

August 18, 2008

**TO ALL TRANSPORTATION SERVICE PROVIDERS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM:**

This Request for Offers (RFO) transmits the issuance of the 2008-2009 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period November 1, 2008 through October 31, 2009. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to Request for Offers (RFO) Section 2-4). Transportation Service Providers 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 rates in accordance with these instructions.

**GSA01 Government Rate Tender** As a result of the Surface Transportation Board (STB) decision concerning collective rate making, GSA adopted and ratified the 415-G tariff, as of May 1, 2007 as the new Government Rate Tender (GRT) and has renamed it the GSA01.

**New International Countries/City Points** Effective November 1, 2008, Iran and Kosovo have been added to the International Program. All approved international providers have been awarded these two (2) countries in their approved scope of operations. In addition, city point breakouts have been expanded for the countries of South Africa, Russia, and Brazil. If your firm currently has these countries in its approved scope of operations, the city points have been added to the approved scope of operations. For a listing of the countries, please refer to Section 5 of this RFO.

**International Performance Bond:** All TSPs approved to provide International General Transportation and Move Management Services are required as part of its filing to furnish a performance bond, in accordance with the HTOS (Section 2-4.7) and subject to the provisions of RFO Section 1-4. The performance bond MUST clearly identify that the bond is in force for the period **November 1, 2008, through October 31, 2009**, 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 RFO Section 1.4.1.3.1. Performance bonds must be submitted before the closing date of the rate filing window identified in RFO Section 1-2.5.

**Unaccompanied Baggage Transit Times** In lieu of Section 5-6.4.1 of the Household Goods Tender of Service, the transit time for Unaccompanied Air Baggage will be 18 days, unless waived by the RTO in writing.

**Continuation of Existing TMSS Rate Offers:** All rates included in the TMSS system expire October 31, 2008. If a TSP wants to use the rate filing capabilities within TMSS to file their rates or have their

existing rates carry over into the next filing window effective November 1, 2008, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact your firm's group administrator. The continuation of existing rates button will be displayed as a pop-up screen. The message will prompt TSPs 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 all rates will be copied 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 or add a new rate after submitting the request to carry over all current rates, the TSP may go into the rate filing module the following day and do so.
- If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed. The TSP may then go in and add new rates or edit existing rates for the November 1, 2008 effective date.
- Existing tenders that have not been prompted by the TSP to be carried over during the initial filing window for the next rate cycle will be deleted from TMSS effective October 31, 2008. Rate offers effective during the supplemental filing of May 1, 2009 do not require a change. However, TSPs have the option to modify existing rates or add rates.

**Domestic Industrial Funding Fee** The IFF will be 2.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. Storage in transit (SIT) fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 2.50% of the net charges. (please refer to RFO Section 2-7.6 for a further explanation and information on how the IFF applies on multiple element shipments.)

**International Industrial Funding Fee:** The IFF will be 1.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. Storage in transit (SIT) fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 1.50% of the net charges. (please refer to RFO Section 2-7.6 for a further explanation and information on how the IFF applies on multiple element shipments.)

**Fuel Surcharge November 1, 2008:** On the first Monday of each calendar month, the national U.S. average price per gallon of diesel fuel will be determined based on the price stated by the U.S. Department of Energy (DOE) Energy Information Administration's survey of Retail On-Highway Diesel Prices. If the first Monday of the calendar month is a Federal holiday, the price will be determined based on the stated DOE price available on the next subsequent business day. Information on the current average price of diesel fuel can be obtained at [www.eia.doe.gov](http://www.eia.doe.gov) or (202) 586-6966. The DOE fuel price obtained will apply for shipments loaded beginning on the 15<sup>th</sup> day of the month and will remain in effect through 14<sup>th</sup> day of the following month.

**For shipments picked up between November 1, 2008 and November 14, 2008, the calculation of the surcharge will be based on the October 6, 2008 DOE Fuel Price**

Effective with shipments picked up on or after November 1, 2008, the calculation of the Fuel Surcharge on domestic and international shipments will be calculated based on the shipment's origin and destination, and if applicable, the distance for delivery in or delivery out of storage in transit (SIT), using the billable mileage as currently identified by ALK Technologies.

For international relocations, the fuel surcharge can only be calculated on the portion of the shipment which was handled under traffic in the conterminous United States to the port of debarkation and from the port of embarkation to a location in the conterminous United States.

For origins and/or destinations in Canada, Rand-McNally mileage will be used in lieu of ALK Technologies. Rand-McNally will also be used for mileage between the gateways on Alaskan shipments traveling by land through Canada.

When the cost of diesel fuel exceeds **\$2.499** as identified by the DOE on the first Monday of the month, with an effective date of the 15<sup>th</sup> of the same month, the Transportation Service Provider (TSP) may calculate a fuel surcharge based on the difference between the DOE price and the trigger price of **\$2.50**.

To determine the fuel surcharge, the TSP must divide the billable miles **by five (5)** to determine the number of gallons of fuel used. The total gallons will then be multiplied by the cost difference between the DOE price and \$2.499.

### Example

DOE Fuel \$4.595	Miles 750
$750/5 = 150$ gallons	$\$4.595 - 2.499 = 2.09$
$\$2.09 \times 150 = \$313.50$	Fuel surcharge = \$313.50

To eliminate rounding issues, calculations will be truncated at 2 decimals for the gallons consumed, the difference in the cost of fuel, and the calculation of the charge. No rounding up or down will take place.

### Gallons Consumed

1187 miles	$1187/5 = 237.40$
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1283 miles	$1283/5 = 256.6$
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### Fuel Cost

DOE price \$4.711	$\$4.711 - \$2.499 = \$2.212$	\$2.21 will be used
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DOE price \$4.686	$\$4.686 - \$2.499 = \$2.187$	\$2.18 will be used
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### Calculation

$\$2.21 \times 237.40 = \$524.654$	\$524.65 will be used
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\$2.18 X 256.60 = \$559.388

\$559.38 will be used

**International Fuel Surcharge:** An international TSP can only be compensated for a fuel surcharge on that portion of the shipment which was handled under traffic in the conterminous United States to the port of debarkation and from the port of embarkation to a location in the conterminous United States. The fuel surcharge shall be calculated in accordance with Fuel Surcharge Policy effective November 1, 2008,

**POV Fuel Surcharge** If the POV is transported on the same truck with the household goods, 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 household goods, 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 household goods trailer, the TSP may calculate a surcharge using the standard fuel surcharge calculation that goes into effect November 1, 2008.

**Fuel Surcharge for Unaccompanied Air Baggage 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. Please reference Section 3-4.2.2. for Department of State requirements.

**Fuel Surcharge on Domestic SIT** Calculation of the fuel surcharge for SIT will take place in the same manner as the fuel surcharge that goes into effect November 1, 2008. At billing, the TSP will need to provide documentation of the distance between the SIT facility and the shipment origin (for SIT at origin) or the distance between the SIT facility and the shipment destination (for SIT at destination), using the billable mileage as currently identified by ALK Technologies and the applicable Household Goods Request for Offers. The TSP must also provide documentation identifying the date of the pickup to SIT or delivery out of SIT.

**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.

Any questions or comments may be directed to Brian Kellhofer at (816) 823-3646 or via e-mail at [brian.kellhofer@gsa.gov](mailto:brian.kellhofer@gsa.gov)

Sincerely,

/s/ Robyn L. Bennett

Robyn Bennett  
Lead Traffic Management Specialist  
Center for Transportation Management (QMCCB)

## **SECTION 1 SPECIAL INSTRUCTIONS**

### **1-1. General.**

The following 2008-2009 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Request for Offers (RFO) Section 2-4). By submission of a rate offer 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.**

The following provision of this RFO supersedes any reference to the term "Government Bill of Lading" within the Household Goods Tender of Service (HTOS). 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 of the Household Goods Tender of Service.**

Except as otherwise provided hereafter, all provisions of the HTOS apply to this rate solicitation unless otherwise identified herein.

#### **1-1.3. Effective Period.**

Except as otherwise provided herein, offers made in response to this request will be for the period November 1, 2008, through October 31, 2009.

#### **1-1.4. Eligibility to File.**

All TSPs approved under the General Services Administration (GSA) Centralized Household Goods Traffic Management Program (CHAMP) Domestic and International, prior to the initial filing period due date as required in RFO Section 1-1.6.1, have the option to submit an offer under this request.

#### **1-1.5. Electronic Transmission.**

All submissions of rate filings must be accomplished via the Internet utilizing the Rate Upload module within the Transportation Management Services Solution (TMSS) system or via the rate filing module (TMSS) and meet the transmission requirements as defined in RFO Section 7. There will be no hard copy (paper) tenders accepted. If your firm has never submitted rates to GSA and intends to transmit its rate offer via the Rate Upload module itself and will not be utilizing a Rate Filing Service Provider, it will need to contact the Program Management Office (PMO) located in Kansas City, Missouri (RFO Section 1-6). The TSP must submit a written request on company letterhead in order to receive a User ID and Password. You may FAX your request to the PMO at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request. Requests may take several days to receive and process.

#### **1-1.6. Filing Period.**

##### **1-1.6.1. Initial Filing.**

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 10:00 P.M. Central Standard Time, October 1, 2008, and will be reviewed and processed in accordance with RFO Section 1-2.

##### **1-1.6.2. New Filings.**

New carriers receiving permanent approval and who have not previously been part of the Program, may submit an offer in response to this request any time after permanent approval has been granted. Offers are due by 10:00 P.M. Central Standard Time, October 1, 2008, and will be reviewed and processed in accordance with RFO Section 1-2.

##### **1-1.6.3. Late Filings.**

Offers not responding to this request as required in Section 1-1.6.1, Initial Filing, may submit an offer in response to this request. Offers are due by 10:00 P.M. Central Standard Time, March 30, 2009, and will be reviewed and processed in accordance with Section 1-2.

##### **1-1.6.4. Supplemental Filings.**

The supplemental filing allows the TSP to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in Section 1-1.6. Supplemental offers must be submitted in accordance with this request and are due by 10:00 P.M. Central Standard Time, March 27, 2009, 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 offers received between August 18, 2008, and October 1, 2008, or February 13, 2009, and March 27, 2009, which do not meet documentation requirements as stated in RFO Section 1-4 will be considered unacceptable, rates will not be included in the database, and the TSP will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 pm CST on the closing date of rates, October 1 2008, or March 27, 2009. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 1, 2008 or March 27, 2009, 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 offers received by 10:00 pm CST on the closing date, October 1, 2008, or March 27, 2009, will be entered into the database in accordance with RFO Section 1-2.

#### **1-1.7.2. Rate Filing Deficiencies.**

TSP offers received between August 18, 2008, and October 1, 2008, or February 13, 2009, and March 27, 2009, which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the TSP or Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted by 10:00 pm CST on the closing date of rates, October 1, 2008, or March 27, 2009. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, 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 offers received by 10:00pm CST on the closing date of October 1, 2008, or March 27, 2009, 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 pm CST on October 1, 2008, and March 27, 2009. A firm which submits a file at 10:00 pm CST on the closing day of October 1, 2008, or March 27, 2009, 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 offers received between August 18, 2008, and October 1, 2008, or February 13, 2008, and March 27, 2009, 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 Rate Filing Service Providers will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of suspect offer. Corrections of suspect records must be resubmitted by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, suspect 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 offers received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, will be entered into the database in accordance RFO with Section 1-2.

#### **1-1.7.4. Rate Filing Service Provider.**

If a TSP's offer is submitted in accordance with this RFO by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and suspect rate offers and **not** the firm. The Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected offers must be resubmitted **by 10:00 pm CST** on the closing date of October 1, 2008, or March 27, 2009. In those instances where corrections are not received **by 10:00 pm CST** on the closing date of October 1, 2008, or March 27, 2009,

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 offers received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, will be entered into the database in accordance with RFO 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 18, 2008, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated June 12, 2002, 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.**

Offers will be accepted and entered into the computer database on the date indicated in RFO 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 RFO Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO 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 RFO Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

**1-2.3. Late Filings.**

Late filings of otherwise acceptable 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 RFO Section 1-1.7.

**1-2.4. Supplemental Filings.**

Supplements to accepted 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 RFO Section 1-1.7.

**1-2.5. Schedule of Accepted Effective Dates.**

	Calendar Year 2006-2007			
	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	08-18-08 thru 10-01-08	08-18-08 thru 10-01-08	2-13-09 thru 3-27-09	2-13-09 thru 3-27-09
Computer Entry Date	11-01-2008 or before	11-01-2008 or before	5-01-2009 or before	5-01-2009 or before
Accepted/Effective Date	11-01-2008	11-01-2008	5-01-2009	5-01-2009

**1-3. TSP Notifications.**

**1-3.1. Domestic Rate Filings.**

For rate offers submitted via JUpload, 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 facsimile transmission or e-mail.

**1-3.2. International Rate Filings.**

For rate offers submitted via JUpload, 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 facsimile transmission or e-mail.

## **1-4. Documentation Requirements.**

The following documentation is required to be on file with the PMO prior to the acceptance of a TSP's rate offer, but no later than RFO Section 1-2.5, Schedule of Accepted Rates, Date Received By. In the absence of any one or all required documents, the TSP's rates 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 RFO Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with RFO Section 1-1.7.1, 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 closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date after the final validation.

### **1-4.1. TSP 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 filing will be subject to the provision in RFO 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 request, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS 2-4.6 requirements during the period of its accepted rate 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 2-4.7, and subject to the provisions of RFO Section 1-4.1.3.1. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 2008 through October 31, 2009, 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 procurement 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 reprocur 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, Transportation Management Branch (6FBD-X), 1500 East Bannister Road, Building 6, Kansas City, Missouri 64131, 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 RFO Section 1-6.**

#### **1-4.3. Place of Receipt.**

Receipt of documentation requirements by any other office of the General Services Administration or by a Rate Filing Service Provider shall not be construed as receipt by the office specified in RFO Section 1-6.

#### **1-4.4. Time of Submission.**

The TPA and Performance Bond must be submitted in accordance with RFO 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 related deficiencies in RFO 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 its 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  
Center For Transportation Management  
1500 East Bannister Road (QMCCB)  
Building 6  
Kansas City, MO 64131

Brian Kellhofer [brian.kellhofer@gsa.gov](mailto:brian.kellhofer@gsa.gov)

(816) 823-3646 or FAX (816) 823-3656

## SECTION 2 REQUEST FOR OFFERS

### 2-1. Application of HTOS.

This RFO and any resulting offer is subject to the provisions of the GSA Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (RFO Section 2-4).

### 2-2. Federal Agency Authorized to Use.

#### 2-2.1. Application.

This request and any resulting offers 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).

### 2-3. Contracts.

The rates and charges offered and accepted pursuant to this request are applicable to shipments routed pursuant to any formal contract providing for MMS 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), of this RFO applies to such shipments.

### 2-4. Definitions.

#### 2-4.1. Household Goods Tender of Service (HTOS).

The Household Goods Tender of Service (HTOS) is a combination of the Domestic Tender of Service (DTOS) effective January 2, 1996 and the International Tender of Service (ITOS) effective October 1, 1995. The HTOS has been officially published effective June 12, 2002, and is available on GSA's website at [www.gsa.gov/transportation](http://www.gsa.gov/transportation).

#### 2-4.2. Government Rate Tender (GRT).

This is the term applied to the source document for the filing of rate offers under this RFO. The terms GSA-01 and GRT may be used interchangeably throughout this RFO.

#### 2-4.3. Domestic Transportation.

This is the term applied to the movement of the household goods (HHG) of relocated Government employees within the conterminous United States, including Alaska and Canada.

#### 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 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 RFO Section 2-6 will be provided within a TSP's approved scope of operations. No brokering of shipments will be allowed.

#### 2-4.7. Transportation Service Provider.

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

#### **2-4.8. Special Agency Provisions.**

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. Responsible Transportation Officer (RTO).**

This term applies to the individual within the shipping or receiving Federal agency responsible for personal property traffic management functions.

#### **2-4.10. Government Rate Tender (GRT)**

This is the term applied to the GSA Government Rate Tariff GSA-01, supplements thereto and reissues thereof.

#### **2-4.11. 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 household goods arrives. The determination of items considered as UAB is at the discretion of each Federal 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.

#### **2-4.12. 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 offers are set out in RFO Section 5.

#### **2-5.2. General Government Rates or Charges.**

TSPs submitting offers pursuant to this RFO may file offers that apply to all Federal agencies. The term *general government* will be used to describe such offers. 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 offers pursuant to this RFO may file offers that apply to a specific Federal agency as defined in RFO Section 3 and Section 5. The term *agency specific* will be used to describe such offers. 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 rates will apply only to shipments for which the specific agency/location identified in RFO Section 3 and Section 5, issues the Government Bill of Lading (GBL)/Commercial Bill of Lading (CBL).

#### **2-5.4. Combination of General Government and Agency Specific.**

TSPs submitting offers pursuant to this RFO may file offers that apply for both general government and agency specific. If the TSP files both general government and agency specific 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 Offers.**

TSPs may file alternating, agency specific offers as identified in RFO Section 5-1. Alternating rate offers will apply specifically to those Federal agencies/locations identified in Section 5-1 and may alternate with any other accepted offer.

#### **2-5.6. Non-Alternating Agency Specific Offers.**

TSPs may file non-alternating, agency specific offers as identified in RFO Section 3 and Section 5-1. Non-alternating offers will apply specifically to those Federal agencies/locations identified in RFO Section 3 and Section 5-1 and will not alternate with any other accepted offer.

### **2-5.7. Move Management Offers.**

TSPs submitting offers pursuant to this RFO may file rate offers for move management services (RFO Sections 2-4.5 and 2-6) that apply to all Federal agencies. The term *move management services (MMS)* will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

## **2-6. Move Management Services (MMS).**

### **2-6.1. Performance of Services.**

The MMS Provider or TSP will provide the MMS outlined in RFO Section 2-6 in conjunction with transportation services. The MMS Provider must comply with service, delivery timeframe, billing, reporting, and liability requirements set out in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the Responsible Transportation Officer (RTO) as defined in the HTOS.

### **2-6.2. Memorandum of Understanding (MOU).**

The MMS Provider and the shipping agency must enter into a written MOU setting out the terms and conditions of the MMS Provider requirements as identified in Section 2-6. In those instances when the shipping agency requests GBL/CBL preparation and maintenance under Section 2-6.6.3, the MOU should contain at a minimum, specific instructions on GBL/CBL preparation and maintenance including instructions to complete each block of the GBL/CBL. If requested by the MMS Provider and/or shipping agency, the GSA PMO identified in RFO Section 1-6 will review the agreed-to MOU.

### **2-6.3. Performance as TSP.**

The MMS Provider may file rates within its current approved scope of operations, be subject to the Customer Satisfaction Index (CSI) rating system, and comply with the requirements for paying GSA its IFF specified in RFO Section 2-7.6.

### **2-6.4. Commissions.**

An MMS Provider may not charge a commission to a TSP or forwarder to which it tenders a HHG shipment.

### **2.6.5. Required Services.**

#### **2-6.5.1. General.**

The MMS Provider must arrange, coordinate, and monitor each relocating employee's HHG move from initial notification of the move by the shipping agency through completion of all move-related transactions required under this RFO Section 2-6.5. A HHG move within the conterminous United States (CONUS) (as defined in Section 5-2) is defined as a basic move consisting of one shipment of HHG and personal effects and, when specifically authorized by the shipping agency, shipment of one or more privately owned vehicles (POV's). A HHG move to/from an international location (as defined in Section 5-3) is defined as a basic move consisting of one surface shipment of HHG and personal effects and, when specifically authorized by the shipping agency, one or more unaccompanied baggage shipments and shipment of one or more POV's. Multiple origins and/or destinations may be involved for both CONUS and international shipments. Following are the services the MMS Provider must provide:

#### **2-6.5.2. TSP Selection.**

The employing agency may select the TSP to move the relocating employee's HHG or may delegate this responsibility to the MMS Provider in which case the agency will furnish the MMS Provider with TSP selection criteria. Any TSP selected to move a Federal civilian, non-DOD employee's HHG must participate in CHAMP and have approved rates on file with GSA. The MMS Provider must be capable of accessing the GSA Transportation Management Services Solution System (TMSS) to obtain query information for use in selecting a TSP to transport a shipment when requested by the employing agency.

#### **2-6.5.3. Shipment Booking.**

The MMS Provider must schedule the move with the selected TSP; order a pre-move survey; and identify and obtain written authorization from the Federal agency (RTO) authorizing the move for storage-in-transit (SIT) or any special service (e.g., shuttle service, special crating, third party servicing, elevator charges, long carry, and/or stair carry). The MMS Provider must indicate in writing all services authorized and identify those that will be paid as an entitlement of the employee, those that will be advanced but charged back to the employee, and any service the employee requests that may not be authorized on the GBL/CBL. The Provider must inform the employee prior to service performance of any service that will be advanced

but charged back to the employee. The Provider may develop a generic form for the purpose of this item. Any service shown on a generic form that is not applicable to a particular shipment must be "crossed out" or marked "none" or "not applicable" prior to submitting the form to the RTO for written authorization/approval.

**2-6.5.4. Ensuring TSP Performance.**

Notwithstanding the provisions of RFO Section 2-6.6, "Origin and Destination On-Site Quality Control", the MMS Provider must ensure that transportation services furnished are in accordance with provisions of the HTOS. The MMS Provider must take any action deemed necessary and appropriate to protect the interests of the shipping agency, ensure proper TSP performance, and protect the real and personal property of the relocating employee. In the event the MMS Provider's failure to direct performance in accordance with this Section causes damage to the shipping agency or relocating employee, other than damage to HHG, the MMS Provider is liable to the shipping agency and/or the relocating employee for such damages.

**2-6.5.5 Arranging Storage in Transit (SIT).**

If a Federal agency authorizes SIT, the MMS Provider must arrange storage in accordance with the GSA HTOS. The MMS Provider must notify the employee of the authorized SIT duration and location and provide the employee SIT-Provider contact information within five (5) calendar days after delivery into SIT.

**2-6.5.5.1. Monitoring Shipments in SIT.**

The MMS Provider must monitor shipments in SIT and provide a written request for disposition instructions from the employee or shipping agency destination facility representative at least ten (10) working days before expiration of the authorized SIT period. The written request must inform employees of their personal financial responsibility for any charges incurred for storage in excess of the maximum period authorized. The MMS Provider is responsible for arranging for delivery of shipments from SIT.

**2-6.5.5.2. SIT in Excess of 180 Days.**

If storage exceeds 180 days, the MMS Provider must ascertain the condition of the employee's property at the end of the 180-day SIT period to protect the Government's and the relocating employee's right to recover for TSP caused losses or damages. The warehouse automatically is considered the shipment's destination upon expiration of the 180-day SIT period and the MMS Provider's responsibility for the shipment ends. The shipment then becomes subject to the warehouse's rules, procedures, and charges, including local delivery out of storage. The employee is responsible for payment of storage charges for any period of storage in excess of 180 days. In the event of any discrepancy between HTOS provisions and the provisions of this Section for purposes of SIT, the provisions of this Section apply.

**2-6.5.6. Completion of GSA Form 3080.**

The MMS Provider must furnish the relocating employee a GSA Form 3080, "Household Goods Carrier Evaluation Report" for completion of the section entitled, "Relocating Employee's Response" ([www.gsa.gov/forms](http://www.gsa.gov/forms)). The Provider must instruct the employee to return the evaluation form upon completion to the shipping agency for completion of the section entitled, "BL Issuing Officer's Response." The Provider also must follow-up in an attempt to ensure both the employee and shipping agency complete their respective portions of the form and return it to GSA at the address identified in RFO Section 1-6. If the employee has not completed the form within 30-days from the date of delivery of the HHG to the new residence, the Provider will so advise the shipping agency.

**2-6.5.7. Service Performance Audit.**

The MMS Provider must audit transportation billings and complete a certification document certifying by line item whether billed services (including any services specifically requested by the employee) were or were not necessary, properly authorized, and actually performed (this audit is unrelated to an agency's audit of the actual billing charges). The Provider may develop a form for this purpose and must, if requested, have it pre-approved by the shipping agency.

**2-6.5.8. Management Information Reports.**

The Government will require certain management information reports that may or may not be commercially standard. If the MMS Provider has a commercial report that would meet a stated specific need, it may propose that an agency use that report instead of the one specified as long as it can satisfactorily demonstrate how the proposed substitution would meet the ordering activity's needs. Reports must contain both monthly/quarterly and year-to-date totals, when appropriate. The MMS Provider must provide required reports to the ordering activity within 15 business days following the month/quarter services were performed.

**2-6.5.8.1. Ordering Agency Reports.**

If requested by the shipping agency, the MMS Provider must furnish the following reports in the manner specified by the agency with regard to format, content, and frequency. Data elements may be revised by the ordering activity.

**2-6.5.8.2. Shipment Summary.**

A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of shipments by TSP, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges.

**2-6.5.8.3. Claims Summary.**

A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of claims by TSP, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of claim filing and date of issue of initial settlement offer; average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency's RTO an explanation for the delay must be supported by the Delay Codes identified in the HTOS Section 9.

**2-6.5.8.4. Counseling Contact Summary Report.**

A summary report of counseling contacts (when an agency has chosen that optional service) showing employee name, date of initial contact, and current status of the move including date for the pre-move survey, packing date, pickup date, and actual or proposed delivery date into SIT and/or residence.

**2-6.5.8.5. On-time Services Summary Report.**

A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into SIT and/or residence, actual delivery dates into SIT and/or residence, scheduled date for delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.

**2-6.5.8.6. Specially Requested Reports.**

Special one-time reports furnished to the RTO when the shipping agency requests and the GSA PMO identified in RFO Section 1-6 approves.

**2-6.5.9. Customer Service.**

The MMS Provider shall provide a 24-hour, toll-free telephone number to assist in tracking/tracing shipments; resolving problems that occur during any phase of the move, including quality control problems; and in filing post-delivery claims for agencies that choose that optional service.

**2.6.6. Optional Services.**

**2-6.6.1. General.**

If requested by the shipping agency, the MMS Provider must provide the following services.

**2-6.6.2. Employee pre-move counseling.**

Employee pre-move counseling (as distinguished from a TSP/forwarder-provided pre-move survey) includes information on TSP/forwarder commercial moving practices affecting all aspects of a HHG move. It also includes Government-specific information on Federal HHG entitlements and allowances prescribed in the Federal Travel Regulation (41 CFR chapters 300-304) and the ordering agency's internal regulations, including weight allowances. The counseling includes informing the relocating employee about services he/she is authorized at Government expense as well as any requested services that are not the Government's financial responsibility and which the employing agency will charge back to the employee. Some of these services are: extra pickup/delivery; temporary SIT authorized by the shipping agency; non-temporary (permanent) storage (NTS); unauthorized items; assembly/ disassembly of property; shipment of perishable items; exclusion of firearms and hazardous materials; level of service coverage, options, and costs; reporting concealed damages, employee rights and responsibilities, third-party servicing; packing/unpacking and crating/ uncrating; preparation and filing of claims; name and address of origin/destination storage; and delivery out of storage. The counseling also includes explaining the Government's role concerning Commuted Rate Schedule moves as prescribed in the FTR and limitations of the Government's financial obligations for reimbursements on such moves. Following is an availability listing of publications that contain information important in the employee pre-move counseling process:

- FTR: Available on the Internet at:  
<http://www.gsa.gov>
- CHAMP: Available on the Internet at:  
<http://www.gsa.gov/transportation/hhg>
- Agency specific regulations/procedures: (Contact appropriate agency for availability)

#### **2-6.6.3. Preparation of shipment documentation.**

If a Federal agency opts to have the MMS Provider prepare a GBL/CBL, the MMS Provider must comply with the terms and conditions set forth in 41 CFR 102-117 and 102-118. The MMS Provider must complete, and distribute copies of, each GBL/CBL following instructions published in the GSA Federal Supply Service Guide, "How to Prepare and Process U.S. Government Bills of Lading" (National Stock Number 7610-00-682-6740) or as instructed by the Federal agency (RTO). The Provider must provide a legible memorandum copy of all GBLs/CBLs prepared and distributed to the RTO prior to shipment pickup dates.

#### **2-6.6.4. Data Communications Capabilities.**

The MMS Provider must: (1) provide on-line electronic access to all database information pertaining to task orders and applicable shipment records; (2) provide the RTO or designee and the GSA Program Management Office in Kansas City, Missouri (RFO Section 1-6), on-line access to all database information pertaining to task orders and shipment records for all accounts established under the terms of this RFO and the HTOS; (3) establish sufficient safeguards to prevent unauthorized access to the database information; (4) make the electronic access available through an asynchronous modem with a baud rate of at least 2400; and (5) furnish clear documentation setting out procedures for access to and use of the database.

##### **2-6.6.4.1. Database Elements.**

The database must contain, but not necessarily be limited to, the following elements: task order information; shipment information sufficient to generate the reports specified in Section 2-6.5. The database maintained for shipments must be maintained in a separate directory with separate shipment records for each employee move. Shipment files must not be commingled with other data maintained for shipments not applicable to this RFO. Each shipment record must contain all applicable information required for that particular shipment, including any claims filed for the TSP, status of the claim, etc. (continuous computer terminal screen, if necessary). Performance data documenting how the move was handled must be collected independently and also maintained in this file. The Provider must provide facility for the RTO or designee and the GSA PMO (RFO Section 1-6) to extract and consolidate data such as TSP performance in the event specific reports are required.

##### **2-6.6.4.2. Database Maintenance.**

The MMS Provider must update the database on a 24-hour basis at a minimum and provide for on-line electronic access to database elements for a period of one year from date of pickup. After one year, hard copy records may be maintained as required by the Examination of Records Clause contained in GSA Form 3504.

**2-6.6.5. On-site Quality Control Service.** If a shipping agency requests, the MMS Provider must arrange for quality control personnel to provide on-site inspection service at the origin/destination residence at pickup/delivery. Inspection services include, but are not limited to: verification of correct inventory coding, use of proper packing materials, appropriate article servicing, equipment and personnel suitability, and satisfactory performance of unpacking. The actual cost of the service to be performed is negotiable between the MMS Provider and the shipping agency. The agreed upon price must be stated in a written document and retained by both parties. The document will be construed as a one-time only amendment to the Provider's rate filing. A copy of the written document must be included in the MMS Provider's voucher for payment. The Provider may engage outside sources to perform these services provided that they are representatives or employees of a HHG TSP, freight forwarder, or agent thereof.

##### **2-6.6.6. Quality Assurance Plan.**

If requested by the shipping agency, the MMS Provider must provide the shipping agency with a quality assurance plan to assist in assuring quality service and must also designate quality assurance personnel to execute the plan.

##### **2-6.6.7. Claims Preparation, Filing, and Settlement Assistance.**



If the employee or shipping agency requests, the MMS Provider must provide immediate loss/damage claim preparation/filing assistance, including follow-up assistance for any subsequently discovered loss or damage. The Provider must review and negotiate any settlement offer that is inconsistent with the TSP's liability or HTOS provisions, and in the case of an impasse must refer the complete file to the shipping agency. The MMS Provider also must counsel the employee about potential consequences of signing any full and unconditional release on any offer of settlement before all claims resulting from a particular move have been resolved.

**2-6.6.8. Prepayment Audit.**

**2-6.6.8.1. MMS Provider Responsibilities.**

A TSP that offers move management services under the HTOS may, at the request of a client agency, conduct the prepayment audit of transportation bills after obtaining audit certification from GSA, Office of Transportation Audits. If the TSP intends to subcontract the prepayment audit, any auditor it uses (other than a GSA Prepayment Audit Schedule contractor) must be GSA-certified to conduct the prepayment audit. TSPs/auditors may obtain prepayment audit certification from the GSA Audit Division (FBA) at the address identified in RFO Section 2-6.6.8.2. The MMS provider will conduct or arrange to have conducted, a prepayment audit of each transportation billing and supplemental billing for service performed under the HTOS at the request of the client agency.

**2-6.6.8.2. Certification.**

Any auditor (other than a GSA Prepayment Audit Schedule contractor) desiring to perform a prepayment audit service must be certified by the GSA Audit Division (FBA) to do so. Certification may be obtained by contacting:

General Serviced Administration  
Federal Supply Service  
Audit Division (FBA)  
1800 F Street, N.W.  
Washington, DC 20405  
<http://www.gsa.gov>

**2-6.6.8.3. Procedures.**

The Prepayment Audit procedures are subject to provisions of the Federal Management Regulations (FMR) part 102-118 (41 CFR part 102-118). Procedures reflect requirements and may be used in addition to any other required procedures published in the FMR, in developing the MMS provider/agency MOU. The prepayment auditor must adjust billed charges as appropriate based on the service performance audit as specified, and the prepayment audit before submitting the billing invoice, along with the service performance audit certification, to the ordering agency for payment.

**2-6.6.8.4. Adjustments.**

Upon instructions from the ordering agency, the MMS provider must advise the TSP and/or the agency via a statement of differences submitted either electronically or in writing within seven (7) days of receipt of the bill of any adjustment the auditor makes. The statement of differences must include the following:

- (a) TSP's standard alpha code (SCAC);
- (b) TSP bill number;
- (c) Amount billed;
- (d) Amount paid;
- (e) Agency name;
- (f) TSP's tax payer identification number (TIN);
- (g) Document reference number (DRN)
- (h) Payment voucher number;
- (i) Complete tender or tariff authority, including the governing item or section number, and

The MMS provider must annotate the following information on all transportation bills that have been completed:

- (a) TSP's standard alpha code (SCAC);
- (b) TSP bill number;
- (c) Amount billed;
- (d) Amount paid;
- (e) Agency name;
- (f) TSP's tax payer identification number (TIN);
- (g) Document reference number (DRN)

- (h) Payment voucher number;
- (i) Complete tender or tariff authority with the applicable rate authority, including the governing item or section number;
- (j) Copy of any statement of differences sent to the TSP; and
- (k) The date invoice received from the TSP.

#### **2-6.6.8.5. Appeal Procedures.**

The agency must establish an appeal process that directs TSP appeals to an agency official or to the MMS provider with responsibility for providing adequate consideration and review of the circumstances of the claim. Review of an appeal must be completed within thirty (30) days. If the TSP disputes the findings and the agency or MMS provider as appropriate, cannot resolve the dispute with the TSP, all relevant documents including a complete billing history and the appropriation or fund charged should be forwarded to GSA for the rendering of a decision. TSP claims must be submitted within three (3) years beginning the day after the latest of the following dates (except in time of war):

- (a) Accrual of the cause of action;
- (b) Payment of charges for the transportation involved;
- (c) Subsequent refusal for over payment of those charges; or
- (d) Deduction made to a TSP claim by the Government under 31 U.S.C. 3726.

#### **2-6.6.8.6. Performance Standards for Service Performance Audit and Prepayment Audit**

The Government must comply with provisions of the Prompt Payment Act (31 U.S.C. 3901 (a)(5)). The MMS provider therefore must ensure that within seven (7) days of receiving the TSP's bill, it has completed the service performance transportation/MMS billing, accompanied by the service performance audit certification, in the hands of the ordering agency for payment. The MOU between the ordering agency and the MMS provider must stipulate whether the agency or the MMS provider will be responsible for remitting payment to the TSP. If the MMS provider is to remit payment to the TSP, the agency must issue and forward the remittance by check or electronic transfer to the MMS provider in time for the agency to be deemed "in compliance" with provisions of the Prompt Payment Act. The MMS provider will not be liable for any late payment interest charge the agency may accrue on a transportation payment that is not in compliance with the Prompt Payment Act requirements.

## **2-7. Special Provisions Affecting Rates or Charges.**

### **2-7.1 General.**

All surface HHG shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to \$5.00 per pound times the actual total weight (in pounds) of the shipment, and a valuation charge will not be assessed in conjunction therewith. There will be no additional cost for this level of service. The provisions in RFO Section 2-7 will apply.

#### **2-7.1.1. ALK Associates Mileage**

Any reference in the HTOS to the mileage company Rand-McNally should be modified to reflect ALK Technologies, Inc., Web Based Version 21 (coincides with PC\*Miler 21). For rate offers effective November 1, 2009, the percentage stated in the submitting TSP's offer will be based on mileage provided by ALK Associates. One exception is that GSA has determined that all surface household goods shipments between any point in the conterminous United States and a Canadian province will be based on Rand McNally mileage.

