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| **logoPDT4/2/11/2021** |

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**Request for quotation for**

**Freight Forwarder (Ocean/Air/Land) freight to and from**

**EUROPE – ASIA – AFRICA**

**1. Purpose:**

Jordan Armed Forces – Arab Army / Royal Jordanian Air Force (JAF/RJAF) intend to procure freight forwarding services and assign a freight forwarder (F.F) to perform ocean, air and land cargo services and represent (JAF/RJAF) in arranging to receipt, processing, import and export all materials including defense articles and provide all forwarding services to their cargo originating in Europe, Asia and Africa for destined for ultimate delivery to Jordan.The F.Fshall perform all necessary customs clearance and re-forwarding of the (JAF/RJAF) repair and return shipments destined to/from Europe, Asia and Africa.

**2. Validity Period:**

The proposal shall remain valid for at least (6) Six months commencing on the submission deadline date.

**3. Qualifications:**

The bidder shall submit with his quotation the proper paperwork and certificates that proves his qualifications for the following:

a) Be a reputable company, registered and licensed as a legal entity and authorized to operate in Europe, Asia and Africa.

b) Short brief history and bidder has to sign the certificate regarding debarment, suspension and proposed debarment (Annex B).

c) Have the capability and authority to handle defense articles including but not limited to (weapons, ammunitions, military automotive, military vehicles, spare parts, military shipments …etc).

d) Financial statement and annual report for the last (2) two years.

e) Have a minimum (5) five years proven experience and solid knowledge in freight forwarding services and handling military shipments.

f) Have current customers within Europe, Asia and Africa.

g) F.F must be a member of (IATA) and (FIATA).

h) A member of any association is plus such as (ISO 9001, International Customs Brokers, BIFA, EFFA, EIG, etc).

I) Proven ability to provide equipment and staff to perform F.F services.

j) Outline the company staffing, skills set, professionalism and team structure / leadership commensurate to the scope of F.F services.

**4. Services and Responsibilities of the Selected F.F:**

The F.F shall have the capability and liability to perform the following:

a) Coordination with suppliers and advise shipping details including time and date for goods delivery.

b) Warehousing, handling and storing the materials until the scheduled shipping date from any airport or sea port.

c) Exporting and importing all materials including defense articles for the sake of JAF/RJAF.

d) Receipt, processing, staging and transportation of classified materials and establishing receiving material records.

e) Inspecting shipping container for damage, shortage, misdirect and taking the appropriate action on behalf of JAF/RJAF.

f) Consolidation, loading and a full range of re-packing services for onward movement.

g) Preparing all necessary documents for the appropriate required services such as but not limited to export license, dock receipt, proof of delivery, manifest, bill of lading, AWB and other certificates and required documents for export clearance and customs declaration.

h) A complete visibility control for each item from date of receipt until final destination.

i) Developing and maintain an efficient reporting system to keep JAF/RJAF advised of the status of shipments by monthly computerized printout.

j) Inland freight, air freight, ocean freight and freight forwarding charges shall be paid by F.F on behalf of JAF/RJAF and will be reimbursed to F.F against documents.

k) JAF/RJAF shall be informed in writing before moving large shipments (vehicles, large equipment, oversized shipments, overweight shipments) from source of supply and F.F shall get JAF/RJAF consent for movement.

l) Shipment timeline required to execute forwarding services for each shipment should be acknowledged by JAF/RJAF.

m) JAF/RJAF shall be notified by F.F prior to paying any extra fees for any cargo exceeds the charges agreed upon.

n) FF shall comply with the regulations for the movement and storage of military equipment within the export/import country.

**5. Freight Forwarder's Capability:**

Freight forwarder shall have the below capabilities but not limited to:

a) Experienced in all modes of transportation (road, rail, air, sea … etc).

b) Able to provide cost effective and efficient cargo shipping solutions based on JAF/RJAF requirements.

C) Able to arrange storage for JAF/RJAF cargo whatever the cargo is.

d) Able to arrange the distribution/forwarding the cargo as per JAF/RJAF instructions.

e) Have the capability to negotiate freight rates with the shipping line.

f) Able to book cargo with the shipping lines as per JAF/RJAF requirements.

g) Process all relevant shipping documents such as customs and port documentation, bill of lading and associated shipping/negotiating documentations …etc.

h) Arrange transportation of the cargo from/to JAF/RJAF premises.

i) Have thorough knowledge of over border cargo movement.

j) Able to arrange custom clearance.

k) Logistics and supply chain management (these can include warehousing, sorting, order picking, packaging and final assembly of goods).

