Tel: 84-4-62752824, cell&lt;br&gt;Fax: 84-4-62752825&lt;br&gt;Email:<a href="mailto:david.whitehead@alliedpickfords.com.vn">david.whitehead@alliedpickfords.com.vn</a></td>
</tr>
<tr>
<td>5) Crown Relocations Hanoi</td>
<td>75 Trang Thi, Hoan Kiem district</td>
<td>Dan Slaughter&lt;br&gt;Tel: 84 4 3936 6741/42/43&lt;br&gt;Fax: 84 4 3936 6740&lt;br&gt;PIC: Nicolas Perez, Branch Manager Email: <a href="mailto:nperez@crownrelo.com">nperez@crownrelo.com</a></td>
</tr>
</tbody>
</table>

**Bonded facility**
7) Santa Fe Relocations Service (Transpacific)
40 Cat Linh, Dong Da
Hanoi, Vietnam
POC: Stephanie Ralainarivo, GMS
Hanoi branch manager
Tel: 84-4-7366843
Email: stephanie.ralainarivo@santaferelo.com.vn
Local Agents:

3) Crown Relocations
   Contact: Jamie Rossall, Country Manager
   48A Huynh Man Dat Street
   Ward 19, Binh Thanh District
   Ho Chi Minh City, Viet Nam
   Tel: (848) 3840-4237
   Fax: (848) 3840-4157
   Cell: (84) 903-450-901
   Email: jrossall@crownrelo.com
   Website: www.crownrelo.com

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

6) Vinatrans Int'l Freight Forwarders ***
   Contact: Ms. Luong Thi Ngo - Deputy Manager
   406 Nguyen Tat Thanh Street, District 4
   Ho Chi Minh City, Vietnam
   Tel: (848) 3941-4919
   Fax: (848) 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

2) 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) 903-339-052
   Email: matt.king@asiantigers-vietnam.com
   Website: www.asiantigersgroup.com

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

4) 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
Country: Yemen  
Post: Sanaa  

Local Agents:

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

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  

ITGBL Local Agents

Country: Zambia

Post: Lusaka

Bureau: AF

Local Agents:

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
wwzm@iconnect.zm

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

Country: Zimbabwe

Post: Harare

Bureau: AF

Local Agents:

World Wide Movers
2 Conradl Road
Graniteside
Harare
Zimbabwe
Tel: 00 263 4 755 020 – 3
Email: dmellor@worldwidemovers.co.zw

1) Glens Removals and Storage
27 Watts Road
New Ardbennie
Harare, Zimbabwe
POC: Josphat Murape
Tel: 263 4 620 711 -1
Email: jmurape@glens.co.zw **bonded facility**

2) KEYLOGISTICS
8 Telford Road
Graniteside
Harare
Zimbabwe
Tel: 263 4 751 753 / 752 656
Email: jhayter@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>
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</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>Type</td>
<td>Length</td>
<td>Description</td>
<td>Validation Rules</td>
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<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Pack Begin Date</td>
<td>Date</td>
<td>8</td>
<td>This field will be required to enter Actual measurement information for the shipment (Fields 5-8).</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>
<td></td>
</tr>
<tr>
<td>10 Pack End Date</td>
<td>Date</td>
<td>8</td>
<td>This field will be required to enter Actual measurement information for the shipment (Fields 5-8). Must be after Pack Begin Date.</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>
<td></td>
</tr>
<tr>
<td>11 Arrival Date (Delivery End)</td>
<td>Date</td>
<td>8</td>
<td>Must be greater than pack begin and end dates. This is the final delivery of the shipment to the destination</td>
<td>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>
</tr>
<tr>
<td>12 Available Delivery Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be prior to pack end or greater than Arrival Date</td>
<td>Within two days of being within the carriers possession at destination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Origin Agent</td>
<td>Character</td>
<td>30</td>
<td></td>
<td>Within 24 hours of the booking completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Pre Advise Permission Requested Date (origin)</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Pre Advise Permission Granted Date (origin)</td>
<td>Date</td>
<td>8</td>
<td>Cannot be prior to Pre Adv Perm Req Date (origin)</td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Destin Agent</td>
<td>Character</td>
<td>30</td>
<td></td>
<td>Within 24 hours of the booking completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></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>---</td>
<td>--------------------------------------------------</td>
<td>------</td>
<td>---</td>
<td>----------------------------------------</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>Cannot be prior to Pre Adv Perm Requested Date (destination)</td>
<td>Within one day of it being granted</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Origin SIT Reason Character</td>
<td>1</td>
<td>Based on code mapping. Options will range 1-5. Please see Appendix A. If no value is provided - , we will default a value.</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>Required in order to enter SIT Reason</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Origin 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>22</td>
<td>Destin SIT Reason Character</td>
<td>1</td>
<td>Based on code mapping. Options will range 1-4. Please see Appendix A. If no value is provided, we will default a reason</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>Required to enter SIT Reason</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Destin 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>25</td>
<td>Other SIT Reason Character</td>
<td>1</td>
<td>Based on code mapping. Options will range 1-5. Please see Appendix A. If no value is provided, we will default a value.</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>Required in order to enter SIT Reason</td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Field</td>
<td>Type</td>
<td>Length</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------</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></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Booking #</td>
<td>Character</td>
<td>25</td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>House BOL</td>
<td>Character</td>
<td>25</td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Pro #</td>
<td>Character</td>
<td>30</td>
<td>When Known</td>
<td></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></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name of the company performing the work</td>
<td></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></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Within Two Calendar days of happening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Vessel Name</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>35</td>
<td>Vessel Cutoff Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be greater than Depart Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Field</td>
<td>Type</td>
<td>Length</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<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>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>37</td>
<td>Vessel Code/Tail #</td>
<td>Character</td>
<td>12</td>
<td>If this value cannot be provided for security reasons, please leave this value null</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Flag</td>
<td>Character</td>
<td>3</td>
<td>Value must be set to either USA or FFC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Depart Date</td>
<td>Date</td>
<td>8</td>
<td>This is the depart date for the primary leg – Enroute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Origin 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>41</td>
<td>Origin 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 an Origin Port. – Required</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>43</td>
<td>Arrival Date</td>
<td>Date</td>
<td>8</td>
<td>This is the Arrival date of the primary leg. Cannot be less than Depart Date. – Port</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)
<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Length</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 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>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>
</tr>
<tr>
<td>45 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>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>
</tr>
<tr>
<td>46 Destin Terminal/Pier</td>
<td>Character</td>
<td>51</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>
</tr>
<tr>
<td>47 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>When Known</td>
</tr>
<tr>
<td>48 Container #</td>
<td>Character</td>
<td>15</td>
<td>Required to enter container information.</td>
<td>When Known</td>
</tr>
<tr>
<td>49 Pieces</td>
<td>Number</td>
<td>7</td>
<td>Required to enter container information.</td>
<td>When Known</td>
</tr>
<tr>
<td>50 Weight</td>
<td>Number</td>
<td>6</td>
<td>Required to enter container information.</td>
<td>When Known</td>
</tr>
<tr>
<td>51 Cube</td>
<td>Number</td>
<td>6</td>
<td>Required to enter container information.</td>
<td>When Known</td>
</tr>
<tr>
<td>52 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>When Known</td>
</tr>
<tr>
<td>53 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>When Known</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
2018 – 2019 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>
</tr>
<tr>
<td>4</td>
<td>40 HI</td>
</tr>
<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>
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 LIFTVAN

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>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</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>