#### **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 cube. All TSPs must have written approval from the RTO certifying officer 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. Items which are typically not considered UAB items and are placed in a larger than specified container size on the GBL will not be approved by DOS prepayment auditors. **In lieu of Section 5-6.4.1 of the Household Goods Tender of Service, the transit time for Unaccompanied Air Baggage shipments will be 18 days, unless waived by the RTO in writing..**

## 2-7.2. Rates and Charges

### 2-7.2.1. DOMESTIC.

#### 2-7.2.1.1. Household Goods

The percentage stated in the submitting TSP's offer represents a bottom line discount off the total cost of the move for transportation and all accessorials services based on the rates and charges published in the GRT for a specific domestic move. The bottom line 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.

#### 2-7.2.1.2. Storage-In-Transit (SIT) Discount.

TSPs submitting offers for the movement of HHG must offer a percentage discount applicable to all storage charges, including pickup or delivery out of storage. The storage in transit discount does not apply to the GSA IFF, fuel surcharges charges associated with the line haul transportation and 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.

#### 2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska Only.

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 below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

#### 2-7.2.1.4. Privately Owned Vehicle (POV).

##### 2-7.2.1.4.1. Domestic.

The amount stated in the submitting TSP's offer for the shipment of an POV represents a **price per mile** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

##### 2-7.2.1.4.2. Minimum Charge.

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

##### 2-7.2.1.4.3. Alaska Only.

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

##### 2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with RFO 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 household goods, 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 household goods, 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 household goods 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 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 HTOS, Section 10 and Section 2-7.5. 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. 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.
2. Servicing and unservicing of appliances, except third party service.
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 GBL/CBL 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 GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 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.
2. Any Government or public authority ordered charges for inspection, disinfestation, 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.
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 RTO 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 1<sup>st</sup> 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 RTO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

#### **2-7.2.2.2. Rates and Charges for Accessorial Services.**

The rates and charges set out in HTOS, Section 17 are base-line rates. The percentage (%) stated in the submitting TSP's Tender 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 Section 17.

**2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).**

The percentage (%) stated in the submitting TSP's Tender 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 17 for the storage and pickup/delivery, including full replacement value TSP liability as defined in HTOS, Section 10 and Section 2-7.5.

**2-7.2.2.4. Unaccompanied Air Baggage (UAB)**

The percentage (%) stated in the submitting TSP's offer for UAB shipment represents a single-factor rate based on the base-line rate set out in Section 2-7.2.2.6.2.2 per kilogram (kg) volume weight including full replacement value TSP liability as set out in the HTOS, Section 10 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 tender for the shipment of a POV represents a flat charge applicable to the following services:

- (1) preparation of vehicle;
- (2) pickup at origin;
- (3) transportation from origin to destination;
- (4) containerization or below deck storage in the ocean going vessel;
- (5) delivery to final destination; and,
- (6) valuation based on the current value of the vehicle.

**2-7.2.2.5.1. Vehicle Sizes.**

The flat charge must be stated in whole dollars and may be offered only on the following sizes:

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

**2-7.2.2.5.2. Motorized Vehicles.**

All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49CFR, hazardous material shipping paper requirements. The TSP may identify vessel carrier and hazardous material associated fees on their invoice as a pass through charge. TSPs must provide a copy of the original receipt from the vessel carrier for reimbursement consideration by the Federal Agency. Due to 49CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. POVs with an empty fuel tank and run to a stall are excepted from the requirements of 49CFR 176.905. POVs cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

**2-7.2.2.5.3. Application of Transit Time.**

In lieu of the transit times listed in Section 12 of the HTOS, the following privately owned vehicle transit times will apply. When requested, the transit times identified in RFO Section 2-7.2.2.5.4. will apply on any privately owned vehicle shipment released by the applicable Federal agency between the points identified in this section. The TSP shall notify the Federal department or agency as applicable, in writing of the port(s) it intends to use that will meet the transit time requirements.

**2-7.2.2.5.2.1. 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 RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

**2-7.2.2.5.4. Transit Time Schedule.**

BETWEEN AND	*ALASKAN POINTS	GUAM	HAWAIIAN ISLANDS	PUERTO RICO	VIRGIN ISLAND- ST.THOMAS/ ST.CROIX	VIRGIN ISLAND- ST.JOHN
AK	-	25	15	20	20	20
AL	20	28	20	15	15	15

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AR	20	28	20	15	15	15
AZ	15	26	15	20	20	20
CA	15	25	15	20	20	20
CO	15	26	15	20	20	20
CT	20	28	20	15	15	15
DC	20	28	20	15	15	15
DE	20	28	20	15	15	15
FL	20	29	20	15	15	15
GA	20	29	20	15	15	15
IA	20	29	20	20	20	20
ID	15	28	15	20	20	20
IL	20	29	20	15	15	15
IN	20	29	20	15	15	15
KS	15	29	15	20	20	20
KY	20	29	20	15	15	15
LA	20	28	20	15	15	15
MA	20	28	20	15	15	15
MD	20	28	20	15	15	15
ME	20	29	20	15	15	15
MI	20	30	20	20	20	20
MN	20	30	20	20	20	20
MO	15	29	15	20	20	20
MS	20	28	20	15	15	15
MT	15	28	15	20	20	20
NC	20	29	20	15	15	15
ND	20	28	20	20	20	20
NE	15	29	15	20	20	20
NH	20	29	20	15	15	15
NJ	20	28	20	15	15	15
NM	15	26	15	20	20	20
NV	15	26	15	20	20	20
NY	20	28	20	15	15	15
OH	20	29	20	15	15	15
OK	20	28	20	20	20	20
OR	15	25	15	20	20	20
PA	20	28	20	15	15	15
RI	20	28	20	15	15	15
SC	20	29	20	15	15	15
SD	20	28	20	20	20	20
TN	20	28	20	15	15	15
TX	15	28	15	15	15	15
UT	15	26	15	20	20	20
VA	20	28	20	15	15	15
VT	20	29	20	15	15	15
WA	15	25	15	20	20	20
WI	20	30	20	20	20	20
WV	20	28	20	15	15	15
WY	15	28	15	20	20	20
GUAM	25	-	20	30	30	30
HAWAII	20	15	-	20	20	20
PUERTO RICO	20	30	25	-	10	10
VIRGIN ISL. – ST. THOMAS /ST. CROIX	25	30	25	10	-	10
VIRGIN ISL. – ST. JOHN	25	30	25	10	10	-

\*Alaskan Points include the following cities: Anchorage, Cordova, Fairbanks, Juneau, Ketchikan, Kodiak, Petersburg, Sitka, and Wrangell.

**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.

Weight Group	Base-Line Rate per hundred weight (cwt)
1,000 to 1,999 lbs	US\$124.77
2,000 to 3,999 lbs	US\$113.03
4,000 to 7,999 lbs	US\$106.64
8,000 to 11,999 lbs	US\$102.37
12,000 to 15,999 lbs	US\$100.24
16,000 and over	US\$98.11

**2-7.2.2.6.2.2. Unaccompanied Air Baggage (UAB)**

The following base-line rate table is applicable to the shipment of UAB.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

**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, 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 Rates - Applies to Domestic Shipments Only**

**2-7.4.1.1. Accepted 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 offer accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rates set out in the TSP's accepted offer between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in Section 2, Parts E and F, including Section 6 of the applicable GRT, supplements thereto and reissues thereof; provided, however, these charges will alternate with all other applicable combination or through rates 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 Offer Includes Alaska Service Areas (RFO Section 5-2).**

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

**2-7.4.2. Intra Alaska.**

Transportation charges for shipments moving between two points in the State of Alaska (intrastate Alaska) will be published in Section 7 of GSA-01, as revised. For distances in excess of 1,000 miles, the rates applicable for each "Add'l 100 miles" as shown in Section 3 of the GSA-01, will apply for each 100 miles, or fraction thereof, in excess of 1,000 miles, in addition to the base transportation charge for 1,000 miles in Section 7.

**2.7.5. Released Value.**

**2-7.5.1. General.**

**2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.**

All surface and UAB applicable to domestic and international shipments are released at full value.

**2-7.5.1.2. Privately Owned Vehicle Released Value.**

All POV shipments applicable to domestic and international shipments are released at current market value.

**2-7.5.1.3. Application of Tariff or Bureau Issued GRT.**

Item 190 of GRT or any comparable item in an otherwise applicable intrastate tariff, will not apply.

**2-7.5.1.4. Cost included in TSP's offer.**

The cost of released value as defined in this provision will be included in the TSP's offer. Except as provided in RFO Sections 2-7.5.2.2. and 2-7.5.3.2. TSP may not charge a Federal agency for full replacement value.

**2-7.5.2. DOMESTIC.**

**2-7.5.2.1. Transportation.**

**2-7.5.2.1.1.**

All domestic shipments moving pursuant to CHAMP, except as otherwise noted in this RFO, are released at the base value of \$5.00 times the net weight of the shipment 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 \$5.00 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 at full value of \$5.00 times the weight.

**2-7.5.3. INTERNATIONAL.**

**2-7.5.3.1. Transportation.**

In accordance with the HTOS Section 10, all international shipments moving under CHAMP are released at a base value of \$5.00 times the net weight of the shipment in pounds, except as otherwise noted in this RFO.

**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 \$5.00 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 at full value of \$5.00 times the weight.



## **2-7.6. GSA Industrial Funding Fee (IFF) (formerly Shipment Charge)**

### **2-7.6.1. Amount of Charge.**

The IFF is due on the total net transportation charges billable to the government excluding fees for storage-in-transit (SIT) (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). For Domestic shipments, the GSA IFF will be 2.50% of the household goods net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding storage-in-transit (SIT) charges, per shipment subject to the following provisions. For International shipments, the GSA IFF will be 1.50% of the household goods net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding storage-in-transit (SIT) charges, per shipment subject to the following provisions. GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.

### **2-7.6.2. Cost Included in TSP's Offer.**

The cost of GSA IFF must be included in the TSP's 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 only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG 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 only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG 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 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/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 household goods 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. Length of Storage-in-Transit. (HTOS 4-11.1)**

Notwithstanding any other provisions of the GRT, the TSP must provide, when required, SIT at destination for shipments handled under the HTOS. SIT is defined as the holding of a shipment or portion thereof at or in the facilities or warehouse used by the TSP for storage, pending further transportation. A shipment may be held in SIT for a period not to exceed 180 days, unless extended by mutual agreement between the RTO and the TSP, after which time, liability as TSP shall terminate, the applicable interstate or international character of the shipment or portion thereof shall cease, the warehouse shall be considered the destination of the property, the warehouseman shall be agent for the shipper, and the property shall then be subject to the rules, regulations, and charges of the warehouseman.

## **2-7.8. Unpacking and Debris Removal - RESERVED.**

## **2-7.9. Excessive Distance Carry.**

Notwithstanding any other provisions of the Item 160 of the GRT, any reference to a distance of less than 100 feet will be construed as 100 feet.

### **2-7.10. Delivery Out of Storage-in-Transit.**

Charges for pickup or delivery out of storage as provided in Item 210 of the GRT, will apply depending upon the location of the warehouse when the point of original pickup or delivery and warehouse are both located within the same municipality or within a distance of 50 miles or less. Any references to a distance of 30 miles will be construed as a distance of 50 miles.

### **2-7.11. Crating Services.**

Regardless of possible use of a third party service for crating, crating services will be quoted, billed and paid as provided in the GRT. In the event that a third party is used to provide crating services and the charges are in excess of those provided in the GRT, the RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

### **2-7.12. Weight Variance.**

In the event the actual shipment weight is greater than 115% of the premove survey weight, the TSP must notify the RTO or its designated representative prior to billing the Federal Agency of the original weighing and be prepared to justify the difference. In the event the TSP fails to notify the RTO or third party representative, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the TSP fails to adequately justify the difference between the actual and premove survey weights, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and storage-in-transit charges when based on weight. The RTO has the authority to waive this provision.

#### **2.7.12.1. Verification of Weight Variance.**

In order to apply the weight variance rule, it is recommended that a copy of the premove survey be included with the billing voucher and other documents.

### **2-7.13. Exceptions to Item 118 of GRT**

The provisions of Item 118 of the GRT, Attempted Delivery to Residence from SIT, will not apply:

- 1) When the delivery is attempted after 5 PM or before 8 AM unless previously agreed to or requested by the shipper; or
- 2) When the delivery is attempted between the hours of 8 AM and 5 PM but at a time other than that previously requested or agreed to by the shipper; or
- 3) If delivery is not attempted or shipper is not otherwise contacted, within 90 minutes of the prearranged and agreed to delivery time.

### **2-7.14. Shipments of Unaccompanied Air Baggage**

All unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the BL certifying officer 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.

### **2-7.15. Reweighing of Shipments Which Exceed 18,000 Pounds**

Prior to the commencement of the unloading of a shipment weighed at origin which exceeds the 18,000 pound maximum weight allowance, the TSP shall reweigh the shipment at destination. This reweigh must take place at a supervised scale and be conducted by an authorized weigh master. The charges to the Federal agency shall be based on the lower of the two weights and copies of both sets of weight tickets shall be provided to the Federal agency prior to submitting the invoice for payment.

### **2-7.16. Non-Temporary Storage**

Tender rates will apply into the TSP warehouse for non-temporary storage. Rates for monthly non-temporary 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.

## **2-8. Claim Settlement Penalty.**

In the event that the TSP fails to settle a claim within 30 days after receipt due to TSP's failure, the TSP will pay a \$25.00 per day penalty to the Federal agency. The total penalty shall not exceed \$250.00. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

## **2-9. Exception Status.**

The following provision applies; accepted offers may be placed in an exception status and rates will be withdrawn from GSA Cost Comparison data base upon failure to meet HTOS requirements, pending temporary non-use, suspension and/or debarment. In those instances where shipment takes place after effective date of exception status, the TSP's offer(s) as indicated on this tender will apply and remain in effect until terminated as provided by RFO.

## **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. Rights Reserved.**

## **2-12. Termination.**

The following provisions apply in lieu of Item 20e, Optional Form 280.

- (a) Accepted offers may be terminated and the TSP placed in a temporary non-use status by the Government immediately upon determination that a TSP has failed to satisfactorily respond to a show cause notice;
- (b) Accepted offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with 41 CFR 101-40.4;
- (c) Except as provided in (a) and (b) above, accepted offers may be terminated at any time by either party hereto upon sixty (60) days notice in writing to the other. Termination under this clause shall not affect, or relieve any part of, any obligation or liability that may have accrued prior to such termination; and,
- (d) Upon termination of the offer under (a), (b), or (c) above, or as provided in the HTOS, the TSP shall be paid any sum due the TSP for services performed under this offer to the date of such termination, and in the event of partial termination shall be paid in accordance with the terms of this offer for any services furnished under the portion of the offer that is not terminated; 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.

A copy of the OF280 is available by contacting the PMO (RFO Section 1-6).

## **2-13. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.**

The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

## **2-14. Item 21, Optional Form 280.**

By submission of a rate offer to the GSA in accordance with this request, the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280, except as provided in RFO Section 2-12. In addition to the provisions of Item 21, Optional Form 280, the following provision applies: (5) on commercial bills of lading endorsed with the following legend, "Transportation under this tender is for the (name of specific agency) and the actual total transportation charges paid to the TSP(s) by the shipper will be reimbursed by the Government. This may be confirmed by contacting the agency at \_\_\_\_\_.

## SECTION 3 NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

### 3-1. General.

TSPs may file non-alternating, agency specific offers as identified below. Non-alternating offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted offer. By submission of a rate offer under this RFO Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof (RFO Section 2-4).

### 3-2 Department Of Veterans Affairs (VA) – Domestic (DVADC)

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

#### 3-2.1. Released Valuation.

In lieu of released value as provided for in Item 190-1 of the GRT, supplements thereto and reissues thereof, all domestic VA shipments shall be released at \$6.50 with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. Except as noted otherwise, the remaining provisions of Item 190-1 will apply. 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 \$6.50 for domestic shipments, 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 domestic shipments released value of \$6.50 times the weight or \$117,000.00 whichever is less.

##### 3-2.2.2. 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 value or \$117,000.00 whichever is less.

#### 3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA domestic shipments shall be subject to a 110% weight variance.

#### 3-2.4. Rate Basis.

By submission of a rate offer under RFO 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.

### **3-3 Department Of Veterans Affairs (VA) – International (DVADC)**

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

#### **3-3.1. Released Valuation.**

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, all international VA shipments shall be released at \$8.50 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 for international shipments, 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 international shipments released value of \$8.50 times the weight or \$153,000 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 in excess of \$8.50 per pound released value or \$153,000.00 whichever is less.

#### **3-3.3. Weight Variance.**

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA international shipments shall be subject to a 110% weight variance.

#### **3-3.4. Volume.**

The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

## **3-4. Department of State (DOS) – International (DOSDC)**

### **3-4.1. General**

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable between the points specified in RFO Section 5-2 and 5-3 and identified as Agency Specific Codes in RFO Section 5-1. DOS is only accepting corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. Corporate may select origin agents as they see fit.

#### **3-4.1.1. Shipment Reporting**

1. All TSPs offering rates will be required to provide shipping details to include weights and pieces within seven calendar days from the day after the shipment is picked up. Reports should reach the DOS office via e-mail to: [TTMContracts@state.gov](mailto:TTMContracts@state.gov). In addition, a copy of the shipping details must be provided to by the ITGBL Forwarder to all parties involved: the destination agent, the employee, Despatch Agency, and the Post GSO. DOS will periodically provide each TSP a list of e-mail addresses for all embassy and consulates. Our agency reserves the right to discontinue tendering any services if the TSP does not reports under these provisions.

2. For all shipments the TSP must provide their selected local agent to the booking counselor within 24 hours from the time the initial booking was received. If services are being performed within the US the local agent must have a valid SCAC designated for the specific address of the agent performing the service. This can not be a corporate SCAC that is used for all branches of a particular company.

#### **3-4.1.2 Weight Variance**

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all international shipments shall be subject to a 110% weight variance.

A copy of the premove survey must be submitted to the booking counselor and [ALMArchive@state.gov](mailto:ALMArchive@state.gov), Subject line of the email must contain Work Order (BOL) number, shipment type, last name of the employee and "Premove Survey".

#### **3-4.1.3 Storage in Transit charges**

Where storage and warehouse handling charges apply based on location of warehouse where storage in transit service is provided SIT rates to use are those of the destination point shown again on the GBL rather than the actual point of storage.

### **3-4.2. Household Goods**

The percentage (%) cited in the submitting TSP's 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 HTOS, Section 10 and RFO Section 3-4.6. 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. Minimum weight is 1,000 pounds.

HHE that is sent by air should be billed at the filed rate for UAB. UAB guidelines concerning minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

#### **3-4.2.1. Services included in rate**

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. All liftvans must be of new wood and in compliance with the ISPM#15 Standard.
2. Servicing of appliances, except third party service.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.

5. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge
6. Ferry, tunnel and bridge charges/tolls.
7. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rates.
8. All rate offers solicited for the DOS must incorporate the following accessorial services:
  - ATC Charges
  - All long carry charges at origin
  - All long carry charges at destination
  - All stair carries
  - One-time elevator charge
  - All charges associated with heavy or bulky items, to include piano/organ.
  - All charges for shuttle service
  - Crating up to \$250 (any amount above this must be approved by DOS)
  - All charges associated with the pick up from Mini Storage facilities
9. All land, water, and air transportation, **EXCEPT** 3-4.2.2. Below:

**3-4.2.2. Services excluded from rate**

1. Air fuel surcharges and Bunker Fuel Charges are authorized on the condition that supporting documentation is sent to **ALMArchive@state.gov**; Subject line of the email must contain the Work Order #, Last name of employee and document type (OBL or AWB).

**The following require pre-approval for payment**

2. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 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, disinfestation, 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. 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 RTO 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 1<sup>st</sup> floor balconies in apartments and single family dwellings.
6. Port congestion surcharges, War and Security Surcharges
7. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
8. The cost of purchasing Special motorcycle containers (Clip-Lok) plus the cost of shipping in the USA will be reimbursed to the TSP. Any additional labor to assemble and load the motorcycle into the crate will not be approved.

**3-4.3. Transit Times on International Shipments For HHE, CNS and POV .**

In lieu of the transit times identified in Section 12 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on DOS shipments to and from the United States and foreign countries:

<b>Country</b>	<b>R D D</b>	<b>Country</b>	<b>R D D</b>	<b>Country</b>	<b>R D D</b>
AFGHANISTAN	60	GERMANY	59	NORWAY	55
ALBANIA	66	GHANA	61	OMAN	62
ALGERIA	60	GREECE	66	PAKISTAN	74
ANGOLA	75	GRENADA	56	PALAU	60
ARGENTINA	62	GUATEMALA	58	PANAMA	58
ARMENIA	61	GUINEA-BISSAU	61	PAPUA NEW GUINEA	73
AUSTRALIA	75	GUYANA	61	PARAGUAY	62
AUSTRIA	59	HOLY SEE	45	PERU	61
AZERBAIJAN	60	HONDURAS	58	PHILIPPINES	75
AZORES	60	HONG KONG	64	POLAND	59
BAHAMAS	45	HUNGARY	56	PORTUGAL	60
BAHRAIN	59	ICELAND	52	QATAR	59
BANGLADESH	77	INDIA	74	ROMANIA	66
BARBADOS	45	INDONESIA	73	RUSSIA	59
BELARUS	66	IRAN	60	RWANDA	75
BELGIUM	56	IRAQ	60	SAUDI ARABIA	61
BELIZE	58	IRELAND	57	SCOTLAND	60
BENIN	61	ISRAEL	61	SENEGAL	61
BERMUDA	45	ITALY	56	SERBIA	66
BOLIVIA	60	JAMAICA	45	SIERRA LEONE	75
BOSNIA - HERZEGOVINA	54	JAPAN	63	SINGAPORE	71
BOTSWANA	61	JORDAN	61	SLOVENIA	59
BRAZIL	60	KAZAKHSTAN	75	SLOVAK REPUBLIC	60
BRUNEI	75	KENYA	75	SOMALIA	65
BULGARIA	66	KOREA	67	SOUTH AFRICA	75
BURKINA FASO	75	KOSOVO	57	SPAIN	59
BURUNDI	75	KUWAIT	59	SRI LANKA	74
CAMBODIA	73	KYRGYZSTAN	60	SUDAN	60
CAMEROON	75	LAO PEOPLE'S DEMOCRATIC REP	73	SURINAME	61
CAPE VERDE	60	LATVIA	56	SWAZILAND	60
CENTRAL AFRICAN REPUBLIC	75	LEBANON	61	SWEDEN	55
CHAD	75	LESOTHO	60	SWITZERLAND	60
CHILE	62	LIBERIA	60	SYRIAN ARAB	61



**GSA 2008-2009 Request for Offers**  
 Centralized Household Goods Traffic Management Program (CHAMP)

				REPUBLIC	
CHINA	75	LIBYA	60	TAIWAN	64
COLOMBIA	61	LITHUANIA	66	TAJIKISTAN	60
CONGO	75	LUXEMBOURG	56	TANZANIA	75
COSTA RICA	56	MACEDONIA	60	THAILAND	73
COTE D'IVOIRE	60	MADAGASCAR	75	TOGO	60
CROATIA	56	MALAWI	75	TRINIDAD AND TOBAGO	51
CUBA	45	MALAYSIA	71	TUNISIA	56
CYPRUS	66	MALI	61	TURKEY	70
CZECH REPUBLIC	59	MALTA	46	TURKMENISTAN	75
DENMARK	55	MARSHALL ISLANDS	60	UGANDA	75
DJIBOUTI	61	MAURITANIA	61	UKRAINE	75
DOMINICAN REPUBLIC	45	MAURITIUS	60	UNITED ARAB EMIRATES	62
EQUADOR	51	MEXICO	48	UNITED KINGDOM	57
EAST TIMOR	60	MICRONESIA	56	URUGUAY	60
EGYPT	60	MOLDOVA, REPUBLIC OF	60	UZBEKISTAN	75
EL SALVADOR	58	MONGOLIA	60	WESTERN SAMOA	60
EQUATORIAL GUINEA	60	MONTENEGRO	60	VENEZUELA	61
ERITREA	60	MOROCCO	59	VIET NAM	73
ESTONIA	55	MOZAMBIQUE	60	YEMEN	75
ETHIOPIA	75	MYANMAR	67	ZAIRE	75
FIJI	73	NAMIBIA	61	ZAMBIA	75
FINLAND	55	NEPAL	77	ZIMBABWE	75
FRANCE	56	NETHERLANDS	56		
GABON	61	NEW ZEALAND	74		
GAMBIA	60	NICARAGUA	56		
GEORGIA	56	NIGER	75		
		NIGERIA	75		

**3.4.3.1 Transit Times on International Shipments for UAB and HHE by air**

Required delivery dates for UAB and HHE by air shipments is 18 Days. If HHE by air is authorized rates will be calculated based on UAB rates.

**3.4.3.2 Transit Times on International Shipments**

Required delivery dates for shipments going between international locations are limited to 60 days. This RDD will be adjusted as historical data becomes available to validate and adjustment.

**3.4.3.3 Calculating Transit Times**

Transit times will be calculated from the last day of pick up until the shipment is available for deliver. Transit time will not include the time between the request for permission from post to forward shipment

and the response to send shipment. Request to forward shipment to post must be made within three business days after pack out is completed.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing office and TTMContracts@state.gov. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. A monthly 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.

#### **3-4.4. Application of International Rates for Specific Cities within South Africa and Brazil**

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable to and from specific points within the country of South Africa and Brazil, as identified below. City codes are identified in RFO Section 5-3.

South Africa	-Capetown, Durban, Johannesburg, Pretoria,
Brazil	-Brasilia, Rio De Janeiro, Recife, Sao Paulo,

#### **3-4.5. Released Valuation –International.**

##### **3-4.5.1. Transportation.**

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer surface shipments being released at a base value of \$8.50 times the net weight of the shipment in pounds for total losses and replacement and repair cost of items missing or damage. All other provisions of Section 10 of the HTOS and this RFO will apply. 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.

#### **3-4.6. Excess Released Value.**

##### **3-4.6.1. 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.

##### **3-4.6.2. 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.

#### **3-4.8. International Volume.**

The DOS is estimating that the volume of shipments under this RFO is 7,000 shipments.

#### **3-4.9 Forms required for the exportation of POV**

Exhibit 1 List of Forms

Exhibit 2 Power of attorney format

## **3-5. Department of State (DOS) – Domestic (DOSDD)**

### **3-5.1. General.**

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

### **3-5.2. Released Valuation – Domestic.**

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer shipments being released at a base value of \$6.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. 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.

### **3-5.3. Excess Released Value.**

#### **3-5.3.1. 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.

**3-5.3.2. 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.

**3-5.4 Application of Rate Offers.**

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

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating up to \$250 (any amount above this must be approved by DOS)
- All uncrating
- Extra labor, long carry and all charges associated with Mini-storage.
- All Surcharges or Security fees associated with ocean portion of Alaska Moves
- Ferry, tunnel and bridge charges/tolls.

**3-5.6. Domestic Volume.**

The DOS is estimating that the volume of shipments under this RFO is 1,500 shipments.

**3-5.7. Storage In Transit (SIT)**

Service providers are required by the DOS to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DOS is instructing the carrier that any shipment placed in SIT outside the 50-mile radius will be considered SIT at carriers convenience (HTOS 7-4.4.2). Under the HTOS, carriers 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.

## **(Special) Special Services that apply to two or more Sections**

**3-5.8. Billing through Department of State Domestic and International**

Power Track Participation

TSPs submitting offers under RFO Section 3-5 must participate with Power Track. Questions regarding Power Track usage/participation may be forwarded to State Dept.

**3-5.9 Excess weight charges Domestic and International.**

Our agency 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)

**3-5.10. Shipment of Boats/Kayaks/Canoes – Domestic and International**

DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

**3-5.11. Packed By Owner Domestic and International**

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.

### **3-5.12. Shipment Tracking Domestic and International**

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

### **3-5.13. Claims Report Domestic and International and DOSBG**

At the end of each tender cycle the TSP is required to submit a Claims report showing all claims paid during that tender period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

### **3-5.14. Staffing Requirement Domestic, International and DOSBG**

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country.

### **3.5.15 Move Management Services and Rates**

DOS is not soliciting move management rates for DOSDC, DOSDD or DOSBG.

## **3-6. Department of State (DOS) – International (DOSBG)**

### **3-6.1. General.**

The Dept of State is soliciting warehouse to door rates through the ITGBL program for household goods and privately owned vehicle, UAB are excluded. TSPs submitting offers in accordance with RFO Section 3-6, may file offers applicable between the origin location of the ELSO warehouse, located in Antwerp, Belgium (DOSBG) and applicable CONUS locations specified in this RFO Section 5-2, and identified as Agency Specific Codes in RFO Section 5-1. TSPs filing rates for international country to CONUS moves must be an approved TSP in CHAMP-I and must have received approval through GSA for the countries as part of the TSPs approved scope of operations. DOS is only accepting corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. Corporate may select origin agents as they see fit

#### **3-6.1.1. Shipment Tracking**

Reserved for future use.

#### **3-6.1.2. Shipment Reporting**

All TSPs offering rates will be required to provide shipping details to include weights and pieces within seven calendar days from the day after the shipment is picked up. Reports should reach the DOS office via e-mail to: [despatch\\_agency\\_elso@state.gov](mailto:despatch_agency_elso@state.gov), [ALMArchive@state.gov](mailto:ALMArchive@state.gov) and [ttncontracts@state.gov](mailto:ttncontracts@state.gov).

In addition to shipping detail reports on each individual shipment the TSP must provide a Status Tracking report weekly to: [ttncontracts@state.gov](mailto:ttncontracts@state.gov). To obtain an electronic copy of this report please contact the DOS Tender Administrator. Our agency reserves the right to discontinue tendering any services if the TSP does not reports under these provisions.

#### **3-6.1.3. Packing/Unpacking Requirements**

Shipments originating from the warehouse in Antwerp, Belgium location have been previously packed, crated and inventoried. Therefore, no additional packing requirements are required for TSPs. If an item requires repacking or recrating, the TSP must contact the Dept. of State representative to obtain

approval. Justification and requests must be made in writing to the Dept of State. It will be at the agency's discretion to allow repacking or re-crating.

#### **3-6.1.4. Packing List / Inventory**

The warehouse in Antwerp, Belgium will provide a packing list identifying the shipment contents to the TSP. If a shipment does not contain a packing list, the TSP should contact the Dept. of State representative to obtain proper paperwork to clear customs.

#### **3-6.1.5. Loading Requirements**

TSPs will be responsible for the through movement of the shipment from its origin warehouse location to destination.

#### **3-6.1.6. Billing through Department of State**

All billing for these services must be submitted to the Despatch Agency ELSO in accordance with the billing address listed on the GBL. Questions and inquiries concerning billing may be addressed to [despatch\\_agency\\_elso@state.gov](mailto:despatch_agency_elso@state.gov).

### **3-6.2. Household Goods**

The percentage (%) cited in the submitting TSP's 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. 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. Minimum weight is 1,000 pounds.

#### **3-6.2.1. Services included in rate**

1. Unpacking. Shipping containers, crates, and packing materials furnished by the warehouse will remain the property of the TSP. All liftvans must be in compliance with the ISPM#15 Standard.
2. Export and import documentation services involving customs clearances.
3. Removal and placement of each article in the residence/warehouse or other building.
4. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge
5. Ferry, tunnel and bridge charges/tolls.
6. All rate offers solicited for the DOS must incorporate the following accessorial services:
  - 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
  - All uncrating
  - Extra labor
  - Extra labor, long carry and all charges associated with Mini-storage.
7. All land, water, and air transportation, **EXCEPT:**

#### **3-6.3. Services excluded from rate**

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 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.
2. Any Government or public authority ordered charges for inspection, disinfestation, 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.
4. When an article cannot be delivered to a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party

service. This exception is directed at the deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1<sup>st</sup> floor balconies in apartments and single family dwellings.

5. Air fuel surcharges and Bunker Fuel Charges are authorized on the condition that supporting documentation is sent to [ALMArchive@state.gov](mailto:ALMArchive@state.gov); Subject line of the email must contain the Work Order #, Last name of employee and document type (OBL or AWB).
6. Port congestion surcharges, War and Security Surcharges.

#### **3-6.4. Transit Times.**

In lieu of the transit times identified in Section 12 of the HTOS, shipments handled under this RFO Section 3-6 shall adhere to the transit times of 45 days between the warehouse in Antwerp, Belgium and CONUS destinations. Dept. of State may waive the transit time and penalty at their discretion.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing office and [ttmcontracts@state.gov](mailto:ttmcontracts@state.gov). Contact the DOS Tender Administrator for a copy of the Missed RDD Form.

#### **3-6.5. Released Valuation.**

##### **3-6.5.1. Transportation.**

In lieu of the TSP liability as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer surface shipments being released at a maximum value of \$500. Under the provisions of this tender of service, the TSP is to settle any small claims related to the Household Goods or POV shipment in the amount of \$500.00 US dollars or less. Any claims exceeding that amount can be referred to DOS for processing under the Military and Civilian Claim Act of 1964 as amended. All other provisions of Section 10 of the HTOS and this RFO will apply.

##### **3-6.5.2. Missing Items.**

Missing items will be handled in accordance with the provisions of HTOS Section 10, with the direction of the Dept. of State.

#### **3-6.6. Estimated Volume.**

The DOS is estimating that the volume of shipments under this RFO is 1,000 shipments.

**Exhibit 1**

THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO  
PICKUP OF THE POV:

1. A 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)
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; one must be a notarized original copy (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](mailto: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

EXPORT POWER OF ATTORNEY

DATE \_\_\_\_\_

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 of the below stated vehicle which is described as

YEAR MAKE MODEL COLOR BODY

\_\_\_\_\_

IDENTIFICATION NUMBER

TITLE NUMBER

\_\_\_\_\_

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

X

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of Notary Public

COMMISSION EXPIRES

Personally Known \_\_\_\_\_

Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

(NOTARY STAMP)



## SECTION 4 EVALUATION AND ACCEPTANCE

### 4-1. Evaluation.

#### 4-1.1. General.

Evaluation of a TSP's offer 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 2008-2009 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 2008-2009 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 RFO 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 GSA Cost Comparisons for Federal Agency use based on the VI as computed in RFO Section 4-1.3, and in accordance with provisions of RFO Section 4-3.

### **4-2.2. Agency Specific.**

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI, and in accordance with provisions of RFO Section 4-3.

### **4-2.3. International.**

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in RFO Section 4-1.3, and in accordance with the provisions of RFO 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, 2007.

**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.

**4-3.1.4. Filing Cycle.** Filing Cycle as used in this provision means the period January 1, 2008 through October 31, 2008, unless such period is changed by the PMO in Kansas City, Missouri.

### **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 RFO Section 4-1.3 will be listed in VI descending order. TSPs with a VI less than 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. These TSPs will be randomly selected and randomly sorted on each cost comparison requested by a Federal Agency.

## SECTION 5 FILING CODES AND ABBREVIATIONS

### 5-1. Agency Specific Codes.

Listed below are the Federal civilian agencies/locations for which GSA is requesting offers for agency specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency as specified in RFO Section 6.