**6. Warehouses:**

a) F.F shall provide structure and organization for its offices, warehouses and their locations. Incase F.F has subcontracting warehouses or rent warehouse, their location and size shall be provided and should be identified in the proposal.

b) F.F or its subcontractor shall have the eligibility to provide custody and control of material in their warehouses and in transit to a security level that ensures transporting JAF/RJAF shipments safely without any risk or interference.

c) F.F shall identify the capability to deal with classified and hazmat items for air and ocean in its warehouses or its subcontractors' warehouses.

d) F.F shall be obliged to send the conditions of storage for any shipment to JAF/RJAF upon request.

e) F.F is obliged to ensure the safety and the protection of the storage area where JAF/RJAF shipments will be stored.

f) Any inspection or sample taking from JAF/RJAF goods shall be agreed by JAF/RJAF in advance; and only be performed in the F.F presence or in the presence of one of his employees who has been instructed accordingly.

g) F.F shall explicit clearly if it doesn't own any warehouse itself or doesn't have any subcontractors' warehouses. A dedicated plan to come over this issue shall be provided.

**7. Employee:**

F.F and his employees must be authorized and trained to handle (HAZMAT) and classified materials.

**8. Freight Forwarder Agents:**

a) F.F shall have an authorized local agent in Jordan to facilitate and follow up F.F services with JAF/RJAF. Full details of the local agent should be mentioned in the proposal.

b) F.F shall have a good network of agents worldwide to ensure a smooth path for JAF/RJAF export and import cargo.

c) The awarded F.F should provide contacts for all his agents in Europe, Asia and Africa to facilitate all the procedures to import/export JAF/RJAF shipments.

**9. AOG / Urgent Shipments:**

a) F.F shall expedite (AOG/URG) order immediately upon receipt F.F warehouse.

b) F.F will coordinate express inland delivery to Royal Jordanian Airlines or any other airline to move on next available flight. JAF/RJAF will absorb the additional inland fees.

c) F.F will not consolidate AOG/URG shipments into LD3 or pallet.

d) F.F will email pre-alert to JAF/RJAF within 24 HRS of to include:

JAF/RJAF reference number

AWB number

Flight number

Date of departure

Date of arrival

e) Maximum time for AOG/URG shipments to leave the shipper's warehouse and arrive Queen Alia International Airport (QAIA) or Amman Civil Airport (ADJ) in Marka is 24HRS.

**10. Sea Freight Carrier:**

a) F.F shall ensure that the chosen ships are fully geared and capable of loading and off loading their own cargo with the exception of RORO Roll on/Roll off and container ships only.

b) F.F shall ensure that ships should be certified with class (1) sea worthiness certificate.

c) F.F shall ensure that cargo is not shipped on deck without prior written approval from JAF/RJAF when conventional ships are used.

d) F.F should try his best to secure space during high season.

e) F.F shall notify JAF/RJAF with the following details prior to vessel arrival to Aqaba port:

Vessel name

Expected date of arrival

Original/copies bill of lading

Manifest

f. F.F will give preference the Jordan National Shipping Lines (JNL) wherever possible.

g. F.F shall coordinate in advance with JAF/RJAF for consignment offloading requirements such as, but not limited to, preferred berthing/terminal at Aqaba port, safety precaution, any utilities needed.

**11. Air Freight Carrier:**

a) JAF/RJAF will use Royal Jordanian Airlines (RJ) as main carrier.

b) F.F is authorized to use another air line after getting the approval from JAF/RJAF.

**12. Proof of Delivery:**

a) F.F will notify JAF/RJAF of all import shipments details including AWB#, B/L, vessel name, flight number, JAF/RJAF reference … etc.

b) F.F will process customs entry, delivery order and send the shipment to the applicable destination. Then provide JAF/RJAF with proof of delivery to final destination.

c) If the cargo has not been received or considered lost, F.F will file appropriate preliminary claim(s) against the carrier and forward copies to JAF/RJAF. Accordingly, JAF/RJAF will submit a formal insurance claim.

d) If the cargo was considered damaged, F.F will file appropriate preliminary claim(s) against the carrier/entity causes the damage and forward copies to JAF/RJAF. Accordingly, JAF/RJAF will submit a formal insurance claim.

e) F.F shall bear any demurrage, storage fees, any related fees and expenses due to delay caused by his inappropriate coordination, negligence or any reasons caused by him.