Federal Agency Name	Location	Code	Application	Type
Federal Bureau of Prisons Relocation Service	Washington, DC	FBPDC	Domestic & International	Alternating
Federal Aviation Agency	Washington, DC	FAAIN	International <b>(Excluding</b> off-shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Federal Aviation Agency	Oklahoma City, OK	FAADC	Domestic <b>(Including</b> off- shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Drug Enforcement Agency	Washington, DC	DEADC	Domestic & International	Alternating
Department of State - (refer to Section 3-4)	Washington, DC	DOSDC	International	Non- Alternating
Department of State - (refer to Section 3-5)	Washington, DC	DOSDD	Domestic	Non- Alternating
Department of Veterans Affairs - (refer to Section 3-2)	Washington, DC	DVADC	Domestic & International	Non- Alternating
Department of State (refer to Section 3-6)	Washington, DC	DOSBG	International, originating out of State Department warehouse in Antwerp Belgium	Non Alternating

## 5-2. Domestic Service Areas.

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

### 5-2.1. Interstate Identification Codes.

Service Area Pair Definitions	Service Area
Points in the State of California	0100
Points in the States of Washington and Oregon	0200
Points in the States of Nevada and Utah	0300
Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming	0400
Points in the State of Colorado	0500
Points in the States of Arizona and New Mexico	0600
Points in the States of Oklahoma and Texas	0700
Points in the States of Iowa, Kansas, Missouri, and Nebraska	0800
Points in the States of Michigan, Minnesota, and Wisconsin	0900
Points in the States of Illinois, Indiana, Kentucky, and Ohio	1000
Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee	1100
Points in the State of Florida	1200
Points in the States of Georgia, North Carolina, and South Carolina	1300
Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia	1400
Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania	1500
Points in the States of Maine, New Hampshire, and Vermont.	1600

Points in Alaska:	
- Anchorage, Alaska	2200
- Cordova, Alaska	2201
- Fairbanks, Alaska	2202
- Juneau, Alaska	2203
- Ketchikan, Alaska	2204
- Kodiak, Alaska	2205
- Petersburg, Alaska	2206
- Sitka, Alaska	2207
- Wrangell, Alaska	2208
Points in Canada:	
- Alberta, Canada	2300
- British Columbia, Canada	2301
- Labrador, Canada	2302
- Manitoba, Canada	2303
- New Brunswick, Canada	2304
- Newfoundland, Canada	2305
- Nova Scotia, Canada	2306
- Ontario, Canada	2307
- Prince Edward Isle, Canada	2308
- Quebec, Canada	2309
- Saskatchewan, Canada	2310
- Northwest Territory, Canada	2311
- Yukon, Canada	2312

**Note: If submitting a rate offer for an intra Alaska shipment, please use the service area pairs (2200-2208) listed above, in lieu of the intrastate identification codes in Section 5-2.2.**

**5-2.2. Intrastate Identification Codes.**

State	Code
Points in Alaska:	
- Anchorage, Alaska	AN00
- Cordova, Alaska	CV00
- Fairbanks, Alaska	FB00
- Juneau, Alaska	JN00
- Ketchikan, Alaska	KN00
- Kodiak, Alaska	KD00
- Petersburg, Alaska	PB00
- Sitka, Alaska	SA00
- Wrangell, Alaska	WG00
Alabama	AL00
Arizona	AZ00
Arkansas	AR00
California	CA00
Canadian Provinces:	
- Alberta	AB00
- British Columbia	BC00
- Labrador	LB00
- Manitoba	MB00
- New Brunswick	NB00
- Newfoundland	NF00
- Northwest Territories	NT00
- Nova Scotia	NS00
- Ontario	ON00
- Prince Edward Island	PE00
- Quebec	PQ00
- Saskatchewan	SK00
- Yukon	YT00
Colorado	CO00
Connecticut	CT00
Delaware	DE00
District of Columbia	DC00
Florida	FL00
Georgia	GA00
Idaho	ID00
Illinois	IL00
Indiana	IN00
Iowa	IA00
Kansas	KS00
Kentucky	KY00
Louisiana	LA00
Maine	ME00
Maryland	MD00
Massachusetts	MA00
Michigan	MI00
Minnesota	MN00
Mississippi	MS00
Missouri	MO00

Montana	MT00
Nebraska	NE00
Nevada	NV00
New Hampshire	NH00
New Jersey	NJ00
New Mexico	NM00
New York	NY00
North Carolina	NC00
North Dakota	ND00
Ohio	OH00
Oklahoma	OK00
Oregon	OR00
Pennsylvania	PA00
Rhode Island	RI00
South Carolina	SC00
South Dakota	SD00
Tennessee	TN00
Texas	TX00
Utah	UT00
Vermont	VT00
Virginia	VA00
Washington	WA00
West Virginia	WV00
Wisconsin	WI00
Wyoming	WY00

### 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 RFO Section 6.

##### 5-3.1.1. International Country Codes.

Country	Code
Afghanistan	111A
Albania	120A
Algeria	1250
American Samoa	060A
Angola	1410
Antigua	1490
Argentina	150A
Armenia	101A
Australia	160A
Austria	1650
Azerbaijan	112A
Azores	735A
Bahamas	1800
Bahrain	1810
Bangladesh	1820
Barbados	1840

Belarus	102B
Belgium	1900
Belize	2270
Benin	103B
Bermuda	1950
Bolivia	2050
Bosnia-Herzegovina	104B
Botswana	2100
Brazil – all other points	220A
- Brasilia	22BB
- Recife	22RF
- Rio De Janeiro	22RJ
- Sao Paulo	22SP
Brunei	2320
Bulgaria	2450
Burkina Faso	9270
Burma	2500
Burundi	2520
Cambodia	2550
Cameroon	2570
Canary Islands	830C
Cape Verde	113C
Cayman Islands	2680
Central African Republic	2690
Chad	2730
Chile	2750
China (all other points)	2800
- Beijing	28BG
- Chengdu	28CU
- Guangzhou	28GU
- Shanghai	28SI
- Shenyang	28SG
Colombia	2850
The Republic of Congo	105C
Costa Rica	2950
Cote D'ivoire	106C
Croatia	4400
Cuba	3000
Cyprus	3050
Czech Republic	3100
Denmark	3150
East Timor	107D
Djibouti	3170
Dominican Republic	3200
Ecuador	3250
Egypt	9220
El Salvador	3300
England	925E
Equatorial Guinea	114E
Eritrea	108E
Estonia	115E
Ethiopia	3350

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Fiji	3380
Finland	3400
France	3500
Gabon	3880
Gambia	116G
Georgia	109G
Germany	3940
Ghana	3960
Greece	4000
Grenada	117G
Guadeloupe	4070
Guam	170G
Guatemala	4150
Guinea	4170
Guinea-Bissau	119G
Guyana	4180
Haiti	4200
Hawaiian Islands of Hawaii, Kauai, Maui,. Oahu	210H
Holy See	120H
Honduras	4300
Hong Kong	4350
Hungary	4450
Iceland	4500
India	4550
Indonesia	4580
Iran	110N
*Iraq	110I
Ireland	4700
Israel	4750
Italy	4800
Jamaica	4870
Japan	490J
Jerusalem (added as a city under Israel)	111J
Jordan	5000
Kazakhstan	5250
Kenya	5050
Korea (South)	5150
Kosovo	110K
Kuwait	5200
Kyrgyzstan	121K
Laos	5300
Latvia	122L
Lebanon	5400
Lesotho	123L
Liberia	124L
Libya	112L
Lithuania	5420
Luxembourg	5700
Macedonia	125M
Madagascar	5750



Malawi	5770
Malaysia	5800
Mali	5850
Malta	5900
Marshall Islands	127M
Mauritania	5920
Mauritius	5930
Mexico – all other points	5950
- Ciudad Juarez, Chihuahua	59CJ
- Guadalajara, Jalisco	59GD
- Hermosillo, Sonora	59HM
- Matamoros, Tamaulipas	59MM
- Merida, Yucatan	59MR
- Mexico City, DF	59MC
- Monterrey, Nuevo Leon	59MT
- Nogales, Sonora	59NG
- Nuevo Laredo, Tamaulipas	59NL
- Tijuana, Baja California	59TJ
Micronesia	0630
Moldova	128M
Monaco	6070
Mongolia	129M
Morocco	6100
Mozambique	6150
Namibia	8210
Nepal	6250
Netherlands	6300
Netherlands Antilles	6400
New Zealand	6600
Nicaragua	6650
Niger	130N
Nigeria	6700
Northern Ireland	925I
Northern Mariana Islands - all other points	0690
- Saipan	069S
Norway	6850
Okinawa	490K
Oman	6160
Pakistan	7000
Palau	131P
Panama	7100
Papua New Guinea	7120
Paraguay	7150
Peru	7200
Philippines	7250
Poland	7300
Portugal	7350
Puerto Rico (main island only)	180P
Qatar	7470
Romania	7550
Russia – all other points	8250

- Moscow	82MC
- St. Petersburg	82SP
- Vladivostock	82VS
Rwanda	132R
Saint Lucia	7700
Sao Tome/Principe	133S
Saudi Arabia	7850
Scotland	925S
Senegal	7870
Serbia and Montenegro	113S
Sierra Leone	7900
Singapore	7950
Slovak Republic	114S
Slovenia	7890
Solomon Islands	789S
South Africa – all other points	8010
- Capetown	80CT
- Durban	80DB
- Johannesburg	80JB
- Pretoria	80PT
Spain	8300
Sri Lanka	2720
Sudan	8350
Suriname	8400
Swaziland	135S
Sweden	8500
Switzerland	8550
Syria	8580
Tahiti	350T
Taiwan	2810
Tajikistan	136T
Tanzania	8650
Thailand	8750
Togo	115T
Trinidad	205T
Tunisia	8900
Turkemenistan	116T
Turkey	9050
Uganda	9100
Ukraine	9280
United Arab Emirate	8880
Uruguay	9300
Uzbekistan	117U
Venezuela	9400
Vietnam	9450
Virgin Islands of St. Thomas and St. Croix	190V
Virgin Islands of St. John	200V
Western Samoa	9630
Yemen	9650
Yugoslavia	9700
Zaire	2910

Zambia	9900
Zimbabwe	8180

\*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.

#### **5-4. Taxpayer Identification Number (TIN).**

Under the Debt Collection Improvement Act of 1996, all TSPs are required to furnish its TIN as part of its rate offer. A TIN is defined as a business entity's Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file.

## SECTION 6 FORMAT REQUIREMENTS

### 6-1. Format Requirements.

TSPs or Rate Filing Service Providers submitting rate offers in response to this RFO, **MUST** submit their rate offers electronically either via the File Upload Module instructions located in Section 7 or via the filing capabilities of GSA's Transportation Management Services Solution (TMSS) system. TSPs or Rate Filing Service Providers submitting rate offers via File Upload must adhere to the following format requirements set out in RFO Section 6-2 below. TSPs filing rate offers using TMSS must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs may use the TMSS help screens for additional assistance with rate filing. TSPs have the option to modify rates globally or per traffic lane. Submissions received from TSPs or Rate Filing Service Providers not conforming to JUpload or TMSS record requirements will not be accepted by TMSS and the TSP will be notified as set out in RFO Section 1-1.6.

#### Important Notes on Changes in 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. The following record header types that were used in preceding rate filings are discontinued.
  - a. H2- TSP's Authorized Official
  - b. H3- TSP's Authorized Official Title
  - c. H4- TSP's Street Address
  - d. H5- TSP's City/State/Zip Code
  - e. H6- TSP's Telephone Number/Facsimile Number.
  - f. H7- TSP's Internet Address.
3. The fields in record types 'H2' to 'H7' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current.
4. Record type 'H1' is mandatory and all TSPs must file this record. This record now contains an additional field 'TSP's Government Representative' which was in record type 'H2' in preceding rate filings.
5. A new record replaces the earlier record type 'H2'. This is an **optional** record and should be filed only by a Rate Filing Service Provider [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.
6. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The 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 should be provided in this record.
7. For booking notifications to be sent by TMSS to the TSPs, the government will consider offering a system-to-system level information exchange between TMSS and the TSP's system, in lieu of sending a booking request via e-mail. In such cases, the communication via e-mail addresses will be optional. TSPs interested in this approach are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.
8. 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.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	<b>Initial Filing, New Filings:</b> must be 20081101 <b>Late Filings, Supplemental Filings:</b> 20090501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	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)
Separator	1	87	\ [backslash]
TSP's Government Representative	45	88-132	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.

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

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

**6-2.3. Example.**

H1ABCD\YOUNG MOVING AND STORAGE            \20081101\132145678\12345DUNS\1234\KAnderson  
H2HHGB\RATE FILING SERVICES, INC            \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

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

**6-3. Rate Record**

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for <b>GDTS</b> , General Domestic Transportation Services; Enter "02" for <b>ADTS</b> , Agency Specific Domestic Transportation Services; Enter "03" for <b>GDMS</b> General Domestic Move Management Services; Enter "04" for <b>ADMS</b> Agency Specific Domestic Move Management Services; Enter "05" for <b>GITS</b> , General International Transportation Services; Enter "06" for <b>AITs</b> , Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC) Enter "07" for <b>GIMS</b> , General International Move Management Services; Enter "08" for <b>AIMS</b> , Agency Specific International Move Management Services; (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
Separator	1	3	Use a comma ( , )
TSP Tender Number <b>NOTE:</b> A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	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).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	<b>Domestic:</b> For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. <b>International:</b> For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>Domestic: Interstate-</b> For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; <b>Intrastate-</b> For Tender Identifiers 01,02,03,04: Use SERVICE AREA

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Record Field	Maximum Positions	Positions	Contents
			CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) <b>International:</b> For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	19	Use a comma ( , )
Destination	4	20-23	<b>Domestic:</b> <i>Interstate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; <i>Intrastate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) <b>International:</b> For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	24	Use a comma ( , )
Transportation Percentage	4	25-28	<b>Domestic including Alaska and Canada :</b> For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma ( , )
Category 1 Vehicle	6	30-35	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	36	Use a comma ( , )
Category 2 Vehicle	6	37-42	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle between 300–800 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma ( , )
Category 3 Vehicle	6	44-49	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle over 800 cubic feet; example: 000975 (\$975); 003900 (\$3900)
Separator	1	50	Use a comma ( , )
Storage-in-Transit (SIT) Percentage	4	51-54	<b>Domestic including Alaska and Canada:</b> For Tender Identifiers 01,02,03,04 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma ( , )

Record Field	Maximum Positions	Positions	Contents
Accessorial	4	56-59	<b>Domestic including Alaska and Canada :</b> For Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma ( , )
Unaccompanied Air Baggage (UAB)	4	61-64	<b>Domestic:</b> For Tender Identifiers 01,02,03,04 - <b>Applies to Alaska shipments only:</b> Enter the UAB percentage being offered; for example: 0045 (45%). For all points <b>except Alaska</b> ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%). <b>FOR DOSBG: ZERO FILL: Example: 0000</b>
Separator	1	65-65	Use a comma ( , )
Phone Number <b>NOTE:</b> When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	<b>General Transportation:</b> 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. <b>MMS Provider:</b> Phone number <b>must be</b> a toll free number used to book shipments.
Separator	1	78-78	Use a comma ( , )
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
Separator	1	91-91	Use a comma ( , )
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address.

### 6-3.1. Examples.

01,1234,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
02,1236,DEADC,0700,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
03,1300,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
04,1301,FBPDC,1400,0100,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
05,1237,00000,210H,1410,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
06,1238,DOSDC,210H,925E,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
06,1238,FAADC,210H,180P,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
07,1302,00000,3940,210H,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
08,1303,FAAIN,210H,5150,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
08,1303,FAADC,210H,CA00,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

#### TIPS:

1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.



Missing Header Record, Must provide record type H1  
Invalid record type, Must be H1  
Valid TSP's Government Representative must be provided  
Invalid Taxpayer Identification Number  
Invalid record type, Must be H2  
RFSP's Name must be provided  
Valid RFSP's Email Address must be provided  
Invalid RFSP's SCAC number  
Invalid SCAC number  
Invalid Phone Number  
Invalid Fax Number  
Email ID is required  
Invalid Move Management Phone Number  
Invalid Domestic Origin  
Invalid International Origin  
Invalid International Origin for FAADC  
Invalid Domestic Destination  
Invalid International Destination  
Invalid International Destination for FAADC  
Invalid International Route  
Invalid Domestic Service Pair Combination  
Invalid Agency Code  
Type 1,2,3,4 Records Rejected, No Domestic Transportation TPA on File  
Type 1,2 Records Rejected, Carrier Not Authorized For General Domestic Transportation  
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, Carrier 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 Non-Alaskan Routes  
Records that don't contain valid rates for Domestic; Alaskan Routes  
Records that don't contain valid rates for International  
Suspect Alaskan records with auto rates > \$20,000  
Suspect Alaskan records with auto rates < \$5.00 (AK should be flat rate vs. cents per mile)  
Suspect 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.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.7).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial. All rate offers for SRO DOSBG, the UAB field must be zero filled(Section 2-7.3):

- (a) All vehicle rates must be non-zero
- (b) UAB: Domestic, including Canada, is zero (0);International, and Alaska, must be non-zero, except for UAB is zero filled for SRO DOSBG.
- (c) All SIT must be non-zero
- (d) Accessorial; Domestic, including Alaska and Canada, is zero (0); International must be non-zero

## SECTION 7 ELECTRONIC SUBMISSION

**7-1. Rate Tender Transmission.** The below information applies only to rate submissions using the Rate File Upload module within the TMSS HHG Rate Filing Module.

**7-1.1. ELECTRONIC TRANSMISSION.**

All electronic rate transmissions submitted in accordance with this request **MUST** be accomplished via the Internet utilizing the JUpload function within the TMSS HHG Rate Filing module or via the rate filing capabilities of TMSS as defined in RFO Section 1-1.5. Non electronic submissions will not be considered.

**7-1.2. FORMAT REQUIREMENTS.**

Format requirements, as set out in this RFO Section 6 must be strictly adhered to. Submissions received from TSPs or TSPs Rate Filing Service Providers not conforming to format requirements will be found unacceptable.

**7-1.3. FILE PREPARATION.**

In order to transfer the file via the JUpload, the file 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.**

Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be HHG
TSP's SCAC	4	1-4	<b>RFSP:</b> If transmitting rates on behalf of a TSP, enter <b>TSP's</b> SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			File Extensions will NOT be supported.

Example of filenames:

File name where assigned SCAC has four positions:     HHGABCD001 where 'ABCD' is the SCAC

The TSP can send one or more files for rate filing. The TSP 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 as a TSP or Rate Filing Service Provider, you are unsure as to your firm's SCAC or code in GSA's CHAMP, contact Brian Kellhofer as identified in RFO Section 1-6.

**The File Naming Convention identified above MUST be strictly adhered to. If your 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 TSPs or TSPs Rate Filing Service**

**Provider Upload directory and/or automatic rejection of the rate offer(s). TSPs will not receive Email or Fax notifications for transmitting files with non-standard file names.**

**7-1.4. ACCESSING JUpload Module.**

In order to access the JUpload Module, your TMSS Group Administrator must first designate who will have access to this module 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.

- A. When your rates are ready for submission, the User will click on the Upload Rate File Link. At that point, the module will load and bring you to a login screen to authenticate to the server. 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.
- B. At the login screen, you will be asked to input a User Name & Password. This User Name and Password is the same as you used for annual rate submissions via FTP. This is not the same User Name and Password you use to log into TMSS. If you do not know your User Name and Password, please contact the PMO in Kansas City.
- C. Once you have logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk you through the complete file upload process.

**7-1.4.1. UPLOAD DIRECTORY ACCESS.**

Once you have uploaded the file using the File Upload Module, you may verify that your firm's file was successfully transmitted. If the file doesn't appear in your firm's directory, you will need to "Upload" the file again. This will only assist you in verifying that your firm's rate offer file was transferred successfully and WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.

- A. To access your JUpload directory, click on the File Download link from the main menu. A pop up window will appear requesting a User Name and Password. Enter the same User Name and Password that you used to access the File Upload Module. You will then be taken to a directory tree. Scroll down to find your firm's folder, which will be identified by its Standard Carrier Alpha Code (SCAC). You will then be able access your folder and verify that the file(s) are present. NOTE: This will only allow you to verify that your file is present in the directory. You 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 TPs and RFSPs and process them. An e-mail confirmation acknowledging the receipt and processing of the file will be sent to the TSP's e-mail address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The e-mail 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 e-mail 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 during the 10:00pm CST validation on the closing date **of October 1, 2008 or March 27, 2009**. You need to connect to your directory via the File Download Module, using the instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with RFO Section 1-1.7.

## Traffic History 2007 Domestic

State/Territory	Outbound	Inbound	Intrastate
Alabama	108	111	15
Alaska	174	125	28
Alberta	1	-	-
Arizona	357	427	107
Arkansas	78	71	12
British Columbia	4	2	-
California	680	593	186
Colorado	301	341	64
Connecticut	47	33	-
Delaware	15	11	-
District of Columbia	75	354	-
Florida	438	355	58
Georgia	334	341	30
Idaho	116	119	28
Illinois	229	176	15
Indiana	103	54	6
Iowa	64	41	14
Kansas	84	64	12
Kentucky	115	100	4
Labrador	-	-	-
Louisiana	137	110	12
Maine	20	24	1
Manitoba	-	-	-
Maryland	776	937	7
Massachusetts	118	83	1
Michigan	143	98	11
Minnesota	113	100	22
Mississippi	87	87	19
Missouri	137	123	13
Montana	155	136	34
Nebraska	72	41	15
Nevada	149	155	6
New Brunswick	-	-	-
New Hampshire	25	22	1
New Jersey	152	107	5
New Mexico	256	342	47
New York	244	155	7
Newfoundland	-	-	-
North Carolina	201	183	14
North Dakota	42	53	23

Traffic History 2007  
Domestic

State/Territory	Outbound	Inbound	Intrastate
Northwest Territories	-	-	-
Nova Scotia	-	-	-
Ohio	155	127	8
Oklahoma	125	111	13
Ontario	2	9	-
Oregon	190	264	57
Pennsylvania	260	158	23
Prince Edward Island	-	1	-
Quebec	7	3	-
Rhode Island	20	18	-
Saskatchewan	1	-	-
South Carolina	119	110	10
South Dakota	104	96	27
Tennessee	132	125	14
Texas	465	503	166
Utah	148	136	30
Vermont	24	8	-
Virginia	760	949	44
Washington	214	217	28
West Virginia	108	119	10
Wisconsin	136	85	17
Wyoming	107	113	32
Yukon	-	-	-

# *ITGBL Local Agents*

## *2008-2009 HHG Request for Offers*

**Country:** Afghanistan

**Post:** Kabul

**Bureau:** SCA

### **Local Agents:**

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](mailto:kabul@paxton.com) Website:  
[www.paxton.com](http://www.paxton.com)

3) Agility Project Logistics  
Kabul, Afghanistan  
POC: Izhar Qureshi, Country Manager  
Cell: 93 799 329 080  
Cell: 93 70 210 899  
Cell (Dubai) 971 50 652 1712  
Satellite: 88216 2150 0051  
Email: [izharq@transoceanic.com](mailto:izharq@transoceanic.com)  
Website: <http://www.agilitylogistics.com>  
Website: <http://www.transoceanic.com>  
Stateside: 703-336-5339 Gregory Sims,  
Supervisor, HHG

2) AES Cargo  
Share-E-Naw, Charahi Ansari  
Kabul, Afghanistan  
POC: Greg Forgrave  
Tel: 93-70-296-492  
Cell: 93-70-274-374  
Email: [gregory.forgrave@aescargo.com](mailto:gregory.forgrave@aescargo.com)

**Country:** Albania

**Post:** Tirana

**Bureau:** EUR

### **Local Agents:**

2) AGS Tirana  
Ish Kombinati I Tekstileve  
Fabrika e Ngyrosjes  
Tirana, Albania  
POC: Genti Jacellari  
Tel: 355 4 352 560 x113  
Fax: 355 69 208 6315  
Email: [agstirana@icc.al.eu.org](mailto:agstirana@icc.al.eu.org)

1) AES Cargo/ Move One  
Rruga "Brigada e VIII"  
P. Teknoprojekt Sh.2 Ap 3/2 Nr. 33/1  
Tirana, Albania  
POC: Glenda Pajo  
Tel: 355 4 258 103  
Cell: 355 69 206 7269  
Email: [albania@moveonerelo.com](mailto:albania@moveonerelo.com)



# *ITGBL Local Agents*

**Country:** Algeria

**Post:** Algiers

**Bureau:** NEA

## **Local Agents:**

1) Deminter Algeria  
Rue Lakhder  
Manaa Cite 19 & 2 BT C No. 1  
Ben Aknoon  
Alger, Algeria  
POC: Mr. Mohamed Meghiref, GM  
Tel: 213-21-91-57-92/ 213-21-91-57-94  
Fax: 213-21-91-67-62/ 213-21-91-24-82  
Cell: 213-61-51-27-38 Madjid Meghiref Cell: 213-550 614 494 Amine Meghiref  
Email: deminter@wissal.dz

2) Algeria Moving and Shipping  
4A Rue Ahmed Yakoubi  
Bir Mourad Rais  
Alger, Algeria  
POC: Mme. Ahlem Menar, GM  
Tel: 213-21-56-33-51  
Cell: 213-0770-415-261

**Country:** Angola

**Post:** Luanda

**Bureau:** AF

## **Local Agents:**

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

**Country:** Argentina

**Post:** Buenos Aires

**Bureau:** WHA

## **Local Agents:**

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

2) Lift Van International  
Ruta 202, Nro. 3449  
Don Torcuato, Buenos Aires, Argentina  
POC: Tom Evans  
Tel: 4741-7447  
Email: administration@liftvan.com

3) Tanspack Argentina  
Azopardo 1345  
1107 Buenos Aires, Argentina  
Tel: 4300-4045  
Email: info@transpack.com.ar



# *ITGBL Local Agents*

**Country:** Armenia

**Post:** Yerevan

**Bureau:** EUR

## ***Local Agents:***

4) AGS  
24D Baghramyan Avenue, Room 405  
Yerevan, Armenia  
POC: Igor Makyán  
Tel: 374-91-734094  
Email: info@agsmovers.am

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

2) Chariot  
14 Mazmanyán Street, Apt #4  
Yerevan, Armenia  
POC: Grigor Khachatryan  
Tel: 374-93-333517  
Email: anergotwo@yahoo.com

1) Nomad Express  
1 Baghramán Avenue  
Yerevan, Armenia  
POC: Vahram Jordan  
Tel: 374-10-587457  
Email: nomad@arminco.com

# ITGBL Local Agents

**Country:** Australia

**Post:** Canberra

**Bureau:** EAP

## Local Agents:

4) Crown Relocations  
Unit 2/42 Bedford Street  
Queanbeyan NSW 2620  
POC: John Cole  
Tel: 61 2 6299 2100  
Fax: 61 2 6299 2118"

3) Wridgways  
39-41 Endurance Road  
Queanbeyan NSW 2620  
POC: Jody Went  
Tel: 61 2 6297 5444  
Fax: 61 2 6299 2253  
E-mail: Jody.Went@wridgways.com.au  
\*\*\* Bonded Facility \*\*\*

1) Allied Pickfords  
184 Gilmore Road  
Queanbeyan, NSW 2620  
POC: Clara Adam  
Tel: 61-2-6298-8403  
Fax: 61-2-6297-8572  
email: Clara.Adam@alliedpickfords.com.au \*\*\*  
Bonded Facility \*\*\*

2) Grace Removals Group  
28 Sheppard St.  
Hume ACT 2620  
POC: Peter Millington  
Tel: 61-2-6260-1344  
Fax: 61-2-6260-1587  
email: pmillington@grace.com.au \*\*\*  
Bonded Facility \*\*\*

**Post:** Melbourne

**Bureau:** EAP

## Local Agents:

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

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

1) Wridgways International  
93 Heatherdale Road, Ringwood  
Victoria, Australia 3134  
POC: Doug Goodear  
Tel: 613 9797 1533  
Fax: 613 9873 4919  
Email: douge@wridgways.com.au \*\* bonded  
facility \*\*

**Post:** Perth

**Bureau:** EAP

## Local Agents:

# *ITGBL Local Agents*

*Post:* Sydney

*Bureau:* EAP

## *Local Agents:*

4) Wridgways  
14 Epic Place  
Villawood NSW 2163  
Australia  
POC: Matthew Philpott, Import Manager  
Tel: 61 (02) 9645 7706 ( Direct ); 61 (02) 9645  
7700 ( Switchboard)  
Fax: 61 (02) 9644 7111  
Cell: 61 619418081

Email: matthew.philpott@wridgways.com.au \*\*  
bonded facility \*\*

3) Grace Removals Group  
4 Tucks Road  
Seven Hills NSW 2147  
Australia  
POC: Christopher Beresford  
Tel: 61 (02) 98385712  
Fax: 61 (02) 98385751  
Email: cberesford@grace.com.au  
Website: www.grace.com.au \*\*  
bonded facility \*\*

2) Allied Pickfords  
Unit 2, 1 Foundation Place  
Pemulwuy, NSW, 2145  
Australia  
POC: Charles Bryceland, International Product  
Manager N.S.W.  
Tel: 61 (02) 8868 2818  
Fax: 61 (02) 8868 2882  
Cell: 0438600627 \*\*  
bonded facility \*\*

1) Unigroup Worldwide UTS - Chess Moving  
13 Bessemer Street  
Blacktown NSW 2148  
Australia  
POC: Jan Skidmore  
Tel: 61 (02) 9671 8428  
Fax: 61 (02) 9671 8485  
Email: JanS@chessmoving.com.au  
Website: www.chessmoving.com.au \*\* bonded  
facility \*\*

# *ITGBL Local Agents*

**Country:** Austria

**Post:** Vienna

**Bureau:** EUR

## **Local Agents:**

2) Lang Worldwide Moving  
Spedition Lang GMBH  
Obachgasse 4  
A-1220 Vienna, Austria  
POC: Ms. Karin Lang, Manager  
Tel: 43 1 512-5201/0  
Email: K.lang@lang-moving.at \*\*bonded facility

1) A. Kuhner and Sohn GmbH  
Girakstasse 15  
A-2100 Korneuburg  
Vienna, Austria  
POC: Erich Bauer-Kuhner  
Tel: 43 2 262 74544/10 \*\*  
bonded facility \*\*

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

**Country:** Azerbaijan

**Post:** Baku

**Bureau:** EUR

## **Local Agents:**

1) Gosselin Ltd., Baku-Azerbaijan  
8 Nizami Str. 135  
Baku, Azerbaijan  
Tel: 994 12 5981920  
Fax: 99412 598-1921  
POC: Samir Hasanov, Branch Manager ( Baku-Azerbaijan)  
Email: hsnomadexpress@azdata.net  
POC: John Braeckevelt, Coordinator ( Caucasus & Central Asia)  
Email: johnb@georgia.gosselwvm.com

2) Interdean Ltd.  
Shamsi Badalbeyli str. 81/26  
AZ1014 Baku, Azerbaijan  
POC: Mr. Vagiv Samosud  
Tel: 994 12 4474346  
Fax: 994 12 4973570  
Cell: 994 50 210 7384  
Email: vagif.samosud@interdean.com

3) Global Link Caspian  
37 Khojaly Str., Silkway Business Center  
Baku AZ1025 Azerbaijan  
"POC: Mir Junaid Ahmed, Branch Manager "  
Tel: 994 12 447 3111  
Fax: 994 12 4473016  
Email: j.ahmed@globalinkllc.com

# *ITGBL Local Agents*

**Country:** Bahamas

**Post:** Nassau

**Bureau:** WHA

## **Local Agents:**

- 1) Martin's Moving  
POB N-834  
Nassau, the Bahamas  
POC: Jeff Martin  
Tel: 242 393-1173 or 242 393 2688  
Fax: 242 393-6925  
Email: martinmoving@yahoo.com
- 2) Tropical Brokerage Services  
Soldier Road, PO Box N-8294  
Nassau, The Bahamas  
POC: Patricia Coleby, Carlton Coleby, Wade Wallace  
Tel: 242 393-3524/ 0150/ 6210  
Fax: 242 393-6342 or 394-1013  
Email: TBS@coralwave.com      \*\* bonded  
facility for air shipments only\*\*
- 3) Superior Packing and Moving  
PO Box CB 11069  
Nassau, The Bahamas  
POC: Jackie Rodgers  
Tel: 242 328-3526  
Fax: 242 326-1096

**Country:** Bahrain

**Post:** Manama

**Bureau:** NEA

## **Local Agents:**

- 3) Aldana Freight Forwarders  
Cargo-Shipping-Packing  
PO Box 10340  
Manama, Kingdom of Bahrain  
POC: Mr. Asif Hasan  
Tel: 973-17-702-670 or 973-17-701-908  
Fax: 973-17-701-073  
Email: aldanafw@batelco.com.bh
- 2) Gulf Packing Services  
F/34 Bldg. 310, Rd. 3411, Area 334 Mahooz  
P.O. Box 5035  
Manama, Kingdom of Bahrain  
POC: Mr. Mahmood  
Tel: 17749040  
Fax: 17749020
- 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

# *ITGBL Local Agents*

**Country:** Bangladesh

**Post:** Dhaka

**Bureau:** SCA

***Local Agents:***

Homebound Packers and Shippers Ltd.  
SW(A) 26, Gulshan Avenue  
Dhaka, Bangladesh  
POC: Mr. Henry Jacob  
henry.jacob@homebound.com.bd  
Tel: 880-2-9894745  
Fax: 880-2-8823519

**Country:** Barbados

**Post:** Bridgetown

**Bureau:** WHA

***Local Agents:***

1) Michael Greaves Associates  
Carmichael House  
Carmichael  
St. George, Barbados  
POC: Mr. Michael Greaves, Managing Director  
POC: Mr. Karl Greaves, Operations Manager  
Tel: 1-246-426-2417  
Fax: 1-246-435-1847  
Email: mgreavesassoc@sunbeach.net

# ITGBL Local Agents

**Country:** Beijing

**Post:** Beijing

**Bureau:** EAP

## Local Agents:

2) Beijing DODA International Transportation Co., Ltd.  
North Court, No. 256 Nan Yang Zhuang Cun  
Shi Ba Li Dian Xiang, Chao Yang District  
Beijing 100023 China  
POC: Zhangqing or Julie Han  
Tel: 86-10-8736-9273 x121 (Han) x122 (Zhangqing)  
Fax: 86-10-6747-4953  
Cell: 13501364959 ( Han)  
Email: Julie.Han@doda.com.cn  
Email: zhangqing@euromovers.com.cn  
Website: www.doda.com.cn

3) Move One Relocations  
Kelun Building, Suite A 710  
12 Guanghua Road, Chao Yang District  
Beijing 100020 China  
POC: Andrew Harris  
Tel: (86) 10-6581-4046  
Fax: (86) 10-6581-4047  
Cell: 13511030963  
Email: andrew.harris@moveone.info  
Website: http://moveonrelo.com

4) Sino Santa Fe International Transportation Services Co., Ltd.  
No. 2, Street No. 8, Beijing Airport Logistics Zone

Beijing 101300 China  
POC: Chad Forrest, Division Manager  
Tel: 86-10-6947-0688  
Fax: 86-10-6947-0699  
Email: cforrest@santafe.com.cn  
Website: www.santaferelo.com \*\*

5) 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 \*\*  
customs bonded warehouse \*\*

6) China Way international Moving and Warehousing  
Anhuaxili Building 10, Area 2  
Beijing, China  
POC: Sally or Tina  
Tel: 86-10-6425-4841  
Fax: 86-10-6425-4795  
Cell: 13901114595 (Sally) 13621028093 (Tina)  
Email: sally@chinawaygroup.com  
Email: tina@chinawaygroup.com  
\*\* customs bonded warehouse \*\*

7) Continental International Moving  
Room 310, Dongsihuan Nanlu  
Beijing, China  
POC: Harriet Lu  
Tel: 86-10-8762-5109/5110  
Fax: 86-10-8762-5281  
Cell: 13801015647  
Email: infor@cimmover.com or Harriet,Liu@jvkasia.com \*\*  
customs bonded warehouse \*\*

# *ITGBL Local Agents*

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

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

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

**Country:** Belarus

**Post:** Minsk

**Bureau:** EUR

## **Local Agents:**

3) Interdean International Relocation  
Novocheryomushkinskaya 61, Floor 3  
117418 Moscow, Russia  
POC: Mr. Anatol Cebotaru  
Tel: 7 (495) 933 5232 ( Moscow)  
Tel: 43 1 8654706 - 1 ( Vienna )  
Email: anatol.cebotaru@interdean.com

2) Corstjens Worldwide Movers Riga  
Katlakalna 1  
LV 1073 Riga, Latvia  
POC: Mr. Dzintars Murnieks  
Tel: 371 7 800 800  
Fax: 371 7 800 801  
Email: info@corstjens.lv

1) Calenburg 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



# *ITGBL Local Agents*

**Country:** Belgium

**Post:** Antwerp

**Bureau:** EUR

**Local Agents:**

Gosselin World Wide Moving  
Belcrownlaan 23 - 25  
2100 Antwerp, Belgium

**Post:** Brussels

**Bureau:** EUR

**Local Agents:**

- 1) Gosselin World Wide Moving  
Belcrownlaan 23  
2100 Deurne  
POC: Edithe Verhoeven  
Tel: 00-32-3-360-5508  
Email: edithe@gosselin.be
- 2) Interdean  
JB Vinkstraat 9  
B-3070 Kortenberg  
POC: Lynn Appelt  
Tel: 00-32-2-758-0444  
Email: lynn.appelt@interdean.com
- 3) Putters International  
Erasmuslaan 30  
B-1804 Cargovil-Zemst  
POC: Dany Vandenput  
Tel: 00-32-2-255-8091  
Email: Dany.vdp@putters.be

**Country:** Belize

**Post:** Belmopan

**Bureau:** WHA

**Local Agents:**

- 1) Mark Green  
3 Guerrero Street  
Belize City, Belize  
POC: Mark Green  
Tel: 501-662-1058
- 2) Peter G. Searle  
1 ½ Miles Northern Highway  
Belize City, Belize  
POC: Peter Searle  
Tel: 501-223-0384  
Fax: 501-223-3902  
Email: searlefam@btl.net
- 3) Miguel Pariente  
1053 Graduate Crescent  
Belize City, Belize  
POC: Miguel Pariente  
Tel: 501-223-7833  
Fax: 501-223-1837  
Email: mbpariente@btl.net

# *ITGBL Local Agents*

**Country:** Benin

**Post:** Cotonou

**Bureau:** AF

## **Local Agents:**

1) Carl Dork International Sarl  
Carre 1166 Cadjedoun 04  
04 BP 0714  
Cotonou, Benin  
POC: Mr. Thomas Sossa  
Tel/Fax: 229 30 40 73  
Cell: 229 90 10 76  
Email: Carldork@firstnet.bj

2) Group Kajebau  
04 BP 452  
Cotonou, Benin  
POC: Mr. Jean Chrysostome  
Tel/Fax: 229 30 90 06  
Cell: 40 53 99  
Email: Kajebau@yahoo.fr

4) AEROTACTIC Sarl  
Zone Fret Aéroport International Cardinal Bernard  
Gantin  
04 BP 0131 Cadjéhoun  
Cotonou, enin  
POC: Augustin K. Agossou  
Tel (+229) 21 30 88 20  
Cell (+229)97 77 32 78  
E-mail: aertact@beninweb.org  
\*\*for UAB customs clearance\*\*

3) AGS, Benin  
BP 417  
Cotonou, Benin  
POC: Guillaume Dehem  
Tel: 229 31 78 18/90 82 83  
Fax: 229 31 78 05

**Country:** Bermuda

**Post:** Hamilton

**Bureau:** EUR

## **Local Agents:**

Best Shipping  
6 Addendum Lane South  
Pembroke HM07  
Bermuda  
POC: David Sousa or Steven Souza  
Tel: 441-292-8080  
Email: dsousa@best.bm; ssousa@best.bm  
\*\* bonded warehouse \*\*

# *ITGBL Local Agents*

**Country:** Bolivia

**Post:** La Paz

**Bureau:** WHA

## **Local Agents:**

1) Bolivian Movers  
POC: Eduardo Vargas  
Tel: 591 2 222-6434  
Fax: 591 2 222-8143  
Cell: 720-79189  
Web-site: bolmover@ceibo.entelnet.bo

1) Express Cargo  
POC: Arsenio Nina  
Tel: 591 2 236 1111  
Fax: 591 2 237 8406; 2 231-1842  
Cell: 719-53915  
Web-site: expresscargoers@zuper.net

2) Inbolpack  
POC: Lic. Ernesto Saavedra  
Tel: 591 2 231 7070  
Fax: 591 2 239-2036  
Cell: 715-42319  
Web-site: inbolpack.lpz@inbolpack.net

4) Faros  
POC: Adolfo Rospigliosi  
Tel: 591 2 224-5469  
Fax: 591 2 224-0758  
Cell: 706-14080  
Web-site: farosmovers@yahoo.es

# *ITGBL Local Agents*

**Country:** Bosnia-Herzegovina

**Post:** Banja Luka

**Bureau:** EUR

## **Local Agents:**

AGS Sarajevo  
Luzansko Polje 7  
Ilidza, Sarajevo  
Bosnia - Herzegovina  
Tel: 387 33 761 460  
Fax: 387 33 761 461

Intereuropa RTC Ltd. Co.  
Halilovici 12, Sarajevo  
Bosnia - Herzegovina  
POC: Mr. Meho Bavcic  
Tel: 387 33 468 153  
Fax: 387 33 468 154

AES Cargo  
Ismeta Alajbegovica Serbe 30  
Stup, Sarajevo  
Bosnia -Herzegovina  
POC: Mr. Fuad Merzic or Mr. Bojan Simunovic  
Tel: 387 33 465 689  
Fax: 387 33 468 192

**Post:** Mostar

**Bureau:** EUR

## **Local Agents:**

AGS Sarajevo  
Luzansko Polje 7  
Ilidza, Sarajevo  
Bosnia - Herzegovina  
Tel: 387 33 761 460  
Fax: 387 33 761 461

Intereuropa RTC Ltd. Co.  
Halilovici 12, Sarajevo  
Bosnia - Herzegovina  
POC: Mr. Meho Bavcic  
Tel: 387 33 468 153  
Fax: 387 33 468 154

AES Cargo  
Ismeta Alajbegovica Serbe 30  
Stup, Sarajevo  
Bosnia -Herzegovina  
POC: Mr. Fuad Merzic or Mr. Bojan Simunovic  
Tel: 387 33 465 689  
Fax: 387 33 468 192

# ITGBL Local Agents

**Post:** Sarajevo

**Bureau:** EUR

## Local Agents:

- 2) AGS Sarajevo  
Luzansko Polje 7  
Ilidza, Sarajevo  
Bosnia - Herzegovina  
Tel: 387 33 761 460  
Fax: 387 33 761 461
- 3) Intereuropa RTC Ltd. Co. \*\*\*  
Halilovici 12, Sarajevo  
Bosnia - Herzegovina  
POC: Mr. Meho Bavcic  
Tel: 387 33 468 153  
Fax: 387 33 468 154 \*\*\*\*\*  
Bonded Facility \*\*\*\*\*
- 1) AES Cargo \*\*\*  
Ismeta Alajbegovica Serbe 30  
Stup, Sarajevo  
Bosnia -Herzegovina  
POC: Mr. Fuad Merzic or Mr. Bojan Simunovic  
Tel: 387 33 465 689  
Fax: 387 33 468 192 \*\*\*  
Bonded Facility \*\*\*

**Country:** Botswana

**Post:** Gaborone

**Bureau:** AF

## Local Agents:

- 3) Crown Relocations  
Plot 22098, Unit 3/A/3 Western Industrial Estates
- Gaborone West, Private Bag  
Bontleng, Gaborone, Botswana  
POC: Jannie van der Merwe  
Tel: 267 395 6694/ 3907171  
Fax: 267 395 6694  
Email: jvandermerwe@crowrelo.com \*\* bonded
- 1) Elliott International  
Plot 22098, Unit 4/B/2 BDC Western Industrial Estate  
Gaborone West  
P.O. Box 2044  
Gaborone, Botswana  
POC: Aubrey Bowles  
Tel: 267 491 2531  
Fax: 267 391 2726  
Email: gaborone@elliott.co.bw;  
Aubrey.bowles@elliott.co.bw \*\*  
bonded facility \*\*
- 2) AGS Frasers International  
Plot 14398, off new Lobatse Road  
Gaborone West Industrial  
P.O. Box 201874  
Gaborone, Botswana  
POC: Antoine Dequesnay  
Tel: 267 392 2558  
Fax: 267 392 5030  
Email: sales@agsfrasers.co.bw;  
antoined@agsfrasers.co.bw \*\* bonded  
facility \*\*

# *ITGBL Local Agents*

**Country:** Brazil

**Post:** Brasilia

**Bureau:** WHA

## **Local Agents:**

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

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

**Post:** Recife

**Bureau:** WHA

## **Local Agents:**

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

**Post:** Rio De Janeiro

**Bureau:** WHA

## **Local Agents:**

2) Metropolitan Transport S.A.  
Rodovia Presidente Dutra, 2550  
Pavuna  
Rio de Janeiro - cep: 21535-050  
Rio de Janeiro, Brazil  
POC: Jose Augusto de Almeida, General Manager

Tel: 55 21 3369-4950/ 49999

3) Crown Relocations  
Estrada dos Bandeirantes, 5837  
Curicica  
Rio de Janeiro - cep: 22780-080  
Rio de Janeiro, Brazil  
POC: Ms. Julia Barbosa, General Manager  
Tel: 55 21 2441 5170  
Email: j.barbosa@crownrelo.com

1) Transportes Fink S.A.  
Estrada dos Baneirantes, 2.856  
Jacarepagula  
Rio de Janeiro - cep: 22775-110  
Rio de Janeiro, Brazil  
POC: Ms. Laua Ganon, General Manager  
POC: Ms. Jania Pirete ( in/out shipments  
Supervisor)  
Tel: 55 21 3410-9700  
Email: jpirete@fink.com.br

# *ITGBL Local Agents*

**Post:** Sao Paulo

**Bureau:** WHA

## **Local Agents:**

3) G-Inter Transportes Internacionais Ltda.  
Av. Fernando Cerqueira Cesar Coimbra, 210  
06465 090 - Alphaville - Barueri - SP - Brazil  
POC: Mr. Renato Lima, Director  
Tel: 55 11 4208 9604  
Fax: 55 11 4208 9610  
Email: renatolima@g-inter.com.br

2) Metropolitan Transports S.A.  
Av. Piracema, 600  
06460-030 - Tambore - Barueri - SP - Brazil  
POC: Fabricio Bertoldo, Manager; Patrick Ohara,  
Manager  
Tel: 55 11 4166 2713; 55 11 4166 2722  
Fax: 55 11 4191 1080  
Email: fabricio.bertoldo@metropolitan.com.br  
Email: Patrick.ohara@metropolitan.com.br

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

**Country:** Brunei

**Post:** Bandar Seri Begawan

**Bureau:** EAP

## **Local Agents:**

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

# *ITGBL Local Agents*

**Country:** Bulgaria

**Post:** Sofia

**Bureau:** EUR

## **Local Agents:**

2) Interdean Bulgaria  
International Relocations  
32, Aleko Konstantinov Str.  
1505 Sofia, Bulgaria  
POC: Dimitar Dishovsky, General Manager  
POC: Anton Vangelov, Operations Manager  
Tel: 359 2 9461597; 9445249  
Cell: 359 88 865 2961 Dishovsky  
Cell: 359 88 962 5951 Vangelov  
Fax: 359 2 9442630  
Email: Dimitar.Dishovsky@interdean.com  
Email: Anton.Vangelov@interdean.com

1) ORBIT Ltd.  
International Forwarding and Moving  
51, Podporuchik Jordan Todorov Str.  
1540 Sofia, Airport Area, Bulgaria  
POC: Ludmil Rangelov, Manager or Rossitsa  
Chafalanova, Operator  
Tel: 359 2 970 6300/400/500 or 359 2 970 6311  
Cell: 359 89 990 3339 Rangelov  
Cell: 359 89 866 9016 Chafalanova  
Fax: 359 2 970 6333  
Email: hhgs@orbit.bg; lrangelov@orbit.bg;  
rchafalanova@orbit.bg

**Country:** Burkina Faso

**Post:** Ouagadougou

**Bureau:** AF

## **Local Agents:**

1) AGS Worldwide Movers  
Zone du Bois, 01 BP  
1767 Ouagadougou, Burkina Faso  
POC: Frederic Leomant, Branch Manager  
Tel: 226-50-36-16-79  
Fax: 226-50-36-12-24  
Email: direction-burkinafaso@agsmovers.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

**Country:** Burma

**Post:** Rangoon

**Bureau:** EAP

## **Local Agents:**

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



# *ITGBL Local Agents*

**Country:** Burundi

**Post:** Bujumbura

**Bureau:** AF

## **Local Agents:**

2) AGS Frasers Burundi  
POC: Sebastien Favier  
Tel: 00257 22 24 58 04  
Fax: 00257 22 22 58 05  
Cell: 00257 79 934 724  
Email: afsfrasers@cbinf.com

1) SDV Transami Burundi  
POC: Salvator Sindayihebura  
Tel: 00257 22 22 96 93  
Fax: 00257 22 22 58 95  
Cell: 00257 79 910 378  
Email: Salvator@sdv-bu.com

3) Worldwide Movers  
POC: Oscar Nduwimana  
Cell: 00257 76 607953  
Email: wwmbdi@usan-bu.net

**Country:** Cambodia

**Post:** Phnom Penh

**Bureau:** EAP

## **Local Agents:**

Asian Tigers Transpo International (Cambodia) Ltd.

86 Street 160  
Phnom Penh, Cambodia  
POC: Marc Ladian, Contry Manager  
Tel: (855-23) 880 951  
Fax: (855-23) 880 952  
Email: transpo@online.com.kh

2) Circle Worldbridge International Ltd.

#84A, Street Sothearos  
Phnom Penh, Cambodia  
POC: Mr. Sear Rithy  
Tel: (855) 23 986 377  
Fax: (855) 23 362 478  
Email: cfi@camnet.com.kh

\*\*

bonded facility \*\*

1) JVK-NAGA Movers Ltd.

#27, Street 134  
Phnom Penh, Cambodia  
POC: Francois Rouselle  
Tel: (855) 23 724 746  
Fax: (855) 23 366 323  
Email: francois.rouselle@jvkasia.com \*\* bonded  
facility \*\*

# *ITGBL Local Agents*

**Country:** Cameroon

**Post:** Yaounde

**Bureau:** AF

## **Local Agents:**

- 1) MAC PAC  
Tel: (237) 223 79 92  
Fax: (237) 223 09 21  
Email: Macpac@camnet.cm
- 2) CODEM ( AGS Frasers International )  
BP 2324  
Doula, Cameroon  
POC: Didier Bertay  
Tel: (237) 342-9548  
Tel/Fax: (237) 222 90 53  
Email: codem@camnet.cm; manager-cameroon@agsmovers.com

**Country:** Cape Verde

**Post:** Praia

**Bureau:** AF

## **Local Agents:**

AGS Cabo Verde Mudancas LDA  
24, Rua da UCCLA - Achada Sto. Antonio  
CP 225-A  
Praia, Cape Verde  
POC: Nicolas Agazar, Branch Manager  
Tel: 238 262 36 22  
Fax: 238 262 36 23  
Email: agscaboverde@cvtelecom.cv  
Website: www.agsworldwide-movers /  
www.agsfrasers.com

# *ITGBL Local Agents*

**Country:** Central African Rep.

**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: ttc\_douane@yahoo.fr.

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

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:**

**Country:** Chengdu

**Post:** Chengdu

**Bureau:** EAP

## **Local Agents:**

1) Crown Worldwide, LTD  
Suite 1518, Crown Building, Yatai Plaza  
No. 58 Kehua Beilu  
Chengdu, Sichuan, China 610041  
POC: Ms. Grace Yang  
Tel: 86-028-86080361  
Fax: 86-028-85353046  
Email: gyang@crownrelo.com

2) JVK-Magellan International Movers Ltd.  
2B Golden Orchard Bldg., South Palm Suites  
7 Sheng Long Street  
Chengdu, China  
Tel: 86-028-8535-5360  
Fax: 86-028-8535-5370

# *ITGBL Local Agents*

**Country:** Chile

**Post:** Santiago

**Bureau:** WHA

## **Local Agents:**

3) Ward Van Lines SA  
Americo Vesputio 2050 –Quilicura  
Santiago, Chile  
POC: Sebastian Laporta, General Manager  
Tel: 56-2-623-3373 x 210  
Email: slaporta@wardvanlines.com

1)REMSSA  
Transportes y Servicios Remssa. S.A.  
Lope de Ulloa 1885  
Quinta Normal, Santiago, Chile  
POC: Monica Silva, General Manager  
Tel: 56-2-775-9902, 56-2-775-9990 ( direct line)  
Email: remssa@remssa.cl

2) Unipack SA  
Universal Packing and Storage S.A.  
Av. Presidente Eduardo Frei Montalva 6070  
Quilicura, Santiago, Chile  
POC: Luis Silva, General Manager or Hellen  
Concha, Traffic Manager  
Tel: 56-2-799-7000  
Email: lsilva@unipack.cl; hconcha@unipack.cl

**Country:** Ciudad Juarez

**Post:** Ciudad Juarez

**Bureau:** WHA

## **Local Agents:**

1) Robles International Services, Inc.  
7100 Cattlemens, Suite 300  
Santa Teresa, NM 88008  
POC: Lidia Robles  
Tel: (505) 874-1513 or (915) 726-4127 ( Robles )  
Fax:(505) 874-2790  
Email: lidia\_robles@roblesinternational.com

2) The Island Sea, Inc.  
9601 Carnegie Avenue  
El Paso, Tx. 79925  
POC: Thomas Lampe or Rigoberto Duran  
Tel: (915) 592-1517  
Fax: (915) 592-1835  
Email: thomas.lampe@ito-elpaso.com  
Email: rduran@tis-worldwide.com

3) Mundanzas Gou, S.A. de C.V.  
Jose Clemente Orozco #260  
Alamos de San Lorenzo  
Cd. Juarez, chih., Mexico 32340  
POC: Christian Aguilar  
Tel: (52-656) 623-4115 or 142-1760 ( Aguilar)  
Fax: (52-656) 618-6229  
Email: cd.juarez@mundanzasgou.com

# *ITGBL Local Agents*

**Country:** Colombia

**Post:** Bogota

**Bureau:** WHA

## **Local Agents:**

3) Repecev Ltda  
Avenida Carrera 97 # 24C-23, Bodega 22  
Bogota, Colombia  
POC: Alberto Rodriguez Uribe  
Tel: 422-2388/ 422-3984  
Fax: 288-7236

1) Portan S.A.  
Calle 19 # 32 - 49  
Bogota, Colombia  
POC: Luis Colmenares, Manager  
Tel: 277-0401/ 277-0441/ 565-8421/ 562-1232/  
562-1253  
Fax: 562-0618

2) Aviomar S.A.  
Avenida El Dorado #96 - 47  
Bogota, Colombia  
POC: Felice Snider  
Tel: 425-5555  
Fax: 415-2261  
Bonded Facility \*\*\*

\*\*\*

**Country:** Congo

**Post:** Brazzaville

**Bureau:** AF

## **Local Agents:**

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

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

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

# *ITGBL Local Agents*

**Country:** Costa Rica

**Post:** San Jose

**Bureau:** WHA

## **Local Agents:**

- 1) APA Worldwide Movers  
Building Suite 1-4  
Centro Colon Building  
San Jose, Costa Rica  
POC: Fabian Ortiz  
Tel: (506) 233-4785/ (506) 222-9085  
Fax: (506) 233-0517  
Email: apawwm@sol.racsa.co.cr  
www.apaworldwide.com      \*\* bonded  
warehouse\*\*
- 2) Mudanzas Mundiales  
PO Box 6540 - 1000  
San Jose, Costa Rica 01000  
POC: Victor Roman  
Tel: (506) 259-2222  
Fax: (506) 219-2045  
Email: vroman@gmm.co.cr      \*\*  
bonded warehouse \*\*

**Country:** Cote D'Ivoire

**Post:** Abidjan

**Bureau:** AF

## **Local Agents:**

- 1) Packing Service International \*\*\*  
G30 Rue Des Majorettes a Bietry  
07 B.P. 66  
Abidjan 07, Cote d'Ivoire  
POC: Jean Pierre Ceron, Director  
Tel: (225) 21-25-27-17  
Fax: (225) 21-25-28-13  
Email: demenagement@packing-service.com  
\*\*\*\*\* Bonded Facility  
\*\*\*\*\*
- 2) S.E. Transit Diot  
01 B.P. 15  
Abidjan 01, Cote d'Ivoire  
POC: Jean Pierre Delarbre  
Tel: (225) 21-24-86-20  
Fax: (225) 21-24-78-47  
Cell: (225) 07-07-76-19
- 3) AGS  
2, Allee du Stade a Treichville  
18 B.P. 108  
Abidjan, Cote d'Ivoire  
POC: Bernard Duret, Director and Manager  
Tel: (225) 21-25-73-73 or 21-25-74-74  
Fax: (225) 21-25-75-75  
Cell: (225) 07-00-68-02  
Email: directeur@ags.ci

# *ITGBL Local Agents*

**Country:** Croatia

**Post:** Zagreb

**Bureau:** EUR

## **Local Agents:**

4) Move One Zagreb  
Zupanjska 10  
10000 Zagreb, Croatia  
POC: Mr. Kresimir Loncar  
Tel: 385-1-369-2381  
Fax: 385-1-363-5157  
Email: kresimir.loncar@moveonerelo.com

3) Corstjens Zagreb  
Savska cesta 141  
10000 Zagreb, Croatia  
POC: Ms. Gordana Tomic-Vincek  
Tel: 385-1-605-5148  
Fax: 385-1-605-5940  
Email: info.zagreb@corstjens.com

2) AGS Zagreb  
Buzinski prilaz 21. Buzin  
10010 Zagreb, Croatia  
POC: Ms. Jasna Nanac  
Tel: 385-1-660-8304  
Fax: 385-1-660-8155  
Email: nanac\_j@ags-zagreb.hr

1) Zagreb-Dean d.o.o.  
XIV Podbrezje 19  
10020 Zagreb, Croatia  
POC: Mr. Nenad Leskovar  
Tel: 385-1-655-5270  
Fax: 385-1-655-5280  
Email: Zagreb-dean@zg.htnet.hr

**Country:** Cuba

**Post:** Havana

**Bureau:** WHA

## **Local Agents:**

# *ITGBL Local Agents*

**Country:** Cyprus

**Post:** Nicosia

**Bureau:** EUR

## ***Local Agents:***

2) Columbia World-Wide Movers Ltd.  
101 Neas Yenias Avenue  
3820 Limassol, Cyprus  
POC: Mr.Sergios Thoukis  
Tel: 357 25 716200  
Email: columbia@spidernet.com.cy  
Website: www.columbiamovers.com

3) GAP Vassilopoulos Group  
20 Strovolos Avenue  
2011 Nicosia, Cyprus  
POC: Ms. KiKi Ktoridou  
POC: Mr. Petros Vassilopoulos, Director (copy on  
all emails)  
Tel: 357 22 610166  
Email: kiki.ktoridou@gapgroup.com  
Email: petros.vassilopoulos@gapgroup.com  
Website: www.gapgroup.com

1) Orbit Moving and Storage  
3 Dasoupoleos Street  
2015 Nicosia, Cyprus  
POC: Ms. Natasha Tavoukjian  
Tel: 357 22 817060  
Email: natasha.tavoukian@orbit-kazoulis.com  
Website: www.orbit-kazoulis.com



# *ITGBL Local Agents*

**Country:** Czech Republic

**Post:** Prague

**Bureau:** EUR

## **Local Agents:**

3)Interdean International Relocation  
Interdean, spol. s.r.o.  
U silnice 949  
161 Praha 6, Czech Republic  
POC: Michael Vincenec  
Tel: 00 420 233 313 154, 155, 158  
Fax: 00 420 233 313 156  
Cell: 00 420 602 140 619  
Email: michael.vincenec@interdean.com Email:  
Prague@interdean.com

2)Corstjens Worldwide Movers Group, Prague  
Jeremiasova 947  
155 00 Praha 5, Czech Republic  
POC: Brad Breitinger; Helena Nohalova  
Tel: 00 420 235 520 545/6  
Fax: 00 420 235 520 547  
Cell: 00 420 603 456 522 ( Breitlinger )  
Email: brad@corstjens.cz; helena@corstjens.cz;  
info@corstjens.cz

4)Move One Relocations, Prague  
Ceske Druziny 1634/18  
160 00 Praha 6, Czech Republic  
POC: Attila Papai or Daniel Urban  
Tel: 00 420 233 321 406  
Fax: 00 420 233 901 440  
Cell: 00 420 731 165 441 ( Papai ); 00 420 603  
563 696 ( Urban )  
Email: attila.papai@moveonerelo.com;  
daniel.urban@moveonerelo.com

1)AGS, International Movers, Prague  
Na Jarove 2/2424  
130 00 Prague 3, Czech Republic  
POC: Roman Subert, Rene Zak, Pavel Hasenohrl

Tel: 420 286 882 160  
Fax: 420 286 882 162  
Cell: 420 602 230 043 (Subert); 420 602 665 691  
(Zak)  
Cell: 420 602 665 684 (Hasenohrl)  
Email:roman.subert@agsmovers.com;operations  
@agsmovers.com(Zak)  
Email:pavel.hasenohrl@agsmovers.com  
Email: info@agsmovers.com; operation-  
prague@agsmovers.com

# *ITGBL Local Agents*

**Country:** Denmark

**Post:** Copenhagen

**Bureau:** EUR

## **Local Agents:**

1)Adams Transport  
Kanalholmen 31-33  
2650 Hvidovre, Denmark  
POC: Flemming Peetz-Schou  
Tel: 45 36 86 00 04  
Fax: 45 36 86 00 95  
Email: flemming.peetz-schou@adam.dk  
\*\*bonded facility\*\*

2)Mobeltransport Denmark  
Islevdalvej 110  
2610 Rodovre, Denmark  
Tel: 45 70 10 44 00  
Fax: 45 44 84 92 22  
Email: mobil@mobil.dk

**Country:** Djibouti

**Post:** Djibouti

**Bureau:** AF

## **Local Agents:**

ETS. MARILL  
8, Rue Marchade, BP 57  
Djibouti  
POC: Daniel Chusseau, Chef de Service  
POC: Marill Thierry, Directeur General  
Tel: 00(253) 35 49 24 (Chusseau); 32 74 02  
(Thierry)  
Fax: 00(253) 35 64 64 (Chusseau) 32 56 23 (Thierry)  
Cell: 00(253) 82 13 57 (Chusseau); 00(253) 35 11  
50 (Thierry)  
Email: daniel.chusseau@groupe-marill.dj  
Webiste: www.groupe-marill.com

**Country:** Dominican Rep.

**Post:** Santo Domingo

**Bureau:** WHA

## **Local Agents:**

4) La Rosa Del Monte Express  
POC: Maria Arias  
Tel: (809) 687-6620  
Email: larosadr@verizon.net.do

1) Teodulo Aquino CXA.  
POC: Silvia Aquino  
Tel: (809) 536-4041  
Email: export@teoduloaquino.com \*\* customs  
bonded facility \*\*

3) Latino Express  
POC: Alberto Aquino  
Tel: (809) 684-1771  
Email: l.express@verizon.net.do

2) L&G International Movers  
POC: Jose Lopez  
Tel: (809) 530-4494  
Email: jlpoz@lginternaionalmovers.com

# *ITGBL Local Agents*

**Country:** East Timor

**Post:** Dili

**Bureau:** EAP

## ***Local Agents:***

2) SDV Logistics (East Timor)  
Avenida Presidente Nicolau Lobato  
Bairo dos Grilos, PO Box 398  
Dili, East Timor  
POC: Rafael Ribeiro  
Tel: 670-332-2818  
Fax: 670-332-4077  
Cell: 670 723 0517  
Email: r.ribeiro@sdv.com

3) KAYE Freight and Moving Service  
Bairro Pite  
Dili, East Timor  
POC: Johnny B. Bunao  
Tel/Fax: 670 3310 369  
Cell: 670 7259267 or 670 726 8126  
Email: kayfrtnmovingsvcs@mail.timortelecom.tp

1) JVK International Movers Ltd.  
Rua Don Luis de Nornha  
Vilaverde, Dili  
POC: Cornelio Pacheco  
Tel: 670 33 10076  
Cell: 670 7235 784  
Email: east.timor@jvkasia.com;  
cornelio@jvkasia.com

# *ITGBL Local Agents*

**Country:** Ecuador

**Post:** Guayaquil

**Bureau:** WHA

## **Local Agents:**

- 4) Global Transport  
Bartolome Sanchez No. 71-69 y E. Guerrero  
Panamericana Norte Km. 6 1/5 detras de  
Nutrepa  
Quito, Ecuador  
POC: Pablo Calero, President  
Tel: (593-2) 248-0372/ 248-0406  
Fax: (593-2) 248-0443
- 3) Metropolitan Expreso  
Panamericana Norte Km 3 1/2, Los Cedros  
Quito, Ecuador  
POC: Diego Pesantes, Director  
Tel: (593-2) 247-5733  
Fax: (593-2) 247-5730  
Email: diego\_pesantes@metropolitanexpreso.com
- 2) Cayser Carga Y Servicios  
Av. Juan Tanca Marengo Lm 0.5  
Guayaquil, Ecuador  
POC: Ing. Fernando Caicedo, General Manager  
Tel: (593-4) 239-4403/ 229-5954  
Fax: (593-4) 239-4403  
Email: fcaicedo@cayser.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) 223-2312/ 224-9876/ 264-4572  
Fax: (593-4) 223-7447  
Email: vavalos@grupoinsa.com

**Post:** Quito

**Bureau:** WHA

## **Local Agents:**

- 2) Global Transport  
Bartolome Sanchez No. 71-69 y Enrique Guerrero  
  
Panamericana Norte Km. 6 1/2  
Quito, Ecuador  
POC: Pablo Calero, Manager  
Tel: 011-5932 2 480372/ 406  
Fax: 011-5932 2 480443  
Email: lsalgado.global@andinanet.net;
- 3) International Shipping  
Av. Eloy Alfaro S.N y de las Anonas  
Quito, Ecuador  
POC: Maria E. Avalos, Manager  
Tel: 011-5932 2 406065/ 066  
Fax: 011-5932 2 406067  
Email: grupouio@insa.com.ec
- 1) Ecuadorian Transport  
Malearte No. 654 entre Av. Legarda y Occidental  
  
Quito, Ecuador  
POC: Gustavo Lopez, Manager  
Tel: 011-5932 2 592171  
Fax: 011-5932 2 592172

# *ITGBL Local Agents*

**Country:** Egypt

**Post:** Alexandria

**Bureau:** NEA

## **Local Agents:**

DHL Global Forwarding  
36, Delivrande Street  
Heliopolis, Cairo, Egypt  
POC: Mrs. Amai Habashi, Removals Department  
Manager  
Tel: (02) 2417 2040  
Cell: (02) 10-9990286  
Fax: 002 02 22910616  
Email: amani.habashy@dhl.com

Seabird Services International  
Guiser El Suez Street, near Souk el Canal  
Heliopolis, Cairo, Egypt  
POC: Mr. Mohamed Youseff, chairman  
Tel: (02) 02 26218911  
Fax: (02) 02 26218914  
Cell: (02) 12 216 9774  
Email: info@seabird.com.eg  
Website: www.seabird.com.eg

AGS  
2 El Gabal El Akhdar Street  
Nasr City  
Cairo, Egypt  
POC: Mr. Laurent Morel, Branch Manager  
Tel: (02) 02 2411 5533  
Fax: (02) 02 2411 0033  
Email: manager@asgegypt.com

Four Winds International  
11A Corniche El Nil,  
Maadi, Cairo, Egypt  
POC: Elhamy Soliman, Chairman  
Tel: (02) 02 23580113/3583608  
Fax: (02) 02 23593605

# *ITGBL Local Agents*

**Post:** Cairo

**Bureau:** NEA

## **Local Agents:**

4) Seabird Services International  
Guiser El Suez Street, near Souk el Canal  
Heliopolis, Cairo, Egypt  
POC: Mr. Mohamed Youseff, chairman  
Tel: (02) 02 6218911  
Fax: (02) 02 6218914  
Cell: (02) 12 216 9774  
Email: info@seabird.com.eg  
Website: www.seabird.com.eg

2) DHL Global Forwarding  
36, Delivrande Street  
Heliopolis, Cairo, Egypt  
POC: Mrs. Amai Habashi, Removals Department  
Manager  
Tel: (02) 417 2040  
Cell: (02) 10-9990286  
Fax: 002 02 2910616  
Email: amani.habashy@dhl.com

3) Four Winds International  
11A Corniche El Nil,  
Maadi, Cairo, Egypt  
POC: Elhamy Soliman, Chairman  
Tel: (02) 02 3580113/3583608  
Fax: (02) 02 3593605

1) AGS  
2 El Gabal El Akhdar Street  
Nasr City  
Cairo, Egypt  
POC: Mr. Laurent Morel, Branch Manager  
Tel: (02) 02 411 5533  
Fax: (02) 02 411 0033  
Email: manager@asgegypt.com

**Country:** El Salvador

**Post:** San Salvador

**Bureau:** WHA

## **Local Agents:**

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: Alba Lilian de Torres  
Tel: (503) 2289-3198

# *ITGBL Local Agents*

**Country:** England

**Post:** Belfast

**Bureau:** EUR

## **Local Agents:**

**Post:** Edinburgh

**Bureau:** EUR

## **Local Agents:**

3) Allied Pickfords  
Heritage House  
345 Southbury Road  
Enfield, Middx En1 1 UP  
POC: Peter Norris  
Tel: (44) (0) 208-219-8532  
Fax:(44) (0) 208-219-8281  
Email: peter.norris@allied.pickfords.com

2) AGS Ltd  
43 - 49 Minerva Road  
London NW10 6HJ  
POC: Leane Harding  
Tel: (44) 208961 7595  
Fax: (44) (0) 207-495-7909  
Email: Leane.Harding@agsfourwinds.com

1) Harrow Green  
Mallard House  
402 Roding Lane South  
Woodford Green, Essex IG88EY  
Tel: (44) (0) 208 551 9188  
Fax: (44) (0) 208 551 9199  
POC: Steve Wilkins  
Email: stevew@harrowgreen.com

# ITGBL Local Agents

**Post:** London

**Bureau:** EUR

## **Local Agents:**

- 1) Harrow Green  
Mallard House  
402 Roding Lane South  
Woodford Green, Essex IG88EY  
Tel: (44) (0) 208 551 9188  
Fax: (44) (0) 208 551 9199  
POC: Steve Wilkins  
Email: stevew@harrowgreen.com      \*\* bonded  
facility \*\*
- 2) AGS Ltd  
43 - 49 Minerva Road  
London NW10 6HJ  
POC: Leane Harding  
Tel: (44) 208961 7595  
Fax: (44) (0) 207-495-7909  
Email: Leane.Harding@agsfourwinds.com      \*\*  
bonded facility \*\*
- 3) Allied Pickfords  
Heritage House  
345 Southbury Road  
Enfield, Middx En1 1 UP  
POC: Peter Norris  
Tel: (44) (0) 208-219-8532  
Fax:(44) (0) 208-219-8281  
Email: peter.norris@allied.pickfords.com      \*\*  
bonded facility \*\*
- 6) P & F Safepac Company, Ltd.  
Safepac House  
Field Hall  
Mildenhall  
Suffolk IP28 7AP, UK  
POC: William Flynn  
Tel: 44 0 1638 713323  
Fax: 44 0 01638 713511  
Email: bill@safepac.co.uk
- 5) Arrowdene Moving and Storage  
32 Howlett Way  
Thetford  
Norfolk IP24 1HZ, United Kingdom  
POC: Simon Long  
Tel: 44 (0) 1842 753411  
Fax: 44 (0) 1842 754574  
Email: simon.long@arrowdene.co.uk      \*\* bonded  
facility \*\*
- 4) Sterling Relocation  
Hallmark House  
Rowdell Road  
Northolt UB5 6AG, United Kingdom  
POC: Andy Elson  
Tel: 44 (0) 20 8841 7000  
Fax: 44 (0) 20 8836 3493  
Email: andy.elson@sterlingrelocation.com      \*\*  
bonded facility \*\*
- 7) Arpin International UK, Ltd.  
The Business Center  
Green Road, Horndon, Kent  
UK TN12 8JS  
POC: Sophie Leaney, Customer Services  
Tel: 44 (0) 1892 725772 x204  
Fax: 44 (0) 1892 725776