**13. Survey Visit and Training:**

a) A site survey visit for (4) four officers from JAF/RJAF for (5) five working days to F.F premises and warehouses as an orientation during the first year of the contract. Airfare tickets, inland transportation, accommodation and meals are the responsibility of the F.F.

b) On job training (OJT) for (4) four officers from JAF/RJAF for (10) ten working days to F.F premises and warehouses as an orientation during the second year of the contract. Airfare tickets, inland transportation, accommodation and meals are the responsibility of the F.F.

**14. Forwarder Changes Over (overlap):**

a) New appointed F.F will liaise with the old F.F and obtain the release / shipment of any cargo which maybe in its warehouse now or may come misdirect in the future including following up of export license and clearances through customs.

b) New appointed F.F should be ready to receive and ship cargo to and from Jordan (2) two weeks before the effective date of the contract.

**15. Insurance:**

a) JAF/RJAF have a contract with a local insurance company in Jordan. F.F should fully cooperate with the assigned insurance company for any claims occur during shipping process.

b) F.F has to provide the best way to accelerate the process of claims raised from JAF/RJAF assigned insurance company and to reserve JAF/RJAF rights regarding any future claims.

**16. Contract Estimate Value:**

JAF/RJAF estimates the contract value for this bid (750,000.00 USD) per year therefore the estimate contract total value will be (1,500,000.00 USD).

**17. Duration:**

The duration of the contract for this bid is:

a) Two years starting from the effective date of the contract.

b) JAF/RJAF has the right to extend the validity of the contract for (1) one or (2) two years after mutual agreement between the two parties.

c) JAF/RJAF will notify the F.F in writing (3) three months before the expiry date of the contract for their decision whether to terminate or to extend the contract.

d) F.F shall continue providing freight forwarding services for a further (3) three months after expiry date of contract if needed by JAF/RJAF.

**18. Fees:**

a) F.F will have to pay stamp fees for a value of (0.006) of the total estimate value of the contract before signing the contract.

b) F.F will be committed to pay any extra stamp fees exceeding the estimate contract value upon written request from JAF/RJAF and on the same basis of para (18.a).

**19. Bonds:**

a) An unconditional bid bond for the amount of ($ 50,000.00) fifty thousand USD shall be issued or confirmed by a local first class bank in Jordan.

b) The bid bond shall be valid for (180) one hundred and eighty days from date of issuance and shall be enclosed with the quotation.

c) An unconditional performance bond or guarantee for the amount of ($ 200,000.00) two hundred thousand USD issued or confirmed by a first class bank in Jordan presented by the F.F or his local agent in favor of JAF/RJAF within (14) fourteen days of signing the contract by the higher authorities.

d) The unconditional performance bond or guarantee shall be valid for (90) ninety days after the expiry date of the contract period of performance.

e) Performance Guarantee shall be extended automatically until the F.F achieves all its obligations toward JAF/RJAF.

**20. Effective Date of the Contract:**

Contract should become effective upon:

a) Counter signed by both parties and approved by JAF high authority.

b) Receiving the performance bond which should be handed over to JAF within (14) fourteen days from signing the contract.

c) Stamp fees receipt.

**21. Laws and Regulations:**

Any dispute arise shall be governed and executed under laws and regulations of the Hashemite Kingdom of Jordan.

**22. Method of Payment:**

Payment shall be after services delivery / performance where JAF/RJAF will agree about the terms of payment whether to be through JAF military attaché offices or through wire transfer. All invoices should be in USD currency unless agreed between both parties.

**23. Past Performance Examples:**

Provide one past performance example no older than (5) five years from date of offer submission. The example must be specifically describing freight forwarder services, shipping, custom clearance, and delivery from a European country to an end user. The example should include the following information:

a) Describe how you plan/execute a shipping process, specifically for shipments from a European country such as UK, Germany to Jordan.

b) Selected method of shipment and why.

c) Points of contact for the client of the past performance example.