# *ITGBL Local Agents*

**Country:** Equatorial Guinea

**Post:** Malabo

**Bureau:** AF

## **Local Agents:**

AGS/Frasers International Removers  
Carretera de Aeropuerto K-\$, Apodo 970  
Malabo, Equatorial Guinea  
POC: Xavier LaSalle  
Tel: (240) 09 38 21  
Email: direction-malabo@agsmovers.com

**Country:** Eritrea

**Post:** Asmara

**Bureau:** AF

## **Local Agents:**

- 1) Global Plc. Clearing & Forwarding, Packing  
Moving Warehouse  
Blue Building No. 2  
Asmar, Eritrea  
POC: Ghebrekidan Kidane  
Tel: 291-1-124445/ 124870  
Fax: 291-1-124338  
Email: global@gemel.com.er \*\*\*\*\* PLEASE  
USE GLOBAL FOR ALL OUTBOUND  
SHIPMENTS \*\*\*\*
- 2) TGM Trans, Clearing & Forwarding, Cargo  
Surveyor & Commission Agent  
Debreemen Str. 175 House No. 23  
PO Box 1385  
Asmar, Eritrea  
POC: Tewolde Medhin  
Tel: 291-1-202584  
Fax: 291-1-115625  
Email: tgmtrans@eol.com.er
- 3) Eritrean Clearing & Forwarding Agent, Pvt. Ltd.  
Co.  
55 Liberty Avenue 11 floor No .08  
PO BOX 671  
Asmara, Eritrea  
POC: Yonas Tekie  
Tel: 291-1-123688  
Fax: 291-1-1120795  
Email: ecfa@gemel.com.er

**Country:** Estonia

**Post:** Tallinn

**Bureau:** EUR

## **Local Agents:**

- 1) AVA Express OU  
Peterburi Tee 46  
11415 Tallinn, Estonia  
POC: Rain Merisalu  
Tel: 372 613 9737 or 372 514 8797  
Email: rain@ava.ee or ava@ava.ee
- 2) AS Servekt ltd.  
Lastekodu 11  
10115 Tallinn, Estonia  
POC: Peep Pesur  
Tel: 372 601 0252 or 372 510 5512  
Email: peep.pesur@servekt.ee or  
servekt@online.ee

# *ITGBL Local Agents*

**Country:** Ethiopia

**Post:** Addis Ababa

**Bureau:** AF

**Local Agents:**

3) PACTRA Pvt. Ltd. Co.  
Addis Ababa, Ethiopia  
POC: Girma Sime  
Tel: 251-011-523711  
Fax: 251-011-551259  
Email: pactra@ethionet.et

2) Segon International Movers  
Addis Ababa, Ethiopia  
POC: Mulugetta Asefa  
Tel: 251-6-637814  
Fax: 251-6-637815  
Email: segon@telecome.net.et

1) Green International Movers  
Addis Ababa, Ethiopia  
POC: Befikadu Tilahun  
Tel: 251-011-6623682  
Fax: 251-011-6187984

**Country:** Fiji Islands

**Post:** Suva

**Bureau:** EAP

**Local Agents:**

1) Williams & Gosling Ltd.  
PO Box 79  
Suva, Fiji  
POC: Tim Fong  
Tel: 679-330-0505  
Email: Timf@wgfiji.com.fj  
Web-site: www.wgfiji.com.fj   \*\*bonded facility\*\*

**Country:** Finland

**Post:** Helsinki

**Bureau:** EUR

**Local Agents:**

2) Helsingin KTK Oy/ Master Mover  
Kankiraudantie 1  
00700 Helsinki, Finland  
POC: Mr. Rolf Rejman  
Tel: 358 9 777871  
Email: rolf.rejman@helsinginktk.fi

1) Oy Victor Ek Ab  
Hyttitie 3  
00700 Helsinki, Finland  
POC: Mrs. Jenni Sivuranta  
Tel: 358 9 12511  
Email: jenni.sivuranta@victorek.fi

# *ITGBL Local Agents*

**Country:** France

**Post:** Bordeaux

**Bureau:** EUR

**Local Agents:**

**Post:** Lille

**Bureau:** EUR

**Local Agents:**

**Post:** Marseille

**Bureau:** EUR

**Local Agents:**

3) 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

2) Interdean  
Avenue Violesi  
R.N. 8  
13320 Bouc Bel Air, France  
POC: Gregory Renou  
Tel: (33) 820 821 464  
Fax: (33) 820 821 463  
Email: gregory.renouf@interdean.com

1) Gosselin Worldwide Moving  
Belcrownlann 23  
2100 Deurne/Antwerp, Belgium  
POC: Werner Albrechts  
Tel: (32) 33 605 604  
Email: wernerA@gosselin.be

# *ITGBL Local Agents*

*Post:* Paris

*Bureau:* EUR

## *Local Agents:*

4 ) Neer Service France  
2 Rue Desire Lemoine  
93300 Aubervilliers, France  
POC: Mr. Cedric Zibi  
Tel: 33-1-48-35-47-00 - 33-1-48-35-11-11  
Fax: 33-1-48-35-47-01 - 33-1-48-35-29-29  
Email: cedric@neerservice.fr

3) Grospiron International  
Z.I. du Coudray, 30/32 Avenue Albert Einstein  
93150 Le Blanc Mesnil, France  
POC: Jean-Luc Haddad  
Tel: 33-1-48-14-41-79  
Fax: 33-1-48-11-71-70  
Email: jl.haddad@grospiron.com

2) Team Allied  
47 Route Principale du port  
92238 Gennevilliers Cedex, Paris, France  
POC: Philippe Mirault  
Tel: 33-1 47 92 45 50  
Fax: 33-1 47 92 50 50  
Email: Philippe.Mirault@teamrelocations.com

5 ) PROMEDIS  
3, Rue du Te - Fret 4  
Bat. 3442 AB - B.P. 14026  
95722 Roissy CDG cedex, France  
POC: Mr. Alain Berekbaum  
Tel: 33-1-41-02-94-41  
Fax: 33-1-41-02-94-49  
Email: Bpagnoud@prodemis.fr

1) Interdean  
515 Rue Helene Boucher  
78530 Buc Z.I., France  
POC: Ara Korkidian, Manager  
Tel: 33-1-39-20-14-00  
Fax: 33-1-48-14-42-40  
Email: ara.korkidian@interdean.fr

# *ITGBL Local Agents*

**Post:** Strasbourg

**Bureau:** EUR

## **Local Agents:**

Interdean  
515 Rue Helene Boucher  
78530 Buc Z.I., France  
POC: Ara Korkidian, Manager  
Tel: 33-1-39-20-14-00  
Fax: 33-1-48-14-42-40  
Email: ara.korkidian@interdean.fr

Team Relocations  
47 Route Principale du Port  
92238 Gennevilliers Cedex, Paris, France  
POC: Philippe Mirault  
Tel: 33-1 47 92 45 50  
Fax: 33-1 47 92 50 50  
Email: Philippe.Mirault@teamrelocations.com

Grospiron International  
Z.I. du Coudray, 30/32 Avenue Albert Einstein  
93150 Le Blanc Mesnil, France  
POC: Jean-Luc Haddad  
Tel: 33-1-48-14-41-79  
Fax: 33-1-48-11-71-70  
Email: jl.haddad@grospiron.com

Neer Service France  
2 Rue Desire Lemoine  
93300 Aubervilliers, France  
POC: Mr. Cedric Zibi  
Tel: 33-1-48-35-47-00 - 33-1-48-35-11-11  
Fax: 33-1-48-35-47-01 - 33-1-48-35-29-29  
Email: cedric@neerservice.fr

PROMEDIS  
3, Rue du Te - Fret 4  
Bat. 3442 AB - B.P. 14026  
95722 Roissy CDG cedex, France  
POC: Mr. Alain Berekbaum  
Tel: 33-1-41-02-94-41  
Fax: 33-1-41-02-94-49  
Email: Bpagnoud@prodemis.fr

**Country:** Gabon

**Post:** Libreville

**Bureau:** AF

## **Local Agents:**

AGS Gabon  
Z.I. Owendo  
B.P. 9161  
Libreville, Gabon  
POC: Christian Pottier, Director  
Tel: 241 70 23 16  
Fax: 241 70 41 56  
Email: direction-gabon@agsdemenagement.com

# *ITGBL Local Agents*

**Country:** Gambia

**Post:** Banjul

**Bureau:** AF

## **Local Agents:**

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

1) AGS Frasers Gambia  
59 Mamadi Manjang Highway  
PMB 422 Serrekunda Post Office  
Kanifing, The Gambia  
POC: Martial Chazeud, Branch Manager  
Tel: 220 437 2683  
Fax: 220 437 2524  
Email: agsgambia@gamtel.gm

**Country:** Georgia

**Post:** Tbilisi

**Bureau:** EUR

## **Local Agents:**

1) Gosselin Georgia (Gosselin Caucasus & central Asia)  
Didi Dighomi, 3rd Micro-region  
Tbilisi 0131, Georgia  
POC: John Braeckveldt and /or Eka Menabdishvili  
Tel: 995 32 59-66-01/02/03  
Fax: 995 32 59-66-00  
Email: JohnB@georgia.gosselinwvm.com

2) Globalink Logistics Group Tbilisi  
6, Napareuli Street,  
0175 Tbilisi - 0175, Georgia.  
POC: Manzoor Shah and /or Diana Kurenkeeva  
Tel: 995 32 25-32-62/25-39-72  
Fax: 995 32 43-90-02  
Email:  
M.Shah@globalinkllc.com; D.Kurenkeeva@globalinkllc.com

1) Gosselin Georgia (Gosselin Caucasus & central Asia)  
Didi Dighomi, 3rd Micro-region  
Tbilisi 0131, Georgia  
POC: John Braeckveldt and /or Eka Menabdishvili  
Tel: 995 32 59-66-01/02/03  
Fax: 995 32 59-66-00  
Email: JohnB@georgia.gosselinwvm.com

2) Globalink Logistics Group Tbilisi  
6, Napareuli Street,  
0175 Tbilisi - 0175, Georgia.  
POC: Manzoor Shah and /or Diana Kurenkeeva  
Tel: 995 32 25-32-62/25-39-72  
Fax: 995 32 43-90-02  
Email:  
M.Shah@globalinkllc.com; D.Kurenkeeva@globalinkllc.com

# *ITGBL Local Agents*

**Country:** Germany

**Post:** Berlin

**Bureau:** EUR

## **Local Agents:**

2) Froesch GMBH & Co. KG  
Maerkische Allee 45  
14979 Grossbeeren, Germany  
POC: Boris Germann  
Tel: 0049-33701-84509663  
Email: info.berlin@froesch.de  
bonded facility \*\*

1) Interdean AG  
Hauptstr. 07  
14979 Grossbeeren, Germany  
POC: Thomas Breitreiter  
Tel: 0049-33701-21426  
Email: Thomas.Breitreiter@interdeaninterconex.com  
\*\* bonded

**Post:** Bonn

**Bureau:** EUR

## **Local Agents:**

Transvan Gmbh  
Auf Der Roos 4-12  
D-65795 Hattersheim Am Main, Germany  
Tel: 49-6190-8675/7  
Fax: 49-6190-8678  
Email: transvan@t-online.de.

Klaus Ogilvie Gmbh.  
Elbestr. 17  
53332 Bornheim  
Tel: 02222-9819826  
Froesch KG  
Ruebenacherstr. 60  
56072 Koblenz  
Tel: 0261-270839

**Post:** Dusseldorf

**Bureau:** EUR

## **Local Agents:**

Froesch GMBH & Co. KG  
Maerkische Allee 45  
14979 Grossbeeren, Germany  
POC: Boris Germann  
Tel: 0049-33701-84509663  
Email: info.berlin@froesch.de

Interdean AG  
Hauptstr. 07  
14979 Grossbeeren, Germany  
POC: Thomas Breitreiter  
Tel: 0049-33701-21426  
Email: Thomas.Breitreiter@interdeaninterconex.com

# ITGBL Local Agents

**Post:** Frankfurt

**Bureau:** EUR

## **Local Agents:**

- 1) Transvan GMBH  
Auf der Roos 4-12  
D-6595 Hattersheim Am Main, Germany  
POC: Hans G. Hildebrandt  
Tel: (49) 6190-8675/77  
Fax: (49) 6190-8678  
email: transvan@t-online.de or  
Hans.hildebrandt@transvan.de      \*\* bonded  
facility \*\*
- 2) Friedrich Kurz GMBH  
Walter-Zapp-Strasse 4  
D-35578 Wetzlar, Germany  
POC: Friedrich Kurz or Luitgart Pflume  
Tel: 49-6441-923212/13  
Fax: 49-6441-923222  
email: international@kurz-moving.de;  
Luitgard.pflume@kurz-moving.de      \*\* bonded  
facility \*\*
- 3) Schmid and Kahlert Gmbh & Co. KG  
Peter-Sander-Strasse 38  
D-55252 Mainz-Kastle, Germany  
POC: S. Moll  
Tel: 49-6134-20260/ 202634  
Fax: 49-6134-202638  
Email: Schmid-und-Kahlert-KG@t-online.de  
Email: S.Moll@Schmid-und-Kahlert.de      \*\* bonded  
facility \*\*

**Post:** Hamburg

**Bureau:** EUR

## **Local Agents:**

- Transport Krumpf  
Ottensener Str. 10  
22525 Hamburg, Germany  
Tel: 0049-40 54 88 76 -54  
Fax: 0049-40-54 88 76 -55  
Cell: 0049-173-616-7522      \*\* bonded  
facility \*\*

**Post:** Leipzig

**Bureau:** EUR

## **Local Agents:**

- Interdean AG  
Hauptstrasse 07  
14979 Grossbeeren, Germany  
POC: Thomas Breitreiter  
Tel: 0049-33701-21426  
Email: Thomas.Breitreiter@interdeaninterconex.com



# *ITGBL Local Agents*

*Post:* Munich

*Bureau:* EUR

## *Local Agents:*

1) Schmid and Kahlert 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

2) Herlitz  
Petuelring 104  
80807 Muenchen, Germany  
POC: Helga Lippolt  
Tel: 49 89 3581 300  
Fax: 49 89 3581 4050  
Email: h.lippolt@herlitz-umzuege.com; www.herlitz-umzuege.de  
\*\* use for packing and crating \*\*

3) Hasenkamp Relocation Services GmbH  
Daimler Str. 12  
85748 Muenchen-Garching, Germany  
POC: Patrick Martin, Relocation Coordinator  
POC: Christian Klas, Group Director, Sales and Marketing  
Tel: 49 0 89 638 22 32/ 49 0 89 638 22 25 (Klas)  
Fax: 49 0 89 638 22 24  
Email: p.martin@hasenkamp.com;  
c.klas@hasenkamp.com

*Post:* Stuttgart

*Bureau:* EUR

## *Local Agents:*

Transvan GMBH  
Auf der Roos 4-12  
D-6595 Hattersheim Am Main, Germany  
POC: Hans G. Hildebrandt  
Tel: (49) 6190-8675/77  
Fax: (49) 6190-8678  
email: transvan@t-online.de or  
Hans.hildebrandt@transvan.de

Schmid and Kahlert GmbH & Co. KG  
Peter-Sander-Strasse 38  
D-55252 Mainz-Kastel, Germany  
POC: S. Moll  
Tel: 49-6134-20260/ 202634  
Fax: 49-6134-202638  
Email: Schmid-und-Kahlert-KG@t-online.de  
Email: S.Moll@Schmidt-und-Kahlert.de

Friedrich Kurz GMBH  
Walter-Zapp-Strasse 4  
D-35578 Wetzlar, Germany  
POC: Friedrich Kurz or Luitgard Pflume  
Tel: 49-6441-923212/13  
Fax: 49-6441-923222  
email: international@kurz-moving.de;  
Luitgard.pflume@kurz-moving.de

# *ITGBL Local Agents*

**Country:** Ghana

**Post:** Accra

**Bureau:** AF

## ***Local Agents:***

- 1) AGS (Frasers International) Ghana  
Spintex Road-East Legon  
P.O. Box CT.1323, Cantonments, Accra, Ghana.  
Email: agsghana@africaonline.com.gh  
Web-site: www.ags-worldwide-movers.com
- 2) Carlo King Services  
PO Box 11344  
Tema, Ghana  
Email: info@carloking.com or  
carlokin@hotmail.com  
Web-site: www.carloking.com

# *ITGBL Local Agents*

**Country:** Greece

**Post:** Athens

**Bureau:** EUR

## **Local Agents:**

5) APLIFT SA  
15A, G. Marinou Street  
Hellinikon 167 77 Athens, Greece  
POC: Alex Panokis  
Tel: 011 30 210 961 1212  
Fax: 011 30 210 961 1235  
Email: info@aplift.gr

1) Attica Movers Ltd.  
19, Syngrou Avenue  
Athens 117 43 Greece  
POC: Ms.Georgia Kasimati  
Tel: 011 30 210 992 7221  
Fax: 011 30 210 921 6773  
Email: gkasimati@atticamovers.gr

2) Construct International  
9 Shistou Avenue  
18863 Piraeus, Greece  
POC: Sophie Poupalidou  
Tel: 011 30 210 4010303  
Fax: 011 30 210 4010304  
Email: sophiep@atrans.gr      \*\*bonded facility

3) Orphee Beinoglou SA  
24 Evripidou & Syggrou Avenue  
Kallithea 176 74 Athens, Greece  
POC: Julie Giotopoulos  
Tel: 011 30 210 931 9200  
Fax: 011 30 210 943 1021  
Email: ggiotopoulos@beinoglou.gr

4) Venus International Forwarding Ltd.  
203, Syggrou Avenue  
171 21 Athens, Greece  
POC: Fanis Pilianos  
Tel: 011 30 210 931 9200  
Fax: 011 30 210 931 9207  
Email: venusgr@ath.forthnet.gr

# ***ITGBL Local Agents***

***Post:*** Thessaloniki

***Bureau:*** EUR

## ***Local Agents:***

Orphee Beinoglou SA  
24 Evripidou & Syggrou Avenue  
Kallithea 176 74 Athens, Greece  
POC: Julie Giotopoulos  
Tel: 011 30 210 931 9200  
Fax: 011 30 210 943 1021  
Email: ggiotopoulos@beinoglou.gr

Construct International  
9 Shistou Avenue  
18863 Piraeus, Greece  
POC: Sophie Poupalidou  
Tel: 011 30 210 4010303  
Fax: 011 30 210 4010304  
Email: sophiep@atrans.gr

Venus International Forwarding Ltd.  
203, Syggrou Avenue  
171 21 Athens, Greece  
POC: Fanis Pilianos  
Tel: 011 30 210 931 9200  
Fax: 011 30 210 931 9207  
Email: venusgr@ath.forthnet.gr

Attica Movers Ltd.  
19, Syngrou Avenue  
Athens 117 43 Greece  
POC: Ms.Georgia Kasimati  
Tel: 011 30 210 992 7221  
Fax: 011 30 210 921 6773  
Email: gkasimati@atticamovers.gr

APLIFT SA  
15A, G. Marinou Street  
Hellinikon 167 77 Athens, Greece  
POC: Alex Panokis  
Tel: 011 30 210 961 1212  
Fax: 011 30 210 961 1235  
Email: info@aplift.gr

***Country:*** Grenada

***Post:*** St. George's

***Bureau:*** WHA

## ***Local Agents:***

1) St. Louis Services  
PO Box 311, The Carenage  
St. George's, Grenada  
POC: Mr. Phinsley St. Louis  
Tel: (473) 440-2921  
Email: stlouisservices@spiceisle.com

2) George's Agency and Traders  
Tanteen Terrace  
St. George's, Grenada  
POC: Mr. Anthony George  
Tel: (473) 440-9042; 440-6678  
Email: gat@spiceisle.com

# *ITGBL Local Agents*

**Country:** Guadalajara

**Post:** Guadalajara

**Bureau:** WHA

## **Local Agents:**

2) SEYMI  
Calzada Independencia Norte # 3450  
Guadalajara, Jalisco. Mexico.  
POC: Raul Covarrubias  
Tel: (52) 33-3603-0000  
Fax: (52) 33-3603 1553, 3603 2033  
Email: seymi@seymi.com.mx

1) Mundanzas GOU  
Altos Hornos 1477  
Parque Industrial El Alamo  
Guadalajara, Jalisco, Mexico  
POC: Lorenzo Castillo  
Tel: (52) 33-36661404/ 05  
Email: castillo@ati.com.mx

**Country:** Guangzhou

**Post:** Guangzhou

**Bureau:** EAP

## **Local Agents:**

1) Asian Tigers K.C. Dat (China) Ltd. \*  
Room 1707, New Poly Tower  
No. 2 Zhong Shan Liu Lu  
Guangzhou 510180, China  
POC: Audrey Lim  
Tel: (8620) 8666-2655  
Fax: (8620) 8667-8944  
Email: Audrey.Lim@AsianTigers-China.com  
\* inbound/outbound agent

2) AGS Four Winds Guangzhou \*\*  
Room 2002, Peace World Plaza  
No. 362-366  
Huan Shi Dong Road  
Guangzhou, 510060, China  
POC: Ludovic Valls  
Tel: (8620) 8386-4926  
Fax: (8620) 8386-4756  
Email: ludovic.valls@agsfourwinds.com  
\*\* inbound/outbound agent

3) UNIGROUP Worldwide UTS Guangzhou \*  
Suite 2201, Block A  
Riverside Hotel Office Building  
298 Yanjiang Zhong Road  
Guangzhou, 510110, China  
POC: Edsel Salazar  
Tel: (8620) 8328-4681  
Fax: (8620) 8328-4680  
Email: edsel\_salazar@unigroupworldwide.com  
\* inbound/outbound agent

4) Santa Fe Relocation Services \*\*\*  
Room 1307, West Tower  
Guangzhou International Commercial Center  
Ti Yu Dong Road  
Guangzhou 510260, China  
POC: Eva Huang  
Tel: (8620) 3887-0630  
Fax: (8620) 3887-0629  
Email: eva@santafe.com.cn  
\*\*\* inbound agent only

# *ITGBL Local Agents*

**Country:** Guatemala

**Post:** Guatemala

**Bureau:** WHA

## **Local Agents:**

1) Caniz International Corporation  
Avenida Hincapie 5-13 Zone 13  
Guatemala City, Guatemala  
POC: Maria Eugenia Caniz de Carraway  
Tel: 502 2420 8080  
Fax: 502 2334 8511  
Email: caniz@caniz.com

2) Intermud  
20 Avenue 18-01; Zona 11  
Guatemala City, Guatemala  
POC: Patricia Gonzalez  
Tel: 502 2474 5174  
Fax: 502 2474 5184  
Email: intermud@guate.net.gt

**Country:** Guinea

**Post:** Conakry

**Bureau:** AF

## **Local Agents:**

2) AGS, Guinee  
POC: Mr. Francis Lecllet, Director  
Tel: (00224) 30 46 38 80  
Cell: (00224) 63 40 72 73  
Email: direction\_guinee@ags-demenagement.com

3) DHL Global Forwarding  
POC: Mr. Boubacar Toure, Logistics and Fret  
Supervisor  
Tel: (00224) 30 41 48 90  
Cell: (00224) 64 40 03 04  
Email: Boubacar.toure@dhl.com

1) Sogufret, 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

# *ITGBL Local Agents*

**Country:** Guinea-Bissau

**Post:** Bissau

**Bureau:** AF

## *Local Agents:*

Maersk Senegal S.A.  
BP: 3836 DAKAR Km 3,5  
Bd du Centenaire de la Commune de Dakar  
Dakar, Senegal  
POC: Martin Garde Thomle, General Manager  
Tel: 221 859 1145  
Fax: 221 823 1554  
Email: senlogmng@maersk.com

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

Saga-Senegal  
POC: M. Bellel, Responsale Section  
Demenagements  
Tel: 221 859 33 90/ 99  
Fax: 221 859 33 49/ 59  
Cell: 221 631 04 30  
Email: sage.demenagement@sn.dti.bollore.com  
Web-site: www.saga.fr

**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

3) D & J Shipping Services  
61 Fifth Street  
Alberttown, Georgetown  
POC: Lucia Desir  
Tel: 592-223-6056  
Fax: 592-231-7185  
Email: djss@guyana.net.gy

2) M&M Worldwide Movers & Trading Company  
150 Palm Street  
Vryheids Lust  
East Coast Demerara  
POC: Marc Ramdayal and Melissa Bynoe  
Tel: 592-220-7190  
Fax: 592-220-4532  
Email: mmwmtc@guyana.net.gy

# *ITGBL Local Agents*

**Country:** Haiti

**Post:** Port au Prince

**Bureau:** WHA

## **Local Agents:**

1) Emballage Adventiste  
Diquini 63, Carrefour  
PO Box 1339  
Port-au-Prince, Haiti  
POC: Mr. Jude Toussaint, General Manager  
Tel: (509) 234-1232/ 234-9712  
Fax: (509) 234-0562  
Email: emballageadventiste@hotmail.com  
Email: judetoussaintEA@hotmail.com  
Email: adventisteemballage@yahoo.com

2) Concorde Worldwide Movers  
12, Rue Garnier - Bourbon  
Petion-Ville, Haiti  
POC: Mrs. Bertrice V. Sylverne, Manager  
Tel: (509) 510-7466  
Tel/Fax: (509) 510-7466  
Cell: (509) 406-5199  
Email: concordehaiti@yahoo.com or  
bertricev@yahoo.fr

**Country:** Hermosillo

**Post:** Hermosillo

**Bureau:** WHA

## **Local Agents:**

Mudanzas 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

**Country:** Holy See

**Post:** Vatican City

**Bureau:** EUR

## **Local Agents:**



# *ITGBL Local Agents*

**Country:** Honduras

**Post:** Tegucigalpa

**Bureau:** WHA

## **Local Agents:**

2) Airlift International  
Boulevard Suyapa ( 100 mts. North of Emisoras Unidas)  
Tegucigalpa, Honduras  
POC: Mario Nunez Lacayo  
Tel: (504) 233-0485; (504) 9992-2576  
Email: info@mundanzasairlift.com

1) Mundanzas Gamundi  
Colonia Las torres Km. 5  
Carretera al Batallon  
Comayaguela, Honduras  
POC: Susana Gamundi de Villars  
Tel: (504) 233-2060 ; (504) 9990-2710  
Email: sgamundi@grupogamundi.com \*\* customs bonded facility \*\*

**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: Angel Tsang  
Tel: 852-2636-8388  
Email: atsang@crowrelo.com

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

3) Allied Pickfords Hong Kong  
248 Queen's Road East, Suite 602 - 608, ^/F  
Wanchai, Hong Kong  
POC: Paul Duffy, Business Development Manager  
Tel: 852-2736-6032; 852-2823-2081 ( Duffy - direct line )  
Fax: 852-2375-1065

# *ITGBL Local Agents*

**Country:** Hungary

**Post:** Budapest

**Bureau:** EUR

## **Local Agents:**

1) Interdean Hungary KFT  
1211 Budapest Szallito u.6, 2nd floor  
Budapest, Hungary  
POC: Anthony Heszberger  
Tel: (361) 888-6750  
Fax: (361) 425 02772 77-2877  
Email: Anthony.Heszberger@interdean.com  
Email: Andrea.Laskovics@interdean.com  
Website: www.interdean.com

2) Move One/ AES Cargo  
1072 Budapest Rakoczi ut 70, 4th floor  
Budapest, Hungary  
Tel: (361) 266-0184 or 266-0181 Move One  
Email: moving@moveone.info or  
relo@moveonrelo.com  
Tel: (361) 266-0184 AES Cargo  
Fax: (361) 266-3010  
General Cargo: info@aescargo.com  
Website: www.moveonrelo.com

3) AGS World Wide Movers  
1116 Budapest Hunyadi Janos u 162  
Budapest, Hungary  
Tel: (361) 205 86 74  
Fax: (361) 204 86 70  
Email: operations-budapest@agsmovers.com  
Website: www.ags-worldwide-movers.com

4) Corstjens Worldwide Movers  
1106 Budapest Bogancsvirag u 5-7  
Budapest, Hungary  
Tel: (361) 261-2651 or 30-9334399  
Fax: (361) 263-0797  
Email: Erik@corstjens.hu

**Country:** Iceland

**Post:** Reykjavik

**Bureau:** EUR

## **Local Agents:**

3) Samskip  
Kjarlarvogi  
104 Reykjavik, Iceland  
Tel: (354)-458-8000  
Email: samskip@samskip.is  
Website: www.samskip.is

1) Propack - Pokkun og Flutningar  
Smioshofoi 1  
110 Reykjavik, Iceland  
POC: Mr. Vioar Petursson  
Tel: (354)-587-9700  
Fax: (354)-587-9705  
Email: propack@propack.is

2) Eimskip  
Sundakletti Korngoroum 2  
104 Reykjavik, Iceland  
POC: Sigurour Arni Leifsson  
Tel: (353)-525-7000  
Email: infor@eimskip.is  
Website: www.eimskip.is

# *ITGBL Local Agents*

**Country:** India

**Post:** Chennai

**Bureau:** SCA

## **Local Agents:**

4) M/s Clintus Network, Mtd.  
Khasra No. 332l Chattarpur  
New Delhi, India  
POC: Mr. Dinesh Joshi, Director  
Tel: 91-11-26803874/75/76/77/78/79  
Cell: 9810155741

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 )

2) Allied Lemuir Pvtr. 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 \*\*

**Post:** Hyderabad

**Bureau:** SCA

## **Local Agents:**

# ***ITGBL Local Agents***

***Post:** Kolkata*

***Bureau:** SCA*

## ***Local Agents:***

3) Crown Worldwide Movers  
Jaysree Tea Gate  
Budge Budge Truck Road  
Gobinapur, P.O. Rampur  
24 Parganas (South), West Bengal, India  
POC: Mr. M.K. Ganguly, Regional Manager,  
Eastern India  
Tel: 91 33 24017211/ 12  
Fax: 91 33 24017241  
Email: mganguly@crowrelo.com  
Website: www.crownrelo.com  
\*\* bonded warehouse \*\*

1) Writers Relocations  
1/1 Central Plaza, 2/6 Sarat Bose Road  
Kolkata 700020, West Bengal, India  
POC: Mr. Indranil Gupta, Manager - Relocations  
Tel: 91 33 24858653/54/55/56  
Fax: 91 33 24756189  
Email: indranil.gupta@writercorporation.com  
Website: www.writercorporation.com

2) Allied Lemuir  
E-2, Sukhsagar, Balaji Business Centre (2nd floor)

2/5 Sarat Bose Road  
Kolkata 700020, West Bengal, India  
POC: Mr. Raja Roy, Business Head - East  
Tel: 91 33 24544844 / 3293408  
Fax: 91 33 24544844  
Cell: 91 9830547413

***Post:** Mumbai*

***Bureau:** SCA*

## ***Local Agents:***

2) M/s Tital Sea and Air Services Private Limited

POC: M. Jagannath Rai or M. Shekhar  
Tel: 91 22 28303818/ 66930060  
Fax: 91 22 28303814

1) M/s Star Worldwide Movers Pvt. Ltd. Mumbai  
Unit 16 - a a, Narayan Plaza  
Off Saki Vihar Road  
Chandivalia Road, Andheri East  
Mumbai - 400072  
POC: Sahil Mittal  
Tel: 022-28475114/6501/8776  
Email: sahilmittal@starww.com;  
starmumbai@starww.com

# *ITGBL Local Agents*

**Post:** New Delhi

**Bureau:** SCA

## **Local Agents:**

- 1) Star Worldwide Movers Pvt. Ltd.  
13/7 Main Mathura Road  
Faridabad, India  
POC: Mr. Atul Mithal, Ms. Aulina Sood; Ms. Gitanksha Arora  
Tel: 9811054595; 95129-4093201 ( Mithal )  
Tel: 9810066981; 95129-4093202 ( Sood )  
Tel: 9899534034; 95129-4093210 ( Arora )
- 2 ) AGS Four Winds International Movers  
6B, Hauz Khas Village  
New Delhi, 110016 India  
POC: Ms. Payal Singh, Director  
Tel: 91-11-26534937/38/28  
Cell: 91-9811110061  
Email: payal.singh@agsfourwinds.com
- 3 )Clintus Network  
Khasra No. 332, Chattarpur  
New Dehli, India  
POC: Mr. Dinesh Joshi  
Tel: 91-11-28603874/75/76/77/78/79  
Cell: 9810155741  
Email: clintus@del12.vsnl.net.in

**Country:** Indonesia

**Post:** Jakarta

**Bureau:** EAP

## **Local Agents:**

- 1) Kotaisan Logistic PT  
JL M. Kahfii No. 16  
Ciganjur - Jagakarsa, Jakarta 12630, Indonesia  
POC: Mr. Johnson Young  
Tel: (62) (021) 788-93783  
Fax: (62) (021) 788-93786  
Email: ktsprima@centrin.net.id  
Website: www.kotaisan.co.id
- 2) 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

**Post:** Surabaya

**Bureau:** EAP

## **Local Agents:**

- 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

# *ITGBL Local Agents*

**Country:** Iraq

**Post:** Baghdad

**Bureau:** NEA

## **Local Agents:**

**Country:** Ireland

**Post:** Dublin

**Bureau:** EUR

## **Local Agents:**

- 1) Moveplus  
Sarsfield House, Airton Road  
Tallaght, Dublin 24, Ireland  
POC: Rhona Doris  
Tel: 353 1 885 1758 / Direct line 353 1 414 9668  
Fax: 353 1 827 0576  
Cell: 353 87 820 2094  
Skype: rhona.doris  
Email: rhona.doris@moveplus.ie.
- 2) Bond Movers  
Atlantic House, Kill,  
County Kildare, Ireland  
POC: B. Hoffman  
Tel: 045-886-300 / Direct line: 045-886-326  
Fax: 045-878-176  
Cell: 353-87-248-4887  
Email: bhoffman@oman.ie

# *ITGBL Local Agents*

**Country:** Israel

**Post:** Jerusalem

**Bureau:** NEA

## **Local Agents:**

2) J. Sassower & Co. \*  
37 Ha'atzmaut Street  
Haifa 31336, Israel  
POC: Mrs. Lea Binia  
Tel: 00-972-4-860-8608  
Fax: 00-972-4-864-1778  
Email: leab@sassower.com  
\* used for vehicle exports

Baumer and Model Israel  
9 Nachal Poleg St.  
Industrial Zone Yavne, Israel 81223  
POC: Eti Wellisch or Daniela Dolve  
Tel: 972-8-913-2310  
Fax: 972-8-932-2224  
Email: eti@baumer-model.co.il or  
baumer@baumer-model.co.il  
Email: daniela@baumer-model.co.il

1) Globus International Packing LTD.  
7 Gan Raveh Ave.  
Industrial Zone Gan Raveh  
Yavne 81101, P.O.B. 230, Israel  
POC: Mrs. Livnat Amar and Anat  
Tel: 972-8-932-4217  
Fax: 972-8-932-4287  
Email: marketing@globus-intr.co.il

# ITGBL Local Agents

**Post:** Tel Aviv

**Bureau:** NEA

## **Local Agents:**

2) Globus International Packing LTD.  
7 Gan Raveh Ave.  
Industrial Zone Gan Raveh  
Yavne 81101, P.O.B. 230, Israel  
POC: Mrs. Livnat Amar or Dov Inbar  
Tel: 972-8-932-4217  
Fax: 972-8-932-4287  
Email: marketing@globus-intr.co.il

Email:  
dovinbar@globus-intr.co.il

3) . Sassower & Co.  
37 Ha'atzmaut Street  
Haifa 31336, Israel  
POC: Avi Sadeh  
Tel: 00-972-4-860-8608  
Fax: 00-972-4-864-1778  
Email: avis@sassower.com

4) Ocean Company LTd.  
Yakum Post  
60972, Israel  
POC: Eran Drenger  
Tel: 972-4-862-9745/866-2220  
Fax: 972-4-866-2260  
Email: eran@ocean-il.co.il

5) Sonigo International shipping  
53 Hakidma, Northern Industrial Area  
77521 Ashdod, Israel  
POC: Shmuel Mantinband, Director ( Cell: 052-611-9670)  
POC: David Sonigo, General Manager ( Cell: 052-6111-200)  
POC: Ofer Lichter, Director, Logistics and Wrhse (Cell: 052-611-9688)  
Tel: 972 8 6111- 222  
Fax: 972 8 6111- 223  
Cell: 972 52 611 - 9670  
US TOLL FREE: 1 866 978 5224/ 201 535 4703  
UK: FREEPHONE: 0 800 097 5563  
Email: shmuel@sonigo.com; sonigo@sonigo.com; ofer@sonigo.com

1 )Baumer and Model Israel  
9 Nachal Poleg St.  
Industrial Zone Yavne, Israel 81223  
POC: Eti Wellisch or Daniela Dolve  
Tel: 972-8-913-2310  
Fax: 972-8-932-2224  
Email: eti@baumer-model.co.il or  
baumer@baumer-model.co.il  
Email: daniela@baumer-model.co.il



# *ITGBL Local Agents*

**Country:** Italy

**Post:** Florence

**Bureau:** EUR

## **Local Agents:**

Gondrand  
Via Baldanzese 198  
50041 Calenzano, Florence, ITALY  
POC: Pilo Sergio  
Tel: 39 055.88.77.967  
Fax: 39 055.88.78.50  
Email: firenze@gongrand.it

Bollinger  
Via S. Pertini 6-8  
50019 Sesto Fiotentino, Florence, ITALY  
POC: Elisabetta Nesi  
Tel: 39 055.42.51.086  
Fax: 39 055.42.06.176

Fracassi  
Via S. Spirito 11  
50125 Florence, Italia  
POC: Adamo Nencini  
Tel: 39 055.28.35.97/ 28.93.40  
Fax: 39 055.21.47.71  
Email: a.nencini@fracassishipping.com  
www.fracassishipping.com

**Post:** Milan

**Bureau:** EUR

## **Local Agents:**

Merci Service International Movers, S.r.l.  
Via Mercalli, 7  
20019 Settimo Milanese (MI)  
POC: Francesco Mercadante  
Tel: 011-39-2-33502855  
Fax: 011-39-2-33576896

Bolliger S.P.A.  
Via Palmieri, 46  
20141 Milan, Italy  
POC: Domenico Cellamare  
Tel: 011-39-02-844721  
Fax: 011-39-02-89501233

**Post:** Naples

**Bureau:** EUR

## **Local Agents:**

Franzosini Sud S.R.L.  
International Forwarders and Movers  
Via delle Repubbliche Marinare, 109  
Naples, Italy  
POC: Giacomo Orlando or Luca Bosco  
Tel: 39 081 752 05 40/ 559 06 88  
Fax: 39 081 752 08 63  
Email: info@franzosinisud.it  
Website: www.franzosinisud.it

# *ITGBL Local Agents*

*Post:* Rome

*Bureau:* EUR

## *Local Agents:*

2) Luciano Franzosini Roma S.R.L.  
Via Del Fosso Della Magliana 6  
00148 Rome, Italy  
POC: Mr. Joseph Quattrone  
Tel: 39-06-655-4824  
Fax: 39-06-659-0789

1) Bolliger Roma S.P.A.  
Via del Fosso della Magliana 12  
00148 Rome, Italy  
POC: Dr. Robert Bollinger  
Tel: 39-06-656-88302  
Fax: 39-06-655-7133

3) A.Y.S. At Your Service a.r.l.  
Via Pier Carlo Boggio, 16  
00128 Roma, Italia  
POC: Senor Massimo Benedetti  
Tel/Fax: 39-06-50-62-329

*Country:* Jamaica

*Post:* Kingston

*Bureau:* WHA

## *Local Agents:*

B.L. Williams International Ltd.  
48 - 52 Second Street  
Port West, Kingston 13 Jamaica  
POC: Ted Muschett or Arleen Sewell  
Tel: 867-923-4846; 923-1974  
Fax: 876-923-9491/2  
Email: [export@blwilliams.com](mailto:export@blwilliams.com)  
Web-site: [www.blwilliams.com](http://www.blwilliams.com)

# ITGBL Local Agents

**Country:** Japan

**Post:** Fukuoka

**Bureau:** EAP

## **Local Agents:**

Fukuoka Soko Co. Ltd.  
19-19 Okihama-Machi, Hakata-ku  
Fukuoka-Shi 812-0031 Japan  
POC: Mrs. Yuriko Mori, Moving Coordinator  
Tel: 81-92-281-0077  
Fax: 81-92-281-0804  
Email: mori@fukuokasoko.com  
Website: www.fukuokasoko.com

**Post:** Nagoya

**Bureau:** EAP

## **Local Agents:**

3) Nippon Express  
c/o Nihon Kaijikkentei Kyokai Bldg., 2F  
2 - 4 - 23 Irifune, Minato - ku  
Nagoya, Aichi, Japan 455 - 0032  
POC: Mr. Hayato Arai  
Email: ha-arai@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.fukuokasoko.com>

2) Crown Lines Corporation  
3 - 801 Nishifushiya, Nakagawa - ku  
Nagoya, Aichi, Japan 454-0982  
POC: Mr. Suguru Maruta  
Tel: 052-309-0007  
Email: suguru\_maruta@crowlines.co.jp  
Website: <http://www.crowlines.co.jp/prf/html>

**Post:** Naha

**Bureau:** EAP

## **Local Agents:**

Asiatic Trans-Pacific  
1422 Yogi  
Okinawa City, Okinawa Japan 904-2174  
POC: Mr. Michael J. Maggard  
Tel: 81-98-931-0730  
Fax: 81-98-933-8620  
Email: michael\_maggard@pashanet.com

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

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: shirado@ryukyu-logi.com \*\*bonded facility  
for HHE and UAB \*\*

# *ITGBL Local Agents*

**Post:** *Osaka Kobe*

**Bureau:** EAP

## **Local Agents:**

1) Crown Lines Corporation  
2-1 Mayafuto, Nada-ku  
Kobe 657-0854 Japan  
POC: Ms. Yoshiko Uasuhara  
Tel: 81-78-805-0181  
Fax: 81-78-805-0182  
Email: yoshiko\_yasuhara@crownlines.co.jp

3) Nihon System Service Co. Ltd. Osaka Branch  
  
2-18-16, Katsube, Toyonaka-shi  
Osaka 561-0894 Japan  
POC: Mr. Yoshikazu Hanakame  
Tel: 81-6-6855-2911  
Fax: 81-6-6855-2914

2) Nippon Express Co., Ltd.  
Osaka Chuo Bldg., 4F, 1-1-18 Kita-Horie, Nishi-ku  
  
Osaka 550-0014 Japan  
POC: Mr. Toshio Wani  
Tel: 81-6-6538-3530  
Fax: 81-6-6855-2914

**Post:** *Sapporo*

**Bureau:** EAP

## **Local Agents:**

4) Art Corporation Co., Ltd.  
1 - 3 - 10 Higashi Shinagawa, Shinagawa - ku  
Tokyo, Japan  
POC: Mr. Shigetomo Ogoshi  
Tel: 81 3 5479 6591  
Email: s-ogoshi@the0123.com  
Website: <http://www.the0123.com/english/home/html>  
\*\* bonded facility \*\*

3) Phoenix Transport (Japan) Ltd.  
Kearny Place Yokohama Kannai, 6th floor  
3 - 26 Minami - Nakadori, Naka-Ku  
Yokohama, Japan  
POC: Mr. Taka Oki, Vice President; Mr. Martin  
Giles  
Tel: 81 45 212 3251  
Email: takaptj@gol.com (Oki);  
Martin@phoenixtransport.com (Martin)  
Website:

2) Nihon System Service Co., Ltd.  
Senjyu Soko B, 26 Wakasu  
Koto-ku, Tokyo, Japan  
POC: Mr. Yoshichika Ito  
Tel: 81 3 5534 7233  
Email: tokyo.overseas@nss-japan.com  
Website: <http://www.nss->

1) Nippon Express Co., LTd.  
Nittsu Bldg., 10F  
1-9-3 Higashi Shinbashi, minato-ku  
Tokyo, Japan  
POC: Mr. Keisuke Tsuchiya  
Tel: 81 3 6251 6300  
Email: ke-suchiya@ocnis.nittsu.co.jp  
Website: <http://www2.nittsu.co.jp/rem/nhp/html/english/index.html> \*\*  
bonded facility \*\*

# *ITGBL Local Agents*

*Post:* Tokyo

*Bureau:* EAP

## *Local Agents:*

4) Phoenix Transport (Japan) Ltd.  
Kearny Place Yokohama Kannai 6th Fl.  
3-26 Minami-Nakadori, Naka-ku  
Yokohama, Kanagawa, Japan 231-0006  
POC: Mr. Taka Oki, VP or Mr. Martin Giles or  
Steve Burson  
Tel: 81-45-212-3251  
Fax: 81-45-212-3414  
Email: takaptj@gol.com  
Email: Martin@phoenixtransport.com Email:  
steve@phoenixtransport.com  
Web-site: www2.gol.com                   \*\* for  
inbound only \*\*

1) Nippon Express Co., Ltd.  
NITTSU Bldg. 10F  
1-9-3 Higashi Shinbashi Kakigara-Cho  
Minato-ku, Tokyo, Japan 103-0014  
POC: Mr. Hiroyasu Funakoshi  
POC: Mr. Keisuke Tsuchiya  
Tel: 81-3-6251-6300  
Email: hi-funakosi@ocnis.nittsu.co.jp  
Email: ke-tsuchiya@ocnis.nittsu.co.jp  
Web-site: www2.nittsu.co.jp  
\*\* bonded facility \*\*

3) Yokohama System Mover Co., Ltd.  
1-6-503 Sumiyoshi-Cho, Naka-ku, Yokohama,  
Japan  
POC: Mr. Koji Nogami  
Tel: 81-45-641-9118  
Email: koji.nogami@ysm-intl.co.jp  
Web-site: www.ysmyokohama.com

2) Nihon System Service Co., Ltd.  
Senjyu Soko B, 26 Wakasu  
Koto-ku, Tokyo, Japan  
POC: Mr. Yoshichika Ito  
Tel: 81-3-5534-7233  
Email: tokyo.overseas@nss-japan.com

# *ITGBL Local Agents*

*Post:* Yokohama

*Bureau:* EAP

## *Local Agents:*

- 1) Nippon Express Co., Ltd.  
NITTSU Bldg. 10F  
1-9-3 Higashi Shinbashi Kakigara-Cho  
Minato-ku, Tokyo, Japan 103-0014  
POC: Mr. Hiroyasu Funakoshi  
POC: Mr. Keisuke Tsuchiya  
Tel: 81-3-6251-6300  
Email: hi-funakosi@ocnis.nittsu.co.jp  
Email: ke-tsuchiya@ocnis.nittsu.co.jp  
Web-site: www2.nittsu.co.jp  
\*\* bonded facility \*\*
- 2) Nihon System Service Co., Ltd.  
Senjyu Soko B, 26 Wakasu  
Koto-ku, Tokyo, Japan  
POC: Mr. Yoshichika Ito  
Tel: 81-3-5534-7233  
Email: tokyo.overseas@nss-japan.com
- 3) Yokohama System Mover Co., Ltd.  
1-6-503 Sumiyoshi-Cho, Naka-ku, Yokohama,  
Japan  
POC: Mr. Koji Nogami  
Tel: 81-45-641-9118  
Email: koji.nogami@ysm-intl.co.jp  
Web-site: www.ysmyokohama.com
- 4) Phoenix Transport (Japan) Ltd.  
Kearny Place Yokohama Kannai 6th Fl.  
3-26 Minami-Nakadori, Naka-ku  
Yokohama, Kanagawa, Japan 231-0006  
POC: Mr. Taka Oki, VP or Mr. Martin Giles or  
Steve Burson  
Tel: 81-45-212-3251  
Fax: 81-45-212-3414  
Email: takaptj@gol.com  
Email: Martin@phoenixtransport.com    Email:  
steve@phoenixtransport.com  
Web-site: www2.gol.com                    \*\*  
inbound shipments only\*\*

# *ITGBL Local Agents*

**Country:** Jordan

**Post:** Amman

**Bureau:** NEA

## **Local Agents:**

- 1) JIRPAC  
International Removals and Packing  
P.O. Box 851069  
Amman, Jordan  
POC: Amer Sawalha  
Tel: 962 6 5824463  
Fax: 962 6 5825317  
Email: info@jirpac.com
- 2) Levant Express Services  
P.O. Box 1063  
Jabal Al Webdeh  
Amman, Jordan  
POC: Raja El Issa  
Tel: 962 6 4625445  
Fax: 862 6 4627042  
Email: Levantex@go.com.jo
- 3) CML Safe Pak  
322 King Abdullah II Street  
Amman, Jordan  
POC: Syam T. Philip, Manager, Packing and  
Removals  
POC: Dania Al Hawi, Operations Manager  
Tel: (962-6) 5856356  
Fax: (962-6) 5857757  
Email: syam@cml-jo.com ; dania.alhawi@cml-  
jo.com

# *ITGBL Local Agents*

**Country:** Kazakhstan

**Post:** Almaty

**Bureau:** SCA

## **Local Agents:**

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

Transnomad Removals International - Almaty  
222 Baizakov Str, Office 16  
Almaty, Kazakhstan  
POC: Linda Yeleussizova  
Tel: 7 3272 699732  
Fax: 7 3272 699212  
Email: rrd@transnomad.kz

**Post:** Astana

**Bureau:** SCA

## **Local Agents:**

3) Transnomad Removals International - Almaty  
222 Baizakov Str, Office 16  
Almaty, Kazakhstan  
POC: Linda Yeleussizova  
Tel: 7 3272 699732  
Fax: 7 3272 699212  
Email: rrd@transnomad.kz

1) Eurasia Service  
174 A Seyfullin Avenue, Office 20  
Almaty, Kazakhstan  
POC: Igor Vorobtsov  
Tel: 7 3272 341155  
Fax: 7 3272 943304  
Cell: 7 777 241 3222  
Email: eurasia\_service@mail.ru Warehouse

5) 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

2) C. Spaarman Kazakhstan LLP  
64 Phizuli Str.  
050054 Almaty, Kazakhstan  
POC: Victor Pinegin  
Tel: 7 3272 34 04 64  
Fax: 7 3272 57 09 45  
Cell: 7 701 711 6437  
Email: reception@spaarman.kz  
Web-site: www.spaarman.kz Warehouse facility

4) Transnomad Removals International - Astana  
56 9th May Str., Office 55  
Astana, Kazakhstan  
POC: Anatoly Mun  
Tel: 7 3172 393050  
Cell: 7 701 753 0968



# *ITGBL Local Agents*

**Country:** Kenya

**Post:** Nairobi

**Bureau:** AF

## **Local Agents:**

- 1) SDV Transami Kenya  
Airport North Road, Embakasi  
P.O. Box 46586  
00100 Nairobi, Kenya  
POC: Sue West  
Tel: 254 20 642 1000  
Email: sue.west@ke.dti.bollere.com
- 2) GlobalFreight Logistics Ltd.  
Markfirst House  
Jomo Kenyatta International Airport  
P.O. Box 45787  
00100 Nairobi, Kenya  
POC: Arbi Mussani  
Tel: 254 20 823 011  
Email: globalap@africaonline.co.ke
- 3) Superfreight Ltd.  
Kenya Commercial Bank House  
Dar es Salaam Road  
Industrial Area  
P.O. Box 55460  
00200 Nairobi, Kenya  
POC: Maina Muchiri  
Email: superfreight@wananchi.com

# *ITGBL Local Agents*

**Country:** Korea

**Post:** Seoul

**Bureau:** EAP

## **Local Agents:**

- 5) 3S Logistics  
Ewon B/D, Rm 703, #316-1, Hanganro 2 GA  
Yongsan Gu  
Seoul, Korea  
POC: Mr. Yong Chul Park  
Tel: 82 2 798 6650  
Fax: 82 2 798 6680  
Email: ycbak3slog@hanmail.net
- 4) Asian Tigers Transpack International  
Tae Honng B/D 2F, #1543-9, Seocho-Dong  
Seocho-Gu  
Seoul, Korea  
POC: Mr. Joseph Song  
Tel: 82 2 3489 2500  
Fax: 82 2 598 3925  
Email: joseph.song@asiantigers-korea.com
- 3) Yu Jin Industries Ltd.  
Mokjeong B/D 5F. 1361-5, Seocho-Dong  
Seocho-Gu  
Seoul, Korea  
POC: Mr. Young Mook Lim  
Tel: 82 2 581 5691  
Fax: 82 2 3473 0387  
Email: yujinind2@kornet.net
- 1) Ahjin Transportation  
Chunil B/D, #40-876  
Hanganro 3 ga, Yongsan-Gu  
Seoul, Korea  
POC: Mr. Kyun Bae Ahn  
Tel: 82 2 796 8703  
Fax: 82 2 796 5773  
Email: kahn@ahjin.co.kr
- 2) Hanjin Bestpac Co., Ltd.  
Namyong B/D, Room 302, #85-3, Galwol Dong,  
Yongsan Gu  
Seoul, Korea  
POC: Mr. Sang Sun Park  
Tel: 82 2 718 4061  
Fax: 82 2 718 4093  
Email: sspark@hanjinbestpac.co.kr

# *ITGBL Local Agents*

**Country:** Kuwait

**Post:** Kuwait

**Bureau:** NEA

## **Local Agents:**

2) Al-Sawan Cargo Co.  
Al-Ghazali Street  
Al-Rai Area, PO Box 576  
Safat 13006, Kuwait  
POC: Abdul Karim Al-Bakri, Cargo Manager (Ext. 501/502)  
POC: Jabbar Mukhtar, Operations (ext. 511)  
Tel: 00965-471-1440/441/809020 x 501 - 516  
Fax: 00965-471-3226  
Cell: 00965-902-6461 ( Mukhtar )  
Email: Abdulkarim@alsawan.com  
Email: jabber@alsawan.com

1) Al-Ghanim Freight  
Al-Rai Industrial Area, Shuwakh  
PO Box 223  
Safat 13001 Kuwait  
POC: Mahmoud Jalajel, Group Manager  
POC: D.G. Karu, Operations Supervisor  
Tel: 00965-474-5533 x12 or 00965--473-1082 (Jalajel)  
Cell: 00965-967-1075 (Jalajel)  
Email: mjalajel@alghanim.com  
Tel: 00965-474-5533 x751 or 00965-746-8284 (Karu)  
Cell: 00965-601-1303 (Karu)  
Email: karu@alghanim.com

**Country:** Kyrgyzstan

**Post:** Bishkek

**Bureau:** SCA

## **Local Agents:**

3 ) Interdean Bishkek  
107 Kievskaya Str., 2nd floor  
720001 Bishkek, Kyrgyzstan  
POC: Zafar Pazlitdinov  
Tel: 996312 217614  
Cel: 996555 774597  
Fax: 996312 210744  
Email: interdean@muza.com.kg  
Web-site: www.interdean.com

2 ) Globalink Logistics Group  
53 T. Aitmatova Str., Unit #47  
720065 Bishkek, Kyrgyzstan  
POC: Nastya Shloeva, Business Coordinator  
Tel: 996312 680602, 908 455  
Cell: 996772520772  
Fax: 996312 680074  
Email: a.shloeva@globalink.bz  
Web-site: www.globalink.bz/kyr.htm \*\* bonded warehouse\*\*

1 ) American Resources International Cargo -  
A.R.I. Cargo  
35 Erkindik Blvd.  
720040 Bishkek, Kyrgyzstan  
POC: Julia Bindyukova  
Tel: 996-312-660077 Cell:  
996-772-508509  
Fax: 996-312-661311  
Email: Julia.bis@aricargo.com  
Web-site: www.aricargo.com \*\*bonded facility \*\*

# *ITGBL Local Agents*

**Country:** Laos

**Post:** Vientiane

**Bureau:** EAP

## **Local Agents:**

1) Geotrans Logistic and Mover Co. Ltd.  
Unit 24, Ban Phonpapao Thong, Sokpaluang Road

Sisattanak District  
Vientiane, Lao PDR  
POC: Mr. Vira Salikoun or Mr. Khamphai  
Cell: 020-5517380 (Salikoun)

3) Lao Freight Forwarder Ltd.  
KM3, Thadeua Road, PO Box 3145  
Vientiane, Lao PDR  
POC: Mr. Vichit Sadettan or Mr. Somphone  
Tel: 856-21313351/ 313392  
Fax: 856-21-314831  
Cell: 020 5511481 (Sadettan)  
Cell: 020 5515332 (Somphone)  
Email: laoff\_sales@laopdr.com

2) JVK Indo-China Movers (Laos) Ltd.  
Unit 6, Ban Phonsavanh Neua, House #063  
Vientiane, Lao PDR  
POC: Mark Donohoe  
Tel: 66-02-379-4646  
Fax: 66-02-379-5050  
Email: mark.donohoe@jbkasia.com

**Country:** Latvia

**Post:** Riga

**Bureau:** EUR

## **Local Agents:**

4) SIA Real KT  
Mr. Margers Jermolenko  
Tel: (371) 6780 2471  
Fax: (371) 6780 2474  
Cell: (371) 2865 2255  
Email: margers@realkt.lv

3) Genex Group International  
6 Kengaraga Str.  
Riga, Latvia LV-1063  
POC: Mr. Kaspars Birzaks  
Tel: (371) 7268 820  
Fax: (371) 7268 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) 7412 108  
Fax: (371) 7412 156  
Cell: (371) 2915 5365  
Email: zebra@zebracargo.com  
Web-site: www.zebracargo.com

1) Corstjens Worldwide Movers Riga  
Krasta iela 103  
Riga, Latvia LV-1019  
POC: Mr. Jean Pierre Machtelinckx  
Tel: (371) 7800 800  
Fax: (371) 7800 801  
Cell: (371) 264 348 79  
Email: jeanpierrem@corstjens.lv  
facility \*\* bonded

# *ITGBL Local Agents*

**Country:** Lebanon

**Post:** Beirut

**Bureau:** NEA

## **Local Agents:**

1) Beirut Cargo Center  
Badawi, Corniche Al Nahr, Kurban Bldg., Ground Floor  
PO Box 17-5040  
Beirut, Lebanon  
Tel: 961 1 585582  
Fax: 961 1 585580  
Email: bcc@bcc.com.lb or packing@bcc.com.lb  
Web-site: www.bcc.com.lb

2) Beirut International Movers  
Kazandjian Bldg, Camil Chamoun Street  
PO Box 55-050  
Sin El Fil, Beirut, Lebanon  
Fax: 961-1-49-7700  
Tel: 961-49-55-00; 961 3 617712  
Fax: 961-1-49-7700  
Email: info@beirutovers.com  
Web-site: www.beirutmovers.com

**Country:** Lesotho

**Post:** Maseru

**Bureau:** AF

## **Local Agents:**

2) 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@stuttfordvanlines.com

1) LEDS ( Lesotho Express Delivery Services) \*\*

Private Bag A283  
Maseru 100, Lesotho  
POC: Chesray Nelson, Manager  
Tel: 266 22 322 092  
Cell: 266 5888-2180 or 083 259 1570  
Email: chesary@leds.co.ls

**Country:** Liberia

**Post:** Monrovia

**Bureau:** AF

## **Local Agents:**

# *ITGBL Local Agents*

**Country:** Libya

**Post:** Tripoli

**Bureau:** NEA

## **Local Agents:**

Manarat Almadina Shipping Agency  
Front Tripoli, Port Marine, PO Box 2059  
Tripoli, Libya  
POC: Nureddin Eelwaer, Director/Operation  
Tel: 218 21 4907792 / 218 21 3338616  
Fax: 218 21 4907286/ Cell: 218 91 218 4149  
Email: info@masa-shipping.com / Nur@masa-shipping.com

Sedra Libya Packing Company  
Hay Demashque, PO BOX 82262  
Tripoli, Libya  
POC: Mohamed F. Abuhlega, Owner and General Manager  
Tel: 218 21 4907613/ 218 21 4904490/ 218 21 4911515  
Fax: 218 21 4907624/ Cell: 218 91 2157965  
Email: info@sedralibya.com  
Website: www.sedralibya.com

**Country:** Lithuania

**Post:** Vilnius

**Bureau:** EUR

## **Local Agents:**

1) Calenberg Vilnius, UAB International Movers  
Bukiskes, Avizieniai  
14182, Vilniaus rajonas, Lithuania  
POC: Andrejus Lisovskik  
Tel: 370 5 2430004  
Fax: 370 5 2430005  
Email: calenberg.vilnius@takas.lt

2) Parnasas  
Kalvariju 19/16-2  
09310 Vilnius, Lithuania  
POC: Aiste Morkuniene  
Tel: 370-656-80235  
Email: sales@parnasas.lt

3) Krausta  
Maciulevicius 51  
Vilnius, Lithuania  
POC: Arturas Paliulis  
Tel: 370-611-14305  
Email: krausta@krausta.lt

4) Apapra  
Pamekalnio 26  
Vilnius, Lithuania  
POC: Marius Balsevicius  
Tel: 370-672-99337

# *ITGBL Local Agents*

**Country:** Luxembourg

**Post:** Luxembourg

**Bureau:** EUR

## **Local Agents:**

2) Gosselin Worldwide Moving  
Belcrownlaan 9  
B-2100 Antwerp, Belgium  
Tel: 32 3 360 55 00  
Fax: 32 3 360 55 78  
Email: state@gosselin.be

1) Interdean Interconnex Luxembourg  
101 rue des Artisans  
L-1141 Luxembourg, Luxembourg  
POC: Manny Krier  
Tel: 352 40 24 10  
Fax: 352 48 48 25  
Email: mannyk@interdean.lu;  
Stephanie.urbanski@interdean.lu

3) Tranelux  
13 rue Edmond Reuter  
Z.A.E. Weiergewann  
L-5326 Contern, Luxembourg  
Tel: 352 34 16 26 1  
Fax: 352 34 13 99  
Email: info@tranelux.lu

# *ITGBL Local Agents*

**Country:** Macedonia

**Post:** Skopje

**Bureau:** EUR

## **Local Agents:**

4) Move One  
Str. Ivo Lola Ribar 39 - 1/1  
1000 Skopje, Macedonia  
POC: Nikola Spasovski  
Tel: 389 2 3120 169  
Fax: 389 2 3131 454  
Email: nikola.spasovski@moveonerelo.com  
Website: www.moveonerelo.com

1) ORBIT Ltd.  
International Forwarders  
Industriska bb  
Istocna industriska Zone  
Madzari, 1040 Skopje, Macedonia  
POC: Marija Lazarova-Pilling  
Tel: 389-2-2550-661  
Fax: 389-2-2551-550  
Email: mpilling@mt.net.mk  
Email: orbit.sk@mt.net.mk  
bonded facility \*\*

2) Interdean  
International Relocation  
164 St., No. 46  
1000 Skopje, Macedonia  
POC: Ms. Jasminka Trpenoska  
Tel: 389-2-3215-340  
Fax: 389-2-3215-360  
Email: skopje@interdean.com.mk  
Email: Jasminka.Trpenoska@interdean.com.mk

3) Global Logistics Ltd.  
Worldwide Transportation and Logistics  
Industriska bb  
1040 Skopje, Macedonia  
POC: Theodore Vlachos  
Tel: 389 2 2550 240  
Fax: 389 2 2550 624  
Email: office@globallogistics@mt.net.mk  
Email: tfv@globallogistics.com.mk



# *ITGBL Local Agents*

**Country:** Madagascar

**Post:** Antananarivo

**Bureau:** AF

## **Local Agents:**

- 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  
Email: agsmad@wanadoo.mg
- 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
- 3) Worldwide Movers Madagascar  
c/o Green islands Logistics sarl.  
P.B. 5188  
Antananarivo, Madagascar  
POC: Guy Shepherd, Director  
Tel: 261-20-22-228-04  
Email: wmmg@bigfoot.com

**Country:** Malawi

**Post:** Lilongwe

**Bureau:** AF

## **Local Agents:**

- 1) Packaging & Relocation Services  
Area 28/27 Kanengo  
P.O Box 1076  
Lilongwe, Malawi  
POC: James Jamu (Managing Director)  
Tel: 265-1-711-047/48  
Cell: 265-8-855-179  
Fax: 265-1-711-047  
Email: prs@malawi.net
- 2) Fracht (Africa) Ltd.  
International Freight Forwarder  
P.O. Box 30580  
Lilongwe, Malawi  
POC: Rolf Osman or Bongololo, Managers  
Tel: 265-01-712-222  
Cell: 265-08-826-095/828-290  
Email: fracht-malawi@malawi.net  
Stuttaford International Removals Malawi (Pty)  
Ltd.  
Area 28, Kanengo Industrial Area  
P.O. Box 2052  
Lilongwe, Malawi  
POC: Obet Matwanje, Branch Manager  
Tel: 265-1-712-467 or 265-1-710-495  
Fax: 265-1-710-495

# *ITGBL Local Agents*

**Country:** Malaysia

**Post:** Kuala Lumpur

**Bureau:** EAP

## **Local Agents:**

- 1) Intermovers  
No. 130 - 1, Jalan SBC 3  
Taman Sri Batu Caves 68100  
Selangor, Malaysia  
Tel: 60 3 6187 7777  
Fax: 60 3 6187 6767  
Email: infor@intermovers.com
- 3) Crown Line (M) SDN BHD  
Lot 37645 Jalan 5/37A  
Taman Bukit Maluri  
Kepong 52100  
Kuala Lumpur, Malaysia  
Tel: 60 3 6275 1830  
Fax: 60 3 6275 1840  
Email: infor@crowline.com.my
- 4) Global Cargo Services Sdn. Bhd.  
Lot F1-47, KLAS Cargo Complex KLIA, Southern  
Support Zone  
Kuala Lumpur, International Airport  
64000 Sepang, Malaysia  
POC: Mr. Velu  
Tel: 606-8503095  
Fax: 606-8503094  
Email: gcskul@tm.net.my  
\*\* bonded facility at airport for air freight \*\*
- 2) Santa Fe  
No. 4, Jalan Pengarah U1/29  
Hicom - Glenmarie Industrail Park  
40150 Shah Alam, Malaysia  
Tel: 60 3 7805 4322  
Fax: 60 3 7805 3766  
Email: info@santafe.com

**Country:** Mali

**Post:** Bamako

**Bureau:** AF

## **Local Agents:**

AGS Bamako  
Route de Sogoniko  
BP E 693 - Rue 131  
Bamako, Mali  
Tel: 223 220 13 78  
Fax: 223 220 27 32  
Email: ags.mali@cefib.com  
Website: www.ags-worldwide-movers.com

# *ITGBL Local Agents*

**Country:** Malta

**Post:** Valletta

**Bureau:** EUR

## **Local Agents:**

- 1) Yogbur Safety Packers  
Yogbur Garage  
Alessio Eradi Street  
Zabbar ZBR 06, Malta  
POC: Alfred Xuereb, Managing Director  
Tel: 356 2182 6581  
Fax: 356 2167 8121  
Cell: 356 9949 5264
- 4) Thomas Smith & Co. Ltd.  
12, St. Christopher Street  
Valletta VLT 06, Malta  
POC: Chris Vassallo, Operations Manager  
Tel: 356 2124 0571  
Fax: 356 2122 0078  
Cell: 356 7954 5479  
Email: cvassallo@tcsmith.com  
Web-site: www.tcsmith.com
- 2) Express Trailers Ltd.  
Velbro House  
Luqa Road  
Qormi LQA 9040, Malta  
POC: David Fleri Soler, Sales Manager  
Tel: 356 2124 2311 x300  
Fax: 356 7942 1476  
Email: dflerisol@expresstrailers.com  
Web-site: www.expresstrailers.com
- 3) Eyre Cargo Services  
Velbro House  
Luqa Road  
Qormi LQA 9040, Malta  
POC: Jesmond Mifsud, Agency Manager  
Tel: 356 2124 2327/8  
Fax: 356 2124 2320  
Email: jesmond@eyrecargoservices.com  
Web-site: eyrecargoservices.com
- 5) Transpak Overseas Removals, Ltd.  
326/328 Zabbar Road  
Paola FGR 1013, Malta  
POC: William Vella, Managing Director  
Tel: 356 2182 1166  
Fax: 356 2180 0350  
Cell: 356 9949 2890  
Email: infor@transpakmalta.com  
Web-site: www.transpakmalta.com
- 6) Triton Services, Ltd.  
Level 1, Monument Services Centre  
National Road  
Blata I-Blajda HMR 02, Malta  
POC: Bernard Debono, Director or Alex Muscat,  
Operations Manager  
Tel: 356 2124 2007  
Fax: 356 2124 1871  
Cell: 356 9949 4933  
Email: freight@tritonmalta.com  
Web-site: www.tritonmalta.com

# *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. Olive Alarcon  
Tel: (632) 809-5808  
Fax: (632) 807-3041  
Email: olivealarcon@carepakmoving.com or  
info@carepakmoving.com

**Country:** Matamoros

**Post:** *Matamoros*

**Bureau:** WHA

**Local Agents:**

**Country:** Mauritania

**Post:** *Nouakchott*

**Bureau:** AF

**Local Agents:**

1) AGS Frasers Mauritania  
ZI du Ksar - Lot 71  
BP 3936 Nouakchott, Mauritania  
POC: Thibault Malezieux  
Tel: 222 525 99 40/41  
Fax: 222 525 99 41/42  
Cell: 222 658 25 55  
Email: agsrim@mauritel.mr

2) SOGECO Mauritania  
Societe General du Consignation et D'entreprises  
Maritimes  
Consignation, Manutention, Transit, Transport  
Route de l'aeroport/ 1765 rue 22-002  
Commune Ksar BP: 351, Nouakchott, Mauritania  
POC: Wague Bacary  
Tel: 222 525 27 40, 525 22 02  
Fax: 222 525 39 03  
Cell: 222 641 98 74  
Email: sogeco@sogeco-sa.mr

# *ITGBL Local Agents*

**Country:** Mauritius

**Post:** Port Louis

**Bureau:** AF

## **Local Agents:**

2) MTL Removals  
P.O. Box 775, Bell Village  
Royal Road  
Pointe aux Sables, Mauritius  
POC: Kursely Azemothe  
Tel: (230) 234-4533  
Email: mtlnmd@intnet.mu or  
mtiremovals@intnet.mu

1) IDEES ET DECORATIONS  
River House  
Phoenix, Mauritius  
POC: Caroline Coulier or Marie Helene Dhacco  
Tel: (230) 686-4186  
Email: idmovers@intnet.mu

**Country:** Merida

**Post:** Merida

**Bureau:** WHA

## **Local Agents:**

4) Transportes y Mundanzas Mendez, S.A. de C.V.  
Calle 97, no.382 por 48-A  
Santa Rosa, Merida, Yucatan, Mexico  
POC:  
Tel: 52-999-929-5745

3) Mundanzas Continental, S.A. de C.v.  
Calle 27, No. 365 por 34  
San vicente Chuburna  
97206 Merida, Yucatan, Mexico  
POC: Luis Felipe Martin  
Tel: 52-999-987-3607  
Cell: 52-999-180-1190  
Email: luisf@mundanzascontinental.com.mx

2) Empaques y Mundanzas, S.A. de C.V.  
Calle 9, No. 86 por 12 diagonal  
Fracc. Mulsay  
97246 Merida, Yucatan, Mexico  
POC: Ernesto Flores or Nora Leticia Martin  
Tel: 52-999-912-5234  
Cell: 52-999-958-0772  
Email: empaquesmundanzasint@prodigy.net.mx

1) Muebles Y Mundanzas, MYM, S.A. de C.V.  
Calle 65, No. 699 Av. Quetzalcoatl entre 18 y 20  
Col. Emilio Portes Gil  
97167 Merida, Yucatan, Mexico  
POC: Ana Julieta Martin  
Tel: 52-999-983-0198  
Cell: 52-999-947-1147  
Email: mymmeridablanca@hotmail.com

# *ITGBL Local Agents*

**Country:** Mexico

**Post:** Tijuana

**Bureau:** WHA

## **Local Agents:**

2) TRANSCONTAINER  
Via Dr. Gustavo Baz #295-F  
Estado de Mexico CP 54080  
POC: Arturo Rincon Cordero  
Tel: 52 55 5398-2323  
Email: arturor@transcontainer-group.com

3) MYM INTERNATIONAL  
Edgar Allan Poe #235  
Col. Polanco Mexico CP 11550  
POC: Malena Larrambebera  
Tel: 52 55 2974 9400  
Email: info@myinternational.com