**24. Financial proposal:**

a) Proposals must specify rates of freight forwarding to manage every aspect of the freight forwarding process for international delivery securing chain of custody until commodities are consigned and handed over to recipient where bidder shall quote for the following services in Annex (A) in addition to any services that F.F believes it is essential to be included in his proposal.

b) F.F shall provide a calculation of the inland airfreight based on EX-WORKS delivery items to be included on his proposal for all countries. It shall be made based on Kg/Km and an example of the calculation is required.

c) F.F shall provide a calculation of the inland ocean freight based on EX-WORKS delivery items to be included on his proposal for all countries. It shall be made based on Mil/Tone and an example of the calculation is required.

d) F.F shall clarify and provide a calculation of the handling fees particularly in Europe where the majority of JAF/RJAF shipments are shipped from there.

e) Financial proposal rate will be evaluated (80% for Europe, 10% for Asia and 10% for Africa).

**25. Delivery and Shipments:**

a) JAF/RJAF purchases goods from suppliers on and Incoterms 2020 modes of transport. JAF/RJAF will notify the F.F with all necessary information for all shipments and will immediately notify the supplier that the nominated F.F will be our F.F for that purchase.

b) In the event that donor/grant government/organization undertakes to take all responsibility to deliver the shipment to Jordan on their own expenses using their own F.F, incase donor/grant government/organization is not going to use their own F.F, JAF/RJAF will advise them that the nominated F.F will deliver this shipment.

c) JAF/RJAF's goods title/property shall remain vested in JAF/RJAF and shall not pass to any entity or freight forwarder or its agents.

d) In the event JAF/RJAF gets shipping prices for large shipments (any shipment requires one full charter ship or more / one full charter aircraft or more either sea freight or air freight) less than the contract prices or the quoted prices by the F.F, .FF has to implement the lowest prices. Otherwise, JAF/RJAF has the right to ship with a third party in the same conditions mentioned in this contract and the F.F has no right to object. (JAF/RJAF will inform the F.F officially with all technical and financial details for lower price including full details of the bonds for study and consideration).

**Annex (A)**

**AIR FREIGHT EUROPE**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Documentation |  |
| AWB fees |  |
| Repair and return customs entry |  |
| AOG |  |
| Special handling for AOG |  |
| Shrink Wrap |  |
| Packing, repacking, labeling, marking, lashing |  |
| HAZMAT |  |
| Security |  |
| Any other services might be added(mention any other services clearly and provide its charges) |  |
| Handling | AS PER BELOW TABLE |

|  |  |
| --- | --- |
| **Country** | **Charges USD** |
| UK |  |
| FRANCE |  |
| BELGIUM |  |
| HOLLAND |  |
| SPAIN |  |
| ITALY |  |
| GERMANY |  |
| RUSSIA |  |
| SWITZERLAND |  |

**AIR FREIGHT ASIA**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Documentation |  |
| AWB fees |  |
| Repair and return customs entry |  |
| AOG |  |
| Special handling for AOG |  |
| Shrink Wrap |  |
| Packing, repacking, labeling, marking, lashing |  |
| HAZMAT |  |
| Security |  |
| Any other services might be added(mention any other services clearly and provide its charges) |  |
| Handling |  |

**AIR FREIGHT AFRICA**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Documentation |  |
| AWB fees |  |
| Repair and return customs entry |  |
| AOG |  |
| Special handling for AOG |  |
| Shrink Wrap |  |
| Packing, repacking, labeling, marking, lashing |  |
| HAZMAT |  |
| Security |  |
| Any other services might be added(mention any other services clearly and provide its charges) |  |
| Handling |  |

**OCEAN FREIGHT EUROPE**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Documentation |  |
| Bill of Lading fees |  |
| Handling |  |
| Repair and return customs entry |  |
| Armored vehicles including tanks, cannons, howitzers …etc |  |
| Non armored vehicles |  |
| General cargo |  |
| Hazardous cargo |  |
| Security |  |
| 20'' standard container |  |
| 20'' high cube |  |
| 20'' FR, 20'' OT |  |
| 40'' standard container |  |
| 40'' high cube |  |
| 40'' FR, 40'' OT |  |
| RO-RO |  |
| Any other services might be added(mention any other services clearly and provide its charges) |  |