1) Mudanzas Gou  
Avenue de las Galaxias #31  
Esquina Satellites  
Col. Parque Industrial de Hermosillo  
Hermosillo, Sonora CP 83299  
POC: Rossy Gomez  
Tel: 662 2510734  
Email: hermosillo@mudanzasgou.com

# *ITGBL Local Agents*

**Country:** Mexico City

**Post:** Mexico City

**Bureau:** WHA

## **Local Agents:**

3) MYM, Muebles y Mudanzas International  
Edgar Allan Poe #235  
Col. Polanco Mexico, D.F. 07370  
POC: Bernardo Lijtszain  
Tel: 52 55 1055 8732  
Email: lijtszain@myinternational.com

2) Trafimar Relocation Services, S.A. de C.V.  
Ferrocarril Acambaro #77, Col. Sn. Luis Tlatilco  
Naucalpan, Edo de Mexico 53630  
POC: Edgar Hantusch  
Tel: 52 55 5312 9902  
Fax: 52 55 5301 6111  
Email: E.Hantusch@trafimarrelo.com.mx

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

5) SANCALSA  
Privada Morelos, #6 Col. San Pablo Xalpa  
Tlanepantla  
Edo de Mexico 54090  
POC: Ana Alicia Flores, Director  
Tel: 52 55 5318 6932  
Fax: 52 55 5318 6939  
Email: ana@sancalsa.com.mx  
website: www.sancalsa.com.mx

1) Mudanzas Gou  
Nueva Sta. Maria #163  
Fracc. Industrial San Antonio  
Azcapotzalco, D.F. 02760  
POC: Mr. Eduardo Gou Scherer, Director  
Tel: 52 55 5062 2627/ 52 55 5062 2600  
Fax: 52 55 5352 6157  
Email: director@mudanzasgou.com.mx

**Country:** Micronesia

**Post:** Colonia

**Bureau:** EAP

## **Local Agents:**

Pohnpei Transfer and Storage  
P.O. Box 340  
Pohnpei, FM 96941 Micronesia  
Tel: (691) 320-2552  
Fax: (691) 320-2389

# *ITGBL Local Agents*

**Country:** Moldova

**Post:** Chisinau

**Bureau:** EUR

## **Local Agents:**

1) Interdean  
10/1 Studentilor Str., Ap. 26  
Chisinau, Moldova  
POC: Pavel Cebotaru  
Tel: 373-22321893; 373-22447271  
Web-site: www.interdean.com

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

**Country:** Mongolia

**Post:** Ulaanbaatar

**Bureau:** EAP

## **Local Agents:**

2) Crown Relocations  
Sukhbaatar District, PO 48  
Ulaanbaatar, Mongolia  
POC: Mr. Jim Thompson or Ms. Enkjargal  
Luvsansharav  
Tel/Fax: 976 11 326419  
Email: jethompson3@crowncworldwide.com;  
crownb@magicnet.mn

Maersk Ulaanbaatar Office  
Suite 304, Crystal House Business Center  
11/1 Chinggis Avenue, PO Box 674  
Ulaanbaatar 211113, Mongolia  
POC: Ms. B. Sodgerel, Chief  
Tel: 976 11 328618  
Fax: 976 11 328442  
Email: mglmng@maersk.com

1) Mongolian Express  
Sukhbaatar District  
Chinggis Avenue 17  
Ulaanbaatar 28, Mongolia  
POC: Mr. Batkhoo  
Tel: 976 11 319304/05  
Fax: 976 11 318125  
Email: batkhoo@monex.mn



# *ITGBL Local Agents*

**Country:** Monterrey

**Post:** Monterrey

**Bureau:** WHA

## **Local Agents:**

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.  
Tel: 55 5361 7603/5398/7884  
Email: vicky@transcontainer-group.com  
Email: carmensenior@transcontainer-group.com  
(Director)

2) Trafimar  
Ave. las Industrias No. 124, Fracc. Industrial los Naranjos  
Santa Catarina N.L. 66367 Mexico  
POC: Brenda Casas  
Tel: 8390 0583  
Email: b.casas@trafimarrela.com.mx

3) Mundanzas Gou  
Nueva Escocia No. 4344, Fracc. Abraham Lincoln

Monterrey, N.L. 64310 Mexico  
POC: Alfonso Luna  
Tel: 8370 6397

4) MYM, Muebles y Mudanzas International  
Edgar Allan Poe #235  
Col. Polanco Mexico, D.F. 07370  
POC: Bernardo Lijtszain  
Tel: 52 55 1055 8732  
Email: lijtszain@myinternational.com

# *ITGBL Local Agents*

**Country:** Morocco

**Post:** Casablanca

**Bureau:** NEA

## **Local Agents:**

3) Marine Maroc Deménagement  
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 \*\*

2) AGS Casablanca  
73, Boulevard Moulay Slimane, Depot No. 16  
Ain Sebaa, Casablanca, Morocco  
POC: Mrs. Amina El Karmoudi  
Tel: 022-66-01-89/93  
Fax: 022-66-12-71  
Tel: 022-34-68-16 (Soler)  
Tel: 061-33-11-26 (Ranieri)  
Email: Manager-dir2- agsmaroc@wanadoobro.ma  
\*\* bonded facility \*\*

1) Bedel Casablanca  
257-259 Boulevard Adelmoumen  
Casablanca, Morocco  
POC: Mr. Kamal  
Tel: 022-86-04-69; 022-86-01-43  
Tel: 022-86-00-33 or 022-04-69 ( Bouayad)  
Fax: 022-86-01-43  
Email: move@bedel.ma \*\*  
bonded facility \*\*

**Post:** Rabat

**Bureau:** NEA

## **Local Agents:**

1) AGS Casablanca  
73, Boulevard Moulay Slimane, Depot No. 16  
Ain Sebaa, Casablanca, Morocco  
POC: Mrs. Amina el Karmoudi Tel: 022-66-01-89/93  
Fax: 022-66-12-71  
Email: dir2-agsmaroc@wanadoobro.ma \*\*bonded facility\*\*

2) Bedel Casablanca  
257-259 Boulevard Adelmoumen  
Casablanca, Morocco  
POC: Mr. Kamal  
Tel: 022-86-04-69; 022-86-01-43  
Fax: 022-86-01-43  
Email: move@bedel.ma \*\*  
bonded facility \*\*

3) Marine Maroc Deménagement  
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 \*\*

# *ITGBL Local Agents*

**Country:** Mozambique

**Post:** Maputo

**Bureau:** AF

## **Local Agents:**

Manica Freight Services (Mozambique) S.A.R.L.  
Praca dos Trabalhadores No. 51  
Maputo, Mozambique  
P.O.Box 292 or 557  
Tel: 258-21 356500  
Fax: 258-21 326358 or 258-21 431084

AGS Frasers Mozambique  
Avenida de Angola 1700A  
CP 2166  
Maputo, Mozambique  
Tel: 258-21 4670 29/30  
Fax: 258-21 467031  
Email: agsmoz@intra.co.mz

Glenscare Mozambique  
Maputo Branch  
Rue Comandante Baela Neves 53  
Maputo, Mozambique  
Tel: 258-21 407169 or 21 400044  
Fax: 258-21 407169  
Email: glenscare.maputo@teledata.mz

INGAR MOZAMBIQUE LDA  
Rue da Soveste  
PO Box 2330  
Maputo, Mozambique  
Tel: 258-21 4625001  
Fax: 258-21 462502  
Email: ingar@teledata.mz  
Website: www.ingarinternational.com

**Country:** Namibia

**Post:** Windhoek

**Bureau:** AF

## **Local Agents:**

2) Stuttaford Van Lines  
Danzig Street #7, Lafrenz  
P.O. Box 22902  
Windhoek, Namibia  
POC: Mr. Oliver Vanreusel or Ms. Tangina Helao  
Tel: 264-61-224-691  
Fax: 264-61-225-302  
Email: stuttsls@mweb.com.na **\*\*bonded facility\*\***

1) Namtrans  
Copper Street #37, Prosperita  
P.O. Box 30988  
Windhoek, Namibia  
POC: Mr. Philip Mans or Ms. Celeste Botha  
Tel: 264-61-236-270  
Fax: 264-61-236-304  
Email: namtrans@namtrans.com.na

# *ITGBL Local Agents*

**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 Relocations  
Tripureswor, Kathmandu  
Nepal  
POC: Binod Shah  
Tel: 977 1 424 0990  
Fax: 977 1 424 0455  
Email: orientmovers@enet.com.np \*\* customs bonded facility \*\*

**Country:** Netherlands

**Post:** Amsterdam

**Bureau:** EUR

## **Local Agents:**

De Haan Removals  
Edisonweg 18  
P.O. Box 259  
2950AG Alblasserdam ( Rotterdam)  
The Netherlands  
POC: Mr. Rene van Valen; Mr. Richard de Blaauw

Tel: 31-78-692-03-33

**Post:** The Hague

**Bureau:** EUR

## **Local Agents:**

KHZ Removals  
A. van Leewenhoekweg 30  
2400 AJ Alphen a/d Rijn  
the Netherlands  
POC: Sita Ranner  
Tel: 31 172 449977  
www.khz.nl

Website:  
\*\* bonded

De Haan Removals  
Edisonweg 18  
P.O. Box 259  
2950AG Alblasserdam ( Rotterdam)  
The Netherlands  
POC: Mr. Rene van Valen; Mr. Richard de Blaauw

Tel: 31-78-692-03-33  
Email: rene@dehaan.nl;  
richard@dehaan.nl

\*\*\*

# *ITGBL Local Agents*

**Country:** Netherlands Antilles

**Post:** Curacao

**Bureau:** EUR

## **Local Agents:**

1) Caribbean Moving Services NV  
PO Box 442  
Caracasbaaiweg 328d  
Curacao, Netherlands Antilles  
POC: Ms. Manuela Carolina  
Tel: 5999-767-2588  
Email: moving@cms.an

2) Meyer Moving  
P.O.Box 3055, Kaya Jacob Posner 14  
Curacao, Netherlands Antilles  
POC: Ms. Sibrine Verweij  
Tel: 5999-461-4766  
Email: info@meyer-transport.com

**Country:** New Zealand

**Post:** Auckland

**Bureau:** EAP

## **Local Agents:**

Allied Pickfords  
8-14 McCormack Place, Ngauranga  
P.O. Box 162  
Wellington, New Zealand  
POC: Ray Loader, National Manager / Nigel Pyne,  
Regional Manager  
Tel: 64-4-472-1134  
Fax: 64-4-371-2175  
Email: Ray.Loader@alliedpickfords.co.nz  
Email: Nigel.Pyne@alliedpickfords.co.nz

**Post:** Wellington

**Bureau:** EAP

## **Local Agents:**

Allied Pickfords  
8-14 McCormack Place, Ngauranga  
P.O. Box 162  
Wellington, New Zealand  
POC: Ray Loader, National Manager / Nigel Pyne,  
Regional Manager  
Tel: 64-4-472-1134  
Fax: 64-4-371-2175  
Email: Ray.Loader@alliedpickfords.co.nz  
Email: Nigel.Pyne@alliedpickfords.co.nz

# *ITGBL Local Agents*

**Country:** Nicaragua

**Post:** Managua

**Bureau:** WHA

## **Local Agents:**

Mudanzas Mundiales  
Km. 6.5 Carretera Norte, Entrada a Cerveceria  
Managua, Nicaragua  
POC: Alejandro Jerez  
Tel: 011-505-252-2828  
Email: ajerez@mudanzasmundiales.com.ni

Transcargo  
Barrio Santa Ana - Del Arbolito 25 varas al Sur, a  
mano derecha  
Managua, Nicaragua  
POC: Mario Cruz or Ivan Petrov  
Tel: 011-505-266-7252  
Email: sales@transcargold.com

**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

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

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

4) AGS Frasers Niger  
Route de l'aeroport  
BP 13612  
Niamey, Niger  
POC: Nicholas Agazar  
Tel: 227 20 74 28 80 / 227 20 74 27 96  
Cell: 227 96 96 37 31  
Fax: 227 20 74 19 40

# *ITGBL Local Agents*

**Country:** Nigeria

**Post:** Abuja

**Bureau:** AF

**Local Agents:**

**Post:** Lagos

**Bureau:** AF

**Local Agents:**

**Country:** Nogales

**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@mundanzasgou.com  
Website: www.mundanzasgou.com

**Country:** Norway

**Post:** Oslo

**Bureau:** EUR

**Local Agents:**

1) Team Allied  
Grini Naeringspark 1  
1361 Osteras  
Norway  
POC: Jorn Sveen  
Tel: (47) 67161616  
Fax: (47) 67161617  
Email: Norway@majortrans.no;  
jorn.sveen@majortrans.no \*\*  
bonded facility \*\*

3 ) Alfa Quality Moving Norway AS  
Industriveien 8  
N-1483 Skytaa, Norway  
POC: Jason A. Davidson  
Tel: (47) 67068400  
Fax: (47) 67068401  
Cell: (47) 48866717  
Email: jason@alfamoving.no;  
oslo@alfamoving.no \*\*  
bonded facility \*\*

2) Star International Moving & Storage  
Snaroyveien 57, Fornebu  
1367 Snaroya  
Norway  
POC: Nils Blom  
Tel: (47) 22330300  
Fax: (47) 22330301  
Cell: (47) 93092261  
Email: Norway@star-international.com

# *ITGBL Local Agents*

**Country:** Nuevo Laredo

**Post:** Nuevo Laredo

**Bureau:** WHA

## **Local Agents:**

Mundanzas Gou  
POC: Mario Martinez  
Tel: 867-717-0517  
Email: n.laredo@mundanzasgou.com

**Country:** Oman

**Post:** Muscat

**Bureau:** NEA

## **Local Agents:**

2) Swift Connections LLC.  
Post Box 2843, Postal Code 112  
Ruwi, Sultanate of Oman  
POC: Sebastian Almeida, General Manager  
POC: Austin Gama, Cargo Executive  
Tel: (968) 24837713  
Fax: (968) 24832001  
Cell: (968) 99855840 ( Almeida ); (968) 95138574 ( Gama )  
Email: swift@omantel.net.om;  
swift\_austin@hotmail.com

1) M/s Inchcape Shipping Services & Co. LLC.  
Post Box 36, Postal Code 112  
Ruwi, Sultanate of Oman  
POC: Jim Robb, General Manager  
POC: Manoj Kumar, Manager, International Removals  
POC: Ajith George, Manager, Cargo Services  
Tel: (968) 24567010/ 24567050/ 24567744  
Fax: (968) 24567101  
Cell: 99942779 ( Robb ); 99493784 ( Kumar ); 99317411 ( George )  
Email: jim.robb@iss-shipping.com  
Email: manoj.kumar@iss-shipping.com;  
ajith.george@iss-shipping.com



# *ITGBL Local Agents*

**Country:** Pakistan

**Post:** Islamabad

**Bureau:** SCA

## **Local Agents:**

3) Transpack  
32 West Half Blue Area  
Sohrab Plaza, Jinnah Avenue  
P.O. Box 2217  
Islamabad, Pakistan  
POC: Ms. Shahistah  
Tel: 00-92-51-2824538  
Fax: 00-92-51-2277127  
Email: transpk@isb.comsats.net.pk

1) Express Movers, Packers, and Forwarders  
90 Razia Sharif Plaza, Blue Area  
Islamabad, Pakistan  
POC: M.A. Qavi  
Tel: 00-92-51-2822278; 2822279  
Fax: 00-92-51-2825598  
Email: expmov@isb.comsats.net.com

4) Homepack  
2nd floor, Umer Building  
76 West, Blue Area  
Jinnah Avenue  
Islamabad, Pakistan  
POC: Mr. Farhat  
Tel: 00-92-51-2828696  
Fax: 00-92-51-2276818  
Email: hmpkisb@isb.paknet.com.pk

5) M/S Freeline Movers  
3rd floor, Yasin Plaza, 74-West  
Blue Area, Islamabad, Pakistan  
POC: Alamgir Shah  
Tel: 00-92-51-2822471/ 287029  
Fax: 00-92-51-2825132 / 2274227  
Email: movers@freeline.com.pk or  
flm@apollo.net.pk Website:  
www.flm.com.pk

2) Ocean Air International  
Plot# 76, Street #6, Sector I-10/3  
Islamabad, Pakistan  
POC: Mr. K.M. Raza  
Tel: 00-92-51-4447551-4  
Fax: 00-92-51-4443771

# ITGBL Local Agents

**Post:** Karachi

**Bureau:** SCA

## **Local Agents:**

Express Movers \*  
14-D, Block-6, P.E.C.H.S.  
Karachi 75400, Pakistan  
POC: Fahim Siddiqui, Director or Imran Siddiqui,  
Director  
Tel: (92-21) 4527270 ( Karachi Office); 45228077

Tel: (92-51) 28222248 ( Islamabad Head Office)  
Fax: (92-21) 4547066

Taq Logistics  
Amir Trade Centre, 233-A/2, P.E.C.H.S.  
Shahrah-e-Quaideen  
Karachi - 75400, Pakistan  
POC: Capt. Azhar Munir, Managing Director  
Mr. Uzair Waheed, General Manager  
Tel: (92-21) 4541301 - 07 (Karachi Office)  
Tel: (92-42) 6286167 ( Lahore Head Office)  
Fax: (92-21) 4541300; 4549439  
Cell: 92-300-8488313 ( Mr. Waheed )  
Email: www.taq.com.pk

Security Packers  
2nd Floor, Dean Arcade, DC-4, Block 8, Scheme  
No. 5  
Kehkeshan, Clifton  
Karachi, Pakistan  
POC: Mr. Islam Salim, Chairman  
POC: Mr. Raza Hussain, General Manager  
Tel: (92-21) 5862305-08; (92-300) 8238177  
Fax: (92-21) 5874197  
Email: secur@cyber.net.pk

Target Logistics International ( Pvt.) Ltd.  
9th floor, Ibrahim Trade Tower, Plot #1  
MCHS, Block-7, 8, Main Shahrah-e-Faisal  
Karachi 75350, Pakistan  
POC: Mr. Khalid Mir, CEO  
POC: Mr. Qazi Waseem, Commercial Manager  
Tel: (92-21) 4384668-70; 4327650-52  
Fax: (92-21) 4384667  
Email: tlikhi@cyber.net.pk

Ocean Air International \*  
3rd Floor, GSA House, 19 Timber Pond, Keamari  
Karachi 75620, Pakistan  
POC: Mr. Kashif Raza, Chief Coordinator  
Poc: Mr. Zahid Hussain Qadri, General Manager  
Tel: (92-21) 2851190-1 (Karachi Office)  
Tel: (92-51) 4447551-1 ( Islamabad Head Office)

Fax: (92-21) 2850133  
Email: everywhere@cyber.net.pk

\* Current local service providers appointed by  
Embassy Islamabad  
for US Mission in Pakistan ( country wide ).  
Raaziq International ( Private ) Limited  
Beaumont Plaza, 1st Floor, Civil Lines  
Quarter, Beaumont Road,  
Karachi, Pakistan  
POC: Mr. M. Nadeem Khan, Managing Director,  
CEO ( Lahore Head Ofc.  
POC: Mr. Muhammed Wasim Khan, Director  
POC: Mr. Tariq Mansoor  
Tel: (92-21) 5693510 - 3 Karachi Office  
Tel: (92-42) 5761977 ( Lahore Head Office)  
Fax: (92-21) 5693514  
Email: M.Nadeemkhan@raaziq.com.pk  
Email: Wasimkhan@raaziq.com.pk



# *ITGBL Local Agents*

Homepack Freight International  
Mohammad Burksh & Sons Building  
23, West Wharf Road  
Karachi - 74000, Pakistan  
POC: Mr. Abu Baker Hashim, President  
POC: Mr. Maqsood A. Shadid, Managing Director  
Tel: (92-21) 2310711-18; 2312245; 2310626  
Fax: (92-21) 2310904  
Email: hmpk@cyber.net.pk

*Post:* Lahore

*Bureau:* SCA

## *Local Agents:*

Express Movers, Packers, and Forwarders  
90 Razia Sharif Plaza, Blue Area  
Islamabad, Pakistan  
POC: M.A. Qavi  
Tel: 00-92-51-2822278; 2822279  
Fax: 00-92-51-2825598  
Email: expmov@isb.comsats.net.com

Homepack  
2nd floor, Umer Building  
76 West, Blue Area  
Jinnah Avenue  
Islamabad, Pakistan  
POC: Mr. Farhat  
Tel: 00-92-51-2828696  
Fax: 00-92-51-2276818  
Email: hmpkisb@isb.paknet.com.pk

Transpack  
32 West Half Blue Area  
Sohrab Plaza, Jinnah Avenue  
P.O. Box 2217  
Islamabad, Pakistan  
POC: Ms. Shahistah  
Tel: 00-92-51-2824538  
Fax: 00-92-51-2277127  
Email: transpk@isb.comsats.net.pk

Ocean Air International  
Plot# 76, Street #6, Sector I-10/3  
Islamabad, Pakistan  
POC: Mr. K.M. Raza  
Tel: 00-92-51-4447551-4  
Fax: 00-92-51-4443771

# *ITGBL Local Agents*

**Post:** Peshawar

**Bureau:** SCA

## **Local Agents:**

Trade International  
1st Floor, Suite No. 4  
Khair Mohammed Plaza  
Opposite State Bank of Pakistan  
Sadler Road, Peshawar Cantt.  
Peshawar, Pakistan  
POC: Tariq Paracha  
Tel: 091-5261326, 091-5271157  
Fax: 091-5261376  
Email: pew@alhannan.ent.com

Security Packers  
House No. 44, Street No. 6  
Defense Colony Peshawar, Pakistan  
POC: S. Qaiser Raza  
Tel: 091-5272859; 091-5276871  
Fax: 091-5276879

Express Movers  
90 Razia Sharif Plaza  
Blue Area, Islamabad, Pakistan  
POC: M.A. Qavi  
Tel: 051-2822248, 2822278  
Fax: 051-2825598  
Email: expressmovers@isb.ecell.pk

**Country:** Palau

**Post:** Koror

**Bureau:** EAP

## **Local Agents:**

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:**

Balboa International, S.A.  
Milla 7.5, Transistmica Hwy  
San Miguellito, Panama City  
Republic of Panama  
POC: George O'Masta, General Manager  
Tel: 507 231-7244/ 231-7136  
Email: babboaop@cwpanama.net

Canal Movers  
Building 1067, Curundu Road Curundu  
Panama City, Republic of Panama  
POC: Walter Lafitte, General Manager  
Tel: 507 232-8096/ 232-1394  
Email: w.lafitte@pty.com

Panama Packing and Storage  
Ricardo J. Alfaro Street  
Urb. La Esperanza No.9-T  
San Miguellito, Panama City, Republic of Panama

POC: Fernando Alegre E., General Manager  
Tel: 507 230-1422/ 230-1394

**Country:** Papua New Guinea

**Post:** Port Moresby

**Bureau:** EAP

## **Local Agents:**

Hi Lift Company  
Kunai Street,  
PO Box 830  
Port Moresby  
Papua New Guinea, South Pacific  
E-mail: removals@hilift.com.pg  
Tel: ++ 675 3251355 Fax: ++ 675 3251306  
POC: Ms. Maggie Aka

**Country:** Paraguay

**Post:** Asuncion

**Bureau:** WHA

## **Local Agents:**

SERVIMEX SACI  
2435 Felix Bogado Ave.  
Asuncion, Paraguay  
E-mail: servimex@servimex.com.py  
POC: Mrs. Andrea Bacigalupi and Mrs. Yinyi  
Molinas  
Tel: 595-21-311283/311284/311285 or 595-21-  
300343  
Fax: 595-21-311286 \*\*\*  
Bonded Facility \*\*\*

# *ITGBL Local Agents*

**Country:** Peru

**Post:** Lima

**Bureau:** WHA

## ***Local Agents:***

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: emartinez@simoving.com.pe

Web-site: www.simoving.com.pe

1) Express Transports, S.A.

Av. Los Gorriones 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

# *ITGBL Local Agents*

**Country:** Philippines

**Post:** Manila

**Bureau:** EAP

## **Local Agents:**

- 4) Carepak Moving and Storage  
1234 Villongco Road, Sucat  
Paranaque City, 1700 Philippines  
POC: Ms. Olve Alarcon  
Tel: (632) 809-5808  
Fax: (632) 807-3041  
Email: olivealarcon@carepakmoving.com or  
info@carepakmoving.com
- 1) Commercial Freight Services, Inc.  
Warehouse II, Isaran St. corner NAIA Avenue  
Irasan Complex, San Dionisio, Parañaque City  
Philippines  
Tel Nos: (632) 820-3919, (632) 826-7123, (632)  
829-7990, (632) 825-0060  
Fax No: (632) 820-3092  
POC1: Jaime A. Fernandez  
E-mail: comfrtbusdev@cfsharp.com  
POC2: Tet Osmeña  
E-mail: tmosmena@cfsharp.com
- 2) Crown Worldwide Movers, INC.  
Bldg. 2 Panorama Compound Km 18  
West Service Road, Sucat  
Paranaque City 1700, Philippines  
POC: Ms. Ria Orbe  
Tel: (632) 822-11-23  
Fax: (632) 823-52-63  
Email: riaorge@crowrelo.com  
Web-site: www.crownrelo.com
- 3) Asian Tigers Lane Moving and Storage, Inc.  
N4 JY Sons Compound, Veteran Complex  
1631 Taguig, Manila, Philippines  
POC: Mr. Mao Castaneda  
Tel: (632) 837-09-32  
Fax: (632) 838-48-35  
Email: mao.castaneda@asiantigers-
- 5) Santa Fe Moving and Relocations Services  
Unit 3 First Avenue, Manalac  
Taguig City, 1640 Philippines  
POC: Ms. Raquel Sapiandante  
Tel: (632) 838-1761/62/63/64  
Fax: (632) 838-8190  
Email: raquel.sapiandante@santafe.com.ph



# *ITGBL Local Agents*

**Country:** Poland

**Post:** Krakow

**Bureau:** EUR

## **Local Agents:**

- 4) Move One Relocations  
ul. Koszykowa 54  
00-675 Warsaw, Poland  
POC: Piotr Piekarowicz  
Tel: 48-22-6308161  
Email: Piotr.piekarowicz@moveonerelo.com
- 5) AGS Warsaw  
ul. Krasnowska 21/27b  
02-849 Warsaw, Poland  
POC: Agnieszka Kulszewicz  
Tel: 48-22-6448553  
Email: Kulszewicz@ags-poland.com
- 3) Allied Pickfords  
ul. Lopuszanska 38  
02-232 Warsaw, Poland  
POC: Krzysztof Olczak  
Tel: 48-22-8683508  
Email: Olczak.k@alliedpickfords.pl
- 2) Stoof (Breda) Worldwide Moving  
ul. Karczunkowska 43  
02-871 Warsaw, Poland  
POC: Malgorzata Wieadek  
Tel: 48-22-6445161  
Email: Gosia@btp.com.pl
- 1) Corstjens Worldwide Movers Group  
ul. Nowa 23, Stara Iwiczna  
05-500 Piaseczno, nr Warsaw, Poland  
POC: Piotr Dmowski or Aldona Zaron  
Tel: 48-22-7377200  
Email: Piotr@corstjens.pl  
Email: Aldona@corstjens.pl
- 7) INTERDEAN  
ul. Geodetow 172  
05-500 Piaseczno  
Warsaw, Poland  
POC: Bart Behnke, Branch Manager  
POC: Bartlomiej Wiaczek  
Tel: 48-22-7017171  
Fax: 48-22-7017177  
Cell: 48664934729 (Behnke)  
Cell: 48602306232 (Wiaczek)  
Email: Bart.behnke@interdean.com  
Email: Bartek.wiaczek@interdean.com
- 6) Universal Express  
ul. Syszkowa 35/37  
02-285 Warsaw, Poland  
POC: Magdalena Orłowska  
Tel: 48-22-8783551  
Email: Magdalena.orłowska@uer.pl

# ITGBL Local Agents

**Post:** Warsaw

**Bureau:** EUR

## **Local Agents:**

6) Universal Express  
ul. Syszkowa 35/37  
02-285 Warsaw, Poland  
POC: Magdalena Orłowska  
Tel: 48-22-8783551  
Email: Magdalena.orłowska@uer.pl \*\* bonded  
warehouse at airport \*\*

5) AGS Warsaw  
ul. Krasnowska 21/27b  
02-849 Warsaw, Poland  
POC: Agnieszka Kulszewicz  
Tel: 48-22-6448553  
Email: Kulszewicz@ags-poland.com

4) Move One Relocations  
ul. Koszykowa 54  
00-675 Warsaw, Poland  
POC: Piotr Piekarówic  
Tel: 48-22-6308161  
Email: Piotr.piekarówic@moveonerelo.com

3) Allied Pickfords  
ul. Lopuszanska 38  
02-232 Warsaw, Poland  
POC: Krzysztof Olczak  
Tel: 48-22-8683508  
Email: Olczak.k@alliedpickfords.pl

2) Stoof (Breda) Worldwide Moving  
ul. Karczunkowska 43  
02-871 Warsaw, Poland  
POC: Malgorzata Wieadek  
Tel: 48-22-6445161  
Email: stoof@op.pl

1) Corstjens Worldwide Movers Group  
ul. Nowa 23, Stara Iwiczna  
05-500 Piaseczno, nr Warsaw, Poland  
POC: Piotr Dmowski or Aldona Zaron  
Tel: 48-22-7377200  
Email: Piotr@corstjens.pl  
Email: Aldona@corstjens.pl

7) INTERDEAN  
ul. Geodetow 172  
05-500 Piaseczno  
Warsaw, Poland  
POC: Bart Behnke, Branch Manager  
POC: Bartłomiej Wiaczek  
Tel: 48-22-7017171  
Fax: 48-22-7017177  
Cell: 48664934729 (Behnke)  
Cell: 48602306232 (Wiaczek)  
Email: Bart.behnke@interdean.com  
Email: Bartek.wiaczek@interdean.com

# *ITGBL Local Agents*

**Country:** Portugal

**Post:** Lisbon

**Bureau:** EUR

## **Local Agents:**

4) Pantera Negra, Sociedade de Transportes Lda

Parque Industrial Sintra Estoril, Armazem 3  
Estrada de Albarraque, Linho  
2710-297 Sintra, Portugal  
POC: Fernando Paiva  
Tel: 00 351 21 924 0202  
Email: panteranegra@mail.telepac.pt

Rettenmayer Relocation Services - Logistica SA  
Centro Empresarial Sintra-Estoril  
Estrada de Albarraque - Armazem Q - Linho  
2710 - 297 Sintra, Portugal  
POC: Antonio Nobre Segundo  
Tel: 00 351 21 924 5050/ 0179  
Email: rettenmayer@mail.telepac.pt

1) Empresa 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 \*\*

2) UTS-Gauntlett International Transportes, LDA.

Lda. Apartado 76 2766-901  
Estoril Codex, Portugal  
POC: Peter Eckersley  
Tel: 00 351 21 924 2917  
email: eckersley@gauntlett.com \*\* bonded

3) AGS Worldwide Movers

Estrada Nacional, No. 249, Km 15  
Parque Industrial de Resiquimica  
2726-901 Mem Martins, Portugal  
POC: John Papula  
Tel: 00 351 219 22970  
Email: ags.comercial@mail.telepac.pt \*\* bonded  
warehouse\*\*

5) Urbanos-Mundacas, Logistica, Gestao

Documental  
Centro Empresarial Urbanos  
Estrada Nacional 115, Km 5  
Casa Novo  
2664-501 S. Juliao do Tojal, Portugal  
POC: Pedro Silva, Andre Sequeira, Ana Luisa  
Tel: 00 351 707 200 777  
Email: lisboa@urbanos.com

# *ITGBL Local Agents*

*Post:* Ponta Delgada

*Bureau:* EUR

## *Local Agents:*

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

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

Transpac  
Canada do Vigario #2  
9760-310 Lajes VPV  
Terceira, Azores  
POC: Alfredo Goulart  
Tel: 295517199  
Email: Transpac@viaoceanica.com \*\* bonded  
facility \*\*

# *ITGBL Local Agents*

**Country:** Qatar

**Post:** Doha

**Bureau:** NEA

## ***Local Agents:***

- 7) Maersk Logistics  
P.O. Box 22081  
Doha, Qatar  
POC: Mr. Kanan  
Tel: 974 435 1903  
Fax: 974 435 1933  
email: dohlog@maersk.com
- 2) Gulf Agency Qatar  
P.O. Box 6534  
Doha, Qatar  
POC: Nicklas Ebersson  
Tel: 974 431 5222  
Fax: 974 431 4222  
Email: Nicklas.ebersson@gacworld.com
- 3) Crown Relocations  
P.O. Box 9434  
Doha, Qatar  
POC: Robert Matthews  
Tel: 974 462 1115  
Fax: 974 462 1119  
Email: rmatthews@crowrelo.com
- 4) Swift Freight Services  
P.O. Box 22303  
Doha, Qatar  
POC: Dave Dsouza  
Tel: 974 460 4815  
Fax: 974 460 4534  
Email: swiftintl@qatar.net.qa
- 5) Aero Freight Services Co.  
P.O. Box 8681  
Doha, Qatar  
POC: Shibu Jose  
Tel: 974 443 1678  
Fax: 974 444 2385  
Email: aeronet@qatar.net.qa
- 6) Qatar Logistics  
P.O. Box 22770  
Doha, Qatar  
POC: Ashley Stagg  
Tel: 974 455 0991  
Fax: 974 455 0992  
Email: Ashley@qatarlogistics.com
- 1) Agility ( PWC Logistics)  
P.O. Box 22670  
Doha, Qatar  
POC: Sunil Kambarth  
Tel: 974 450 0017  
Fax: 974 460 6846  
Email: skambarth@agilitylogistics.com

# *ITGBL Local Agents*

**Country:** Romania

**Post:** Bucharest

**Bureau:** EUR

## **Local Agents:**

2) AGS International Moving and Storage  
9 Pipera Street, 1st District  
Bucharest, Romania  
POC: Gratiela Lascu or Iren Fabian \*\*\*\*\*  
Tel: 40 21 201 1791/1793 \*\*\*\*\*  
Bonded Facility \*\*\*\*\*

1) Interdean International Movers \*\*\*  
36-38 Migdalului Street  
Bucharest, Romania  
POC: Razvan Lica-Ionescu  
Tel: 221 23 25  
Cell 0723 271 990  
Email: Rasvan.Lica-Ionescu@interdean.com  
\*\*\*\*\* Secure bonded facility \*\*\*\*\*

# *ITGBL Local Agents*

**Country:** Russia

**Post:** Moscow

**Bureau:** EUR

## **Local Agents:**

- 1) Corstjens Worldwide Movers Group  
Moscow Office  
48A, Otkrytoye Chausse  
107370 Moscow, Russia  
POC: Oleg Yashenko, General Manager  
Tel: 7 495 11 411 9620/7301/7302/7304  
Fax: 7 495 966 7307  
Email: oleg@corstjens.ru
- 2) Allied Pickfords  
127A, Varshavskoye Chausse  
Moscow, Russia  
POC: Vladislav Dubov  
Tel: 7 495 796 9325  
Email: Vladislav.Dubov@alliedpickfords.ru
- 3) Interdean  
61 Novochemyomushkinskaya Street, 3rd floor  
Moscow, Russia  
POC: Sergey Neverkevich  
Tel: 7 495 933 5232  
Email: sergey.neverkevich@interdean.com
- 4) Interlog Worldwide Movers \*\*  
Berezhkovskaya Naberezhnaya, 20, Bldg 3  
121059 Moscow, Russia  
POC: Sergey Klimov, Chief of Export/Import  
Departments  
Tel: 7 495 937 94 54  
Fax: 7 495 937 94 55  
Email: klim@iwm.ru  
\*\* incoming shipments
- 5) Move One Relocations  
11 Ordzhonikidze St., Bld. 1/2, Floor 4  
Moscow, Russia 115419  
POC: Igor Hrisafovic  
Tel: (7) (495) 937-9454  
Fax: (7) (495) 937-9455
- 6) AGS Froesch  
115432 Proektiruemyj Proezd 4062, #6  
Moscow, Russia  
POC: Ludmila Moskvina  
Tel: (7) (495) 916-9961  
Fax: (7) (495) 916-9962  
Email: Ludmila.Moskvina@agsfroesch.com