**OCEAN FREIGHT ASIA**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Documentation |  |
| Bill of Lading fees |  |
| Handling |  |
| Repair and return customs entry |  |
| Armored vehicles including tanks, cannons, howitzers …etc |  |
| Non armored vehicles |  |
| General cargo |  |
| Hazardous cargo |  |
| Security |  |
| 20'' standard container |  |
| 20'' high cube |  |
| 20'' FR, 20'' OT |  |
| 40'' standard container |  |
| 40'' high cube |  |
| 40'' FR, 40'' OT |  |
| RO-RO |  |
| Any other services might be added(mention any other services clearly and provide its charges) |  |

**OCEAN FREIGHT AFRICA**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Documentation |  |
| Bill of Lading fees |  |
| Handling |  |
| Repair and return customs entry |  |
| Armored vehicles including tanks, cannons, howitzers …etc |  |
| Non armored vehicles |  |
| General cargo |  |
| Hazardous cargo |  |
| Security |  |
| 20'' standard container |  |
| 20'' high cube |  |
| 20'' FR, 20'' OT |  |
| 40'' standard container |  |
| 40'' high cube |  |
| 40'' FR, 40'' OT |  |
| RO-RO |  |
| Any other services might be added(mention any other services clearly and provide its charges) |  |

**STORAGE**

|  |  |
| --- | --- |
| **Description** | **Charges USD** |
| Number of days for free storage in F.F warehouse |  |
| Storage charges after free storage days per day per Kg |  |
| Storage charges after free storage days per day per container |  |

**Airfreight Inland Transportation – Europe**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Up to 50 Km | 51-100 Km | 101-250 Km | 251-500 Km | 501 Km and above |
| Up to 50 Kg |  |  |  |  |  |
| 51-100 Kg |  |  |  |  |  |
| 101-200 Kg |  |  |  |  |  |
| 201-400 Kg |  |  |  |  |  |
| 401-600 Kg |  |  |  |  |  |
| 601-800 Kg |  |  |  |  |  |
| 801-1000 Kg |  |  |  |  |  |
| 1001 Kg and above |  |  |  |  |  |
| AOG |  | | | | |
| HAZMAT |  | | | | |

**Airfreight Inland Transportation – ASIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Up to 50 Km | 51-100 Km | 101-250 Km | 251-500 Km | 501 Km and above |
| Up to 50 Kg |  |  |  |  |  |
| 51-100 Kg |  |  |  |  |  |
| 101-200 Kg |  |  |  |  |  |
| 201-400 Kg |  |  |  |  |  |
| 401-600 Kg |  |  |  |  |  |
| 601-800 Kg |  |  |  |  |  |
| 801-1000 Kg |  |  |  |  |  |
| 1001 Kg and above |  |  |  |  |  |
| AOG |  | | | | |
| HAZMAT |  | | | | |

**Airfreight Inland Transportation – AFRICA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Up to 50 Km | 51-100 Km | 101-250 Km | 251-500 Km | 501 Km and above |
| Up to 50 Kg |  |  |  |  |  |
| 51-100 Kg |  |  |  |  |  |
| 101-200 Kg |  |  |  |  |  |
| 201-400 Kg |  |  |  |  |  |
| 401-600 Kg |  |  |  |  |  |
| 601-800 Kg |  |  |  |  |  |
| 801-1000 Kg |  |  |  |  |  |
| 1001 Kg and above |  |  |  |  |  |
| AOG |  | | | | |
| HAZMAT |  | | | | |

**Annex (B)**

**Certification Regarding Debarment, Suspension, Proposed Debarment**

**(Hereinafter referred as "Bidder")**

**(Insert name of the company)**

1. The bidder certifies to the best of its knowledge that the bidder and/or any of its principals:

a) Are not presently debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by any Government agency.

b) Have not within a three years period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Government, state or local) subcontract, violation of Government or state antitrust relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, tax evasion or receiving stolen property.

c) Are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with commission of any of the offenses enumerated mentioned above.

2. The bidder has not within a 3-year period preceding this offer, had one or more contracts terminated for default by any Government agency.

3. Principals for the purpose of this certification means (officers, directors, owners, partners and persons having primary management or supervisory responsibilities within a business entity such as general manager, plant manager, head of a subsidiary, division, business segment and similar positions).

This certification concerns a matter within jurisdiction of Jordanian courts and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution.

(Insert name of company)

(Bidder)

Signature:

Name:

Title:

Date:

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