**Post:** St. Petersburg

**Bureau:** EUR

## **Local Agents:**

- IWM Moving Company  
Brezhkovskaya nab., 20, bld. 3  
121059 Moscow, Russia  
POC: Sergey Klimov Chief, Export/Import  
Department  
Tel: 7 495 939 94 54  
Fax: 7 495 937 94 55  
Cell: 7 910 431 1669  
Email: klim@iwm.ru  
Web-site: www.iwm.ru
- OOO Panbaltservice  
199106 V.O. Bloshoy pr.103  
Tel: 7 812 322 6027  
Fax: 7 812 322 6039  
Email: avia@pan-baltservice.spb.ru  
\*\* customs bonded facility \*\*

# *ITGBL Local Agents*

**Post:** Vladivostok

**Bureau:** EUR

## **Local Agents:**

Links, Ltd.  
Ul. Svetlanskaya 89, Suite 35  
690078 Vladivostok, Russia  
POC: Yuri Melnikov  
Tel: 7-4232-220-887  
Email: vladivos@links-ltd.com

ITC Japan Limited  
Ul. Soyuznaya 28, Suite 14  
690065 Vladivostok, Russia  
POC: Andrey Zolotarev  
Tel: 7-4232-456-911  
Email: itsvvo@vtc.ru

**Post:** Yekaterinburg

**Bureau:** EUR

## **Local Agents:**

Interlog Worldwide Movers (IWM) \*\*  
Berezhkovskaya Naberezhnaya, 20, Bldg 3  
121059 Moscow, Russia  
POC: Sergey Klimov, Chief of Export/Import  
Departments  
Tel: 7 495 937 94 54  
Fax: 7 495 937 94 55  
Email: klim@iwm.ru  
\*\* incoming shipments

Interdean  
61 Novocheryomushkinskaya Street, 3rd floor  
Moscow, Russia  
POC: Sergey Neverkevich  
Tel: 7 495 933 5232  
Email: sergey.neverkevich@interdean.com

Corstjens Worldwide Movers Group  
Moscow Office  
48A, Otkrytoye Chausse  
107370 Moscow, Russia  
POC: Oleg Yashenko, General Manager  
Tel: 7 495 11 411 9620/7301/7302/7304  
Fax: 7 495 966 7307  
Email: oleg@corstjens.ru

Allied Pickfords  
127A, Varshavskoye Chausse  
Moscow, Russia  
POC: Vladislav Dubov  
Tel: 7 495 796 9325  
Email: Vladislav.Dubov@alliedpickfords.ru



# *ITGBL Local Agents*

**Country:** Rwanda

**Post:** Kigali

**Bureau:** AF

## ***Local Agents:***

COIMEX  
BP 2573  
Kigali, Rwanda  
Tel: 250 575584  
Email: coimex@rwand1.com

AGS  
BP 292  
Kigali, Rwanda  
Tel: 250 08300906  
Email: ags@rwanda1.com

SDV TRANSAMI  
BP 1338  
Kigali, Rwanda  
Tel: 250 575584  
Email: sdvtransamirwanda@sdv.co.rw

# *ITGBL Local Agents*

**Country:** Saudi Arabia

**Post:** Dhahran

**Bureau:** NEA

## **Local Agents:**

2) East and West Express  
P.O. Box 718, Dammam 31421  
Kingdom of Saudi Arabia  
POC: Mr. Ala'uddin  
Tel: 966-3-833-5588 x600/ x601  
Email: alaa@atco.com.sa

1) Four Winds Saudi Arabia Limited  
P.O. Box 5921, Dammam 31432  
Kingdom of Saudi Arabia  
POC: Mr. Riaz Ahmed  
Tel: 966-3-857-4434 x118  
Fax: 966-3-857-4841  
Email: impdm@fourwinds-ksa.com

**Post:** Jeddah

**Bureau:** NEA

## **Local Agents:**

2) East and West Express  
P.O. Box 1298, Jeddah 21431  
Kingdom of Saudi Arabia  
POC: Jameel Ahmed, Branch Manager  
POC: N. Skreekant, Operations Manager  
POC: C. Balan, Inbound Air Freight Supervisor  
Tel: 966-2-691-2204  
Fax: 966-2-691-3922  
Email: jameelahmed@atco.com.sa  
Email: sreekant@atco.com.sa;  
balan@atco.com.sa  
Website: www.atco.com.sa

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  
Tel: 966-2-644-6655  
Fax: 966-2-660-0223  
Email: omar.ismail@kuehne-nagel.com

3) Namma Cargo Services Co, LTD  
P.O. Box 6867, Jeddah 21452  
Kingdom of Saudi Arabia  
POC: Abdulelah S. Al-Hejailan, Deputy Regional  
Manager  
POC: Sheikh Toha, Operations Manager  
POC: Stanley Menezes, Freight Manager  
Tel: 966-2-672-2645/ 672-2560/ 675-7950  
Fax: 966-2-674-2799  
Email: a\_hejilan@nammacargo.com  
Email: tohas@nammacargo.com;  
Stanley.m@nammacargo.com  
Website: www.nammacargo.com

1) Four Winds Saudi Arabia LTD  
P.O. Box 4223, Jeddah 21491  
Kingdom of Saudi Arabia  
POC: Anees Al-Shanti, Branch Manager  
POC: Munadel Hudali, Import; Dharn Murali,  
Export  
Tel: 966-2-691-8883  
Fax: 966-2-691-7190  
Email: anis@fourwinds-ksa.com ( Al-Shanti )  
Email: sfjed@fourwinds-ksa.com ( Hudali )  
Email: espjed@fourwinds-ksa.com ( Murali )  
Website: www.fourwinds-ksa.com

# *ITGBL Local Agents*

**Post:** Riyadh

**Bureau:** NEA

## **Local Agents:**

1) East & West Express  
P.O. BOX 8077, Riyadh 11482  
Kingdom of Saudi Arabia  
POC: Mr. Jean Boustani, Regional Manager  
POC: Mr. Larry Pazz, Traffic Manager  
Tel: 966-1-472-0393; 476-2241 x19 (Larry)  
Fax: 966-1-476-2485; 472-0480  
Email: jeanb@atco.com.sa  
Email: larryp@atco.com.sa

3) Camel Inc. International Removals  
P.O. Box 90201  
Riyadh 11613  
Kingdom of Saudi Arabia  
POC: Ernesto Carrillo, Regional Sales Manager  
POC: Robert M. De Arce, Traffic Coordinator  
Tel: 966-1-293-2116  
Fax: 966-1-293-3008  
Email: Ernie\_ruh@express-camel.com  
Email: bob\_ruh@express-camel.com

2) Four Winds, Saudi Arabia LTD  
P.O. Box 8654, Riyadh 11492  
Kingdom of Saudi Arabia  
POC: Mr. Rasheed Ali, Assistant Manager  
POC: Mr. Celso Detalo, Admin. Manager  
Tel: 966-1-454-4080  
Fax: 966-1-454-6656  
Email: Rasheed@fourwinds-ksa.com;  
impruh@fourwinds-ksa.com

**Country:** Senegal

**Post:** Dakar

**Bureau:** AF

## **Local Agents:**

3) Saga-Senegal  
POC: M. Bellel, Responsale Section  
Demenagements  
Tel: 221 859 33 90/ 99  
Fax: 221 859 33 49/ 59  
Cell: 221 631 04 30  
Email: sage.demenagement@sn.dti.bollore.com  
Web-site: www.saga.fr

2) 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: tdcasal@orange.sn  
Facility \*\*\*

\*\*\* Bonded

# *ITGBL Local Agents*

**Country:** Serbia

**Post:** Belgrade

**Bureau:** EUR

## **Local Agents:**

3) Corstjens ( TMO shipments )  
Petra Mrkonjica 6  
11000 Belgrade, Serbia  
POC: Aleksandra Vuckovic, Branch Manager  
Tel: 381 11 64 127 5030  
Fax: 381 11 265 1282  
Email: info.belgrade@corstjens.com  
Website: www.corstjens.com

2) Move One ( TMO shipments )  
Autoput Beograd - Novi Sad  
11080 Belgrade, Serbia  
POC: Maja Pasic, Branch Manager; Gordana Popov, Project Manager  
Tel: 381 11 848 7088  
Fax: 381 11 848 7089  
Email: maja.pasic@moveonerelo.com  
Email: gordana.popov@moveonerelo.com  
Website: www.moveonerelo.com

1) AGS  
Niski autoput 17  
11050 Belgrade, Serbia  
POC: Fabris Grujic, Branch Manager  
POC: Bojan Stojadinovic, Branch Manager  
Tel: 381 11 347 2327  
Fax: 381 11 347 2332  
Email: manager@agsbelgrade.co.yu;  
operations@agsbelgrade.co.yu  
Website: www.ags-worldwide-movers.com

# ITGBL Local Agents

**Post:** Podgorica

**Bureau:** EUR

## **Local Agents:**

4) AGS Movers  
Niski put 17  
11050 Belgrade, Serbia  
POC: Grujic Fabris, Manager  
Tel: 381113472321  
Fax: 381113472332  
Email: manager-belgrade@agsmovers.com  
\*\*\* packing and transportation HHE/UAB/POV \*\*\*

7) ATLANT AGENT  
Ul. Marsala Tita BB  
85000 Bar, Montenegro  
POC: Ratka Mandic  
Tel: 38285317104  
Fax: 38285317105  
Cell: 38269020662  
Email: atlantagent@cg.vu  
\*\*\* customs clearance at port of Bar \*\*\*

5) Move One Relocations  
POC: Gordana Popov  
Tel: 381118487088  
Fax: 381118487089  
Cell: 38163362991  
\*\*\* packing and transportation HHE/UAB/POV \*\*\*

6) INTERLOG  
Ul Jovana Tomasevica G-9  
85000 Bar, Montenegro  
POC: Nikola  
Tel: 38285313932  
Fax: 38285317238  
Cell: 38268006688  
Email: interlog@cg.yu  
\*\*\* transport and logistics for container shipments  
via port of Bar \*\*\*

3) INTERDEAN Belgrade International Relocation

Viline Vode BB  
Beograd, Serbia  
POC: Vesna Dragic, Manager  
Tel: 381 62259350  
Email: idbeg@verat.net

2) Milsped  
Cemovsko Polje BB  
81000 Podgorica, Montenegro  
POC: Danijela Ivanovic  
Tel: 38281658724  
Fax: 38281658725  
Email: milsped@cg.yu  
\*\*\* Surface and Air Shipments \*\*\*

1) ATLANT AGENT  
Ul. Bulevar S. Kovacevica 35  
81000 Podgorica, Montenegro  
POC: Milo Kikovic  
Tel: 38281620265  
Fax: 38281620346  
Cell: 38267304305  
Email: atlantagent.p@cg.yu  
\*\*\* Surface and Air Shipments \*\*\*

# *ITGBL Local Agents*

*Post:* Pristina

*Bureau:* EUR

## *Local Agents:*

- 2) AGS  
Komplex "Avala" E-P+3 #2  
POC: Fabris Grujic;phone:++377 44 502 579  
Phone:++381 38 245 851  
Email address: ags\_pristina@hotmail.com
- 3) Allied Pickfords  
Industrial Zone Veternik PN  
10000 Pristina-Kosovo  
POC: Vegim Shehu  
Tel: 381 38 548 264  
Email: Vegum.shehu@alliedpickfords-ko.com
- 1) MOVE ONE RELOCATION  
12050 Slatina e Madhe  
POC: Valdet Mustafa  
Tel: 381 38 566 354; 377 44 500 508  
Email: valdet.mustafa@moveonrelo.com

*Country:* Shanghai

*Post:* Shanghai

*Bureau:* EAP

## *Local Agents:*

- 2) Shanghai EB & SFSC International Logistics  
Co. Ltd.  
617 San Men Road  
Shanghai 200439, PR china  
POC: James Zhao  
Tel: 86-21-65916805  
Fax: 86-21-55036791  
Email: zhaozhun@efesco.com \*\*  
customs bonded warehouse \*\*
- 1) China Way International Moving and  
Warehousing  
No. 88, Lane 391, HuQingPing Road  
Shanghai 201105, PR China  
POC: gloria Gu  
Tel: 86-21-64377399  
Fax: 86-21-64206671  
Email: gloria@chinawaygroup.com \*\* customs  
bonded warehouse \*\*
- 3) Santa Fe Relocation Services  
5th floor, Tian Hong Building  
No. 80 Xian Xia Road  
Shanghai 200051, PR China  
POC: L. Lee or K. Yang  
Tel: 86-21-62339700  
Fax: 86-21-62339005  
Email: llee@santafe.com.cn or  
kyang@santafe.com.cn \*\*  
customs bonded warehouse \*\*

# ***ITGBL Local Agents***

**Country:** Shenyang

**Post:** Shenyang

**Bureau:** EAP

## ***Local Agents:***

Asian Tigers K.C. DAT ( China ) Ltd. - Dalian Office  
No. 117 Baishan Road, Shahekou SDistrict  
Dalian 116021, China  
POC: Andeson Fan  
Tel: ( 86 - 411 ) 8431 2946, 8430 9631  
Fax: ( 86 - 411 ) 8431 2945  
Email: Andeson.Fan@AsianTigers-China.com

Schenker China Ltd.  
Representaive Office Dalian  
Rm 1608, Times Building, No.7 Harbor Street  
Dalian 116001, PR China  
POC: Allen Zheng, Removal Department Manager

POC: Angel Li, Removal Department Customer Service  
Tel: 86 411 88992099-852  
Fax: 86 411 88995852  
Cell: 139-426-46295 (Zheng) Cell: 86 15840963376  
Email: allen.zheng@baxglobal.com  
Website:  
[www.schenker.com.cn/services/relocations/relocat](http://www.schenker.com.cn/services/relocations/relocat)

**Country:** Sierre Leone

**Post:** Freetown

**Bureau:** AF

## ***Local Agents:***

SEA AND LAND SERVICES LTD.  
SLSA Building, Cline Town  
Freetown, Sierra Leone  
POC: Mrs. Elma Johnson, Managing Director  
Tel: 232 76 800 048  
Email: elma.johnson@bollore.com

AGS-FRASERS Sierra Leone Ltd.  
148 Wilkinson Road  
PO Box 999  
Freetown, Sierra Leone  
POC: Paul Escoute, Managing Director  
Tel: 00232 35 200 176  
Gsm: 033 920 120  
Email: manager-sierraleone@agsmovers.com

MAERSK Sierra Leone  
7 Bathurst Street  
Freetown, Sierra Leone  
POC: James. M. Heyburn, Managing Director  
Tel: 232 22 228 725  
Email: siltop@maersk.com

# *ITGBL Local Agents*

**Country:** Singapore

**Post:** Singapore

**Bureau:** EAP

## **Local Agents:**

- 1) Raffles Movers International Pte Ltd.  
51 Sungei Kadut Loop  
Singapore 729497  
POC: Babu Bhargavan  
Tel: 065 6894-3720  
Fax: 065 6894-3731  
Email: babu@rafmover.com
- 5) AGS Four Winds International Relocation Pte. Ltd.  
6 Kwong Min Road #03-00  
Singapore 628709  
POC: Yannick Lothou  
Tel: 065 6777 1166  
Fax: 065 6777 9409  
Email: yannick.lothou@agsfourwinds.com
- 4) Vanpac International PTE Ltd.  
105, Second Lok Yang Road  
Singapore 268174  
POC: Maryanne Teo  
Tel: 065 6262-1300  
Fax: 065 6262-1290  
Email: maryanne@vanpac.com.sg
- 3) Asian Tigers K.C. Dat (S) Pte Ltd.  
6, Lok Yang Way, Jurong, Singapore 628625  
POC: Patrick Goh  
Tel: 065 6261-8116  
Fax: 065 6264-4354  
Email: patrick.goh@asiantigers-singapore.com
- 2) The Family Mover(s) Pte Ltd.  
24 Kian Teck Road, Singapore 628775  
POC: Robert Bock  
Tel: 065 6266-5225  
FAX: 065 6266 5335  
Email: rbock@familymovers.com

**Country:** Slovak Republic

**Post:** Bratislava

**Bureau:** EUR

## **Local Agents:**

- 2) Interdean Bratislava  
Cukrova 14  
813 39 Bratislava, Slovak Republic  
POC: Nada Hlavackova  
Tel: 42 2 5932 4256  
Email: Nada.Hlavackova@interdean.com
- 3) Corstjens W.W. Bratislava  
Podunasjska 25  
821 06 Bratislava, Slovak Republic  
Tel: 421 2 436 44 791 2  
Email: info.bratislava@corstjens.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-kueher@kuehner.co.at \*\* bonded facility \*\*



# *ITGBL Local Agents*

**Country:** Slovenia

**Post:** Ljubljana

**Bureau:** EUR

## **Local Agents:**

2) A.I. & F d.o.o. \*  
Cesta Andreja Bitenca 68  
1000 Ljubljana, Slovenia  
Tel: 386 40 299999  
Fax: 386 1 512 1715  
Email: interdean-lj@siol.net  
\* Interdean subcontractor

1) VATOVEC Relocations  
Cufarjeva 5  
1000 Ljubljana, Slovenia  
Tel: 386 1 430 1340  
Fax: 386 1 430 1344  
Email: vlado@vatovec.si  
Website: www.vatovec.si  
bonded facility \*\*

\*\*

# *ITGBL Local Agents*

**Country:** South Africa

**Post:** Capetown

**Bureau:** AF

## **Local Agents:**

Stuttaford Van Lines \*\*\*  
131 Bofors Circle  
Epping Industria  
Cape Town, South Africa  
PO Box 301, Eppindust 7475  
Cape Town, South Africa  
POC: Ms. Dorien Hurst/ Sylvia Theyers  
Tel: 27 21 534 3423  
Fax: 27 21 534 8846  
Email: Dorien.Hurst@stuttafordvanlines.com  
Email: Sylvia.Theyers@stuttafordvanlines.com  
\*\*\* Bonded Facility \*\*\*

Elliott International  
Ferrule Street  
Montague Gardens  
Capetown, South Africa  
POBox 36737, Chempet 7442  
Cape Town, South Africa  
POC: Diane Robinson/Beverley Westman  
Tel: 27 21 552 3183  
Fax: 27 21 551 1453  
Email: Diane.Robinson@elliott.co  
Email: Beverley.Westman@elliott.co.za

**Post:** Durban

**Bureau:** AF

## **Local Agents:**

3) Allied Pickfords  
8 - 10 Ernest Cloke Road  
Prospecton, 4110  
Durban, South Africa  
POC: Suresh Daniel  
Tel: 27 31 902 3581  
Fax: 27 31 902 6115  
Email: suresh.daniel@pickfords.co.za

2) Elliott International  
POB 5956  
Durban 4000, South Africa  
POC:Linda Marchussen  
Tel: 27 31 579 1579  
Fax: 27 31 579 1667                      Email:  
linda.marchussen@elliott.co.za

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) Stuttaford Van Lines  
23 Axle Drive  
Clayville, Midrand Johannesburg, South Africa  
P O Box 987 Halfway House 1685  
Johannesburg, South Africa  
POC: Laura Wegner  
Tel: 27 11 2061500  
Fax: 27 11 3880409  
Email: laura.wegener@stuttafordvanlines.com
- 2) Elliott International  
cnr. Setter and West Streets, Glenustin Midrand,  
South Africa  
P O Box 39389, Bramley 2018  
Johannesburg, South Africa  
POC: Sunitha Vallab  
Tel: 27 11 2563000  
Fax: 27 11 3880644  
Email: sunithavallab@elliott.co.za

**Post:** Pretoria

**Bureau:** AF

## **Local Agents:**

- 2) Elliott International  
cnr. Setter and West Streets, Glenustin Midrand,  
South Africa  
P O Box 39389, Bramley 2018  
Johannesburg, South Africa  
POC: Sunitha Vallab  
Tel: 27 11 2563000  
Fax: 27 11 3880644  
Email: sunithavallab@elliott.co.za
- 1) Stuttaford Van Lines  
23 Axle Drive  
Clayville, Midrand Johannesburg, South Africa  
P O Box 987 Halfway House 1685  
Johannesburg, South Africa  
POC: Laura Wegner  
Tel: 27 11 2061500  
Fax: 27 11 3880409  
Email: laura.wegener@stuttafordvanlines.com

# *ITGBL Local Agents*

**Country:** Spain

**Post:** Barcelona

**Bureau:** EUR

## **Local Agents:**

Interdean  
Tierra de Barros, 4  
Pol. Indal Coslada  
28820 Coslada, Spain  
POC: Susana Alonso  
Tel: 34 91 799-2232  
Fax: 34 91 799-0179  
Email: susanaalonso@interdean.com

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

**Post:** Madrid

**Bureau:** EUR

## **Local Agents:**

5) Agencia de Aduanas Cristina Gutierrez \*\*\*  
Grupo Armando Navas  
c/ Santa Elena, 2-3 C  
11006-CADIZ, Spain  
POC: Cristina Gutierrez  
Tel: 34 95 627 2150  
Fax: 34 95 625 3332  
Email: crisgur@crisgur.com  
\*\*\* FOR IMPORT/EXPORT OF VEHICLES

4) Interdean  
Tierra de Barros, 4  
Pol. Indal Coslada  
28820 Coslada, Spain  
POC: Susana Alonso  
Tel: 34 91 799-2232  
Fax: 34 91 799-0179  
Email: susanaalonso@interdean.com

1) SIT Transportes Internacionales S.A.  
Avda. Fuentemar, 13  
22820 Coslada ( Madrid ), Spain  
POC: Ines Tabuenca, General Manager  
Tel: 34 91 671-0608  
Email: Ines.tabuenca@sitspain.com  
Website: www.sitspain.com

3) Sancho Ortega Int.  
Avda. Constitucion, 112  
28850 Torrejon de Ardoz, Madrid, Spain  
POC: Victoria Sancho, General Manager  
Tel: 34 91 6762911  
Email: victoria@sancho-ortega.com  
Website: www.sanchortega.com

2) Fluiters Internacional  
Avda. Constitucion, 220  
28850 Torrejon de Ardoz ( Madrid ), Spain  
POC: Christian Moericke, General Manager  
Tel: 34 902 221 906  
Email: christianm@fluiters.es  
Website: www.fluiters.com

# *ITGBL Local Agents*

**Country:** Sri Lanka

**Post:** Colombo

**Bureau:** SCA

## **Local Agents:**

- 1) H. Don Carolis & Sons Ltd.  
65, Station Passage, Colombo 2, Sri Lanka.  
POC: Mr. Gamini Gonesena  
Colombo 2, Republic of Sri Lanka  
Tel: 0094 11 247 2949 or 0094 11 242 2405  
Email Address: packing@doncarolis.com
- 2) Horizon Relocations Pvt. Limited  
99, Madampitiya Road  
Colombo 15, Republic of Sri Lanka  
POC: Mr. Clement de Silva  
Tel: 0094 11 254 6394  
Email: global@horizonrelocations.lk
- 3) E.B. Creasy Logistics Pvt. Limited  
98, Sangaraja Mawatha  
Colombo 10, Republic of Sri Lanka  
POC: Mr. Lalith Cooray  
Tel: 0094 11 243 8407  
E-mail Address: logistics@creasy.lk

# *ITGBL Local Agents*

**Country:** Sudan

**Post:** Juba

**Bureau:** AF

## **Local Agents:**

**Post:** Khartoum

**Bureau:** AF

## **Local Agents:**

6)Kalzac Consolidated Services  
4 Block #3, Al Mubarak Bldg.  
Horria Street, POB 1121  
Khartoum, Sudan  
POC: Mr. Osama Mohamed Zaki  
Tel: 249183781232  
Fax: 249183781339  
Cell: 249912304509  
Email: osamazaki@kalzac.com  
(preferred airfreight agent)

2 ) AGS Frasers International  
El Riyadh Block #18, House #16  
P.O. Box 10557  
Khartoum, Sudan  
POC: Mr. Baha Eldien Ali  
Tel: 249183242448  
Cell: 249912748093  
Email: ops-sudan@agsmovers.com

1) Cannata International Compnay  
New Extension Amarat Street  
P.O. Box 8173  
Khartoum, Sudan  
POC: Paolo Cannata  
Tel: 249183462097  
Fax: 249183472920  
Cell: 249912304680  
Email: cannataintl@hotmail.com

5)Skylink Air Transport and Logistic Support  
(Sudan) Co. Ltd.  
New Extension, St. 21, House #2, Block 11 FG  
8089 Khartoum, Sudan  
POC: Mr. Rifaat Masoud, General Manager  
Tel: 249155775405 / 06  
Fax: 249155775400  
Cell: 249912397277  
Email: rmasoud@skylinkaviation.com  
(preferred airfreight agent)

3)PWC Logistics  
735 Obeid Khatim Street, Block 22  
Besides Kenana Sugar Company  
Pob Box 10441  
Khartoum, Sudan  
POC: Abdulmonem Suliman  
Tel: 249155184088  
Fax: 249183250303  
Cell: 249912313036  
Email: ASuliman@agilitylogistics.com

4)Keer Transportation Company LTd.  
El Ammarat Street #17  
PO Box 2302  
Khartoum, Sudan  
POC: Mr. Alfatih M. Ali Keer, General Manager  
Tel: 249183466561  
Fax: 249183467291  
Cell: 249912305198  
Email: keer@sudanmail.com or  
kertrans@yahoo.com

# *ITGBL Local Agents*

**Country:** Suriname

**Post:** Paramaribo

**Bureau:** WHA

## **Local Agents:**

2) N.V. Global Expedition  
Saramaccadoosteek 18-A  
Industrieterrein Zuid  
Paramaribo, Suriname  
POC: Mr. Glenn F. Bansee, General Manager  
Tel: (597) 484 560  
Fax: (597) 480 411  
Email: gble@nvglobalexpedition.com

1) Paramaribo Custom Broker  
Nassylaan # 38-40  
Paramaribo, Suriname  
POC: Mr. Clyde Cambridge  
Tel: (597) 40 25 84/ (597) 47 00 37  
Cell: (597) 850-1579  
Email: pcb@surimail.sr / pcb@surimail.com

**Country:** Swaziland

**Post:** Mbabane

**Bureau:** AF

## **Local Agents:**

Stuttafords Van Lines  
Unit 4, Matsapha Industrial Park  
Matsapha, Swaziland  
POC: Gavin Dollman, Branch Manager  
Tel: 268 - 5185707  
Fax: 268 - 5185706  
Email: stuttafordsvanlines@realnet.co.sz

Elliott International  
Mbabane, Swaziland  
POC: Kate Ansely or Barry Ansley  
Tel: (268) 518-5577/ 518-4270  
Fax: (268) 518-4242  
Email: Katea@elliott.co.za

**Country:** Sweden

**Post:** Stockholm

**Bureau:** EUR

## **Local Agents:**

1) ICM Logistik AB  
PO Box 8346  
163 08 Spånga  
Sweden  
POC: Jens Ostergaard  
Tel: 46 8 445 70 71  
Fax: 46 8 191 451  
Email: jens.ostergaard@icm.se \*\*bonded facility

# *ITGBL Local Agents*

**Country:** Switzerland

**Post:** Bern

**Bureau:** EUR

**Local Agents:**

Packimpex AG  
Brunnmattstrasse 5  
3174 Thorishaus, Switzerland  
POC: Calabrese Massimo  
Tel: 0041 31 357 72 73  
Email: m.calabrese@packimpex.ch

**Post:** Geneva

**Bureau:** EUR

**Local Agents:**

1) Interdean  
Chemin Grenet 18  
1214 Vernier - Geneve, Switzerland  
POC: Ms.Laurence Eyer  
Tel: 41 22 939 1021  
Email: laurence.Eyer@interdean.com

2) Harsch Transports S.A.  
10. rue Baylon  
1227 Carouge - Geneve, Switzerland  
POC: Mr. Spiros Doulis  
Tel: 41 22 300-4300  
Email: spiros.doulis@harsch.ch



# *ITGBL Local Agents*

**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  
POC: Mrs. Zein Yazji, Vice Commercial Director  
POC: Alaa Al Fares, Vice Commercial Director  
Tel: 963 11 222 18 57/ 245 02 35  
Fax: 963 11 224 39 33  
Cell: 963 933 232 414 ( Mobile ) ( Nazha )  
Cell: 963 944 866 004 ( Mobile ) ( Yazji )  
Cell: 963 933 814 822 ( Mobile ) ( Fares )  
Email: majid.nazha@nazhaco.com  
Email: Zein.Yazji@nazhaco.com  
Email: alaa.alfares@nazhaco.com

1) Housami International Transport and Clearance

Abou Shaer Building, PO Box 11523  
Damascus - Free Zone, Syria  
POC: Wassim Housami, Owner and CEO  
POC: Francisco Maddi, Commercial Manager  
Tel: 963 11 2127050  
Fax: 963 11 212 7084  
Email: wassim@housami.net.; \*\*  
f.maddi@housami.net

2) Nazha and Darwish Ltd.  
Free Zone - Inana Building - 1st floor  
PO Box 2484  
Damascus, Syria  
POC: Mr. Samer Darwish, General Manager  
POC: Mrs. Sueli Montilha, Services Manager  
POC: Mrs. Magda Sabbagh, Business Manager  
Tel: 96311 211 1870 x102 Darwish; x138  
Montilha; x108 Sabbagh  
Email: samer@nazhagroup.com  
Email: smontilha@nazhagroup.com/  
magda@nazhagroup.com

# *ITGBL Local Agents*

**Country:** Taiwan

**Post:** Kaohsiung

**Bureau:** EAP

**Local Agents:**

Orient Pacific International Group  
228 Pa-Te Road, Section 2  
Fong Shan City  
Kaohsiung County, Taiwan  
POC: Anna Chen, Branch Manager  
Tel: 886-7-780-6513  
Fax: 886-7-780-1423  
Cell: 886-993-606-693  
Email: ann666@ms5.hinet.net

**Post:** Taipei

**Bureau:** EAP

**Local Agents:**

2) Crown Van Lines, Ltd.  
4F-4, No. 165  
Min Sheng East Road, Section 5  
Taipei, Taiwan 105  
POC: Tiger Sun, Assistant Manager  
Tel: 886-2-2762-2500 x248 Fax:  
886-2-2761-2378 Email:  
mover@crownvans.com

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

**Country:** Tajikistan

**Post:** Dushanbe

**Bureau:** SCA

**Local Agents:**

2) Globalink Logistics Group Ltd.  
11 Behzod Street, Apt. 6  
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  
9 Tashketskaya Street  
Dushanbe, Tajikistan  
POC: David Oconnor, Regional Manager  
POC: Nurova Tahmina, Country Manager  
Tel: (992) 37 224 09 23  
Cell: (992) 918 61 13 66 (Tahmina)  
Cell: (992) 907 70 81 98 ( OConnor )  
Email: tajikistan@moveonerelo.com  
Email: david.oconnor@moveonerelo.com  
Email: tahmina.nurova@moveone.info  
Website: www.aescargo.com;  
www.moveonerelo.com

# *ITGBL Local Agents*

**Country:** Tanzania

**Post:** Dar Es Salaam

**Bureau:** AF

## **Local Agents:**

4)AGS Frasers International Tanzania  
Sam Nujoma Road, Plot No. 25, Mikocheni  
PO Box 31571  
Dar es Salaam, Tanzania  
POC: Nicolas Gie  
Tel: 255 (0) 22 270 09 32  
Fax: 255 (0) 22 277 56 35  
Email: ags-management@acexnet.com

3)Transpac Logistics (T) Ltd.  
Plot 5, Bandari Street, PO Box 70448  
Dar Es Salaam, Tanzania  
POC: Mathias George, General Manager  
Tel: 255 754 461118  
Fax: 255 22 2451115  
Email: tlogistic@gmail.com

2)WorldWide Movers Ltd.  
PO Box 2486  
Dar es Salaam, Tanzania  
POC: Bill Beuthin, Director  
Tel: 255 22 2700977 or 255 784 555995  
Fax: 255 22 2775948  
Email: wwmtz@wwm.co.tz or  
bill.beuthin@wwm.co.tz  
www.wwmovers-africa.com

1)SDV Transami Tanzania Ltd.  
PO Box 1683  
1) Dar es Salaam, Tanzania  
POC: Aurelian Nkumba, Commercial Officer  
Tel: 255 22 2400920/ 21/ 22/ 23/ 24/ 25 or  
2400915/ 16/ 17  
Fax: 255 22 2401025  
Cell: 255 784 995100  
Email: Aurelian.Nkumba@tz.dti.bollere.com

# *ITGBL Local Agents*

**Country:** Thailand

**Post:** Bangkok

**Bureau:** EAP

## **Local Agents:**

- 3) JVK International Movers Ltd.  
222 Krungthep Kreetha Road  
Huamark, Bankapi  
Bangkok 10240 Thailand  
POC: Ms. Orawan Voranij  
Tel: (662) 379-4646  
email: orawan@jbkmovers.com
- 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
- 4) AGS Four Winds Thailand  
111, 8th floor, SKV Building, Soi Sansabai  
Sukhumvit 36, Klongton, Klongtoey  
Bangkok, 10110, THAILAND  
POC: Colin Cousins, Managing Director  
POC: Alain Taleb, Director and Company  
Secretary  
Tel: 662 665 6385  
Fax: 662 712 4015  
Email: colin.cousins@agsfourwinds.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

**Post:** Chiang Mai

**Bureau:** EAP

## **Local Agents:**

- 1) Omega Logistics Company, Ltd.  
116/80 Nonsee Road, Chong-Nonsee  
Yanawa, Bangkok 10120 Thailand  
POC: Ms. Chayanee Sookakotu  
Tel: (662) 295-2801  
Email: service@asiaaccess.net.th
- 2) Asian Tigers Transpo International, Ltd.  
3388/74-77 Rama IV Road  
Klongton, Klongtoey  
Bangkok 10110 Thailand  
POC: Preeya Cha-onpoj  
Tel: (662) 687-7888  
Email: info@asiantigers-thailand.com
- 3) JVK International Movers Ltd.  
222 Krungthep Kreetha Road  
Huamark, Bankapi  
Bangkok 10240 Thailand  
POC: Ms. Orawan Voranij  
Tel: (662) 379-4646  
email: orawan@jbkmovers.com

# *ITGBL Local Agents*

**Country:** Togo

**Post:** Lome

**Bureau:** AF

## **Local Agents:**

3) DHL Togo  
1578 Blvd. du 13 Janvier  
BP 4202  
Lome, Togo  
POC: Kossi Naba Amegbleame, Medoune Diop,  
Josiane Ejue  
Tel: 228 221-6725 / 223-2804  
Fax: 228 221-7424  
Email: josiane.Ekue@dhl.com

2) Kolta Deménagement International  
546 Rue No. 12, Tokoin Wuiti  
BP 31183  
Lome, Togo  
POC: Jean Tsogbe  
Tel/Fax: 228 226-1281  
Email: koltatogo@hotmail.com

1) AGS - Togo  
89 Blvd. du Mono  
BP 12403  
Lome, Togo  
POC: Annie Bourgeois  
Tel: 228 221-1197  
Fax: 228 221-3943  
Email: agstogo@cafe.tg

**Country:** Trinidad

**Post:** Port of Spain

**Bureau:** WHA

## **Local Agents:**

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: trfl@tstt.net.tt

1) Henderson Shipping Service  
Fernandes Industrial Centre  
Eastern Main Road  
Laventille, Trinidad, West Indies  
POC: Mr. Rolf Nathaniel  
Tel: 868 625-6331 or 868 623-4167  
Cell: 868 678-7225  
Email: crate@tstt.net.tt

# *ITGBL Local Agents*

**Country:** Tunisia

**Post:** Tunis

**Bureau:** NEA

## ***Local Agents:***

2) CARTHAGO Moving & Storage  
19 Rue 8601  
Zone Industrielle Charguia I  
2035 Tnuis-Carthage, Tunisia  
POC: Mr. Jean Louis Vinot, Operations Manager  
Tel: 216-71-807-430/987 216-71-771-896  
Fax: 216-71-770-095  
Email: carthago.moving@planet.tn

1) Déménagements JAF  
4, Rue de la Nouvelle Delhi  
1002 Tunis, Tunisia  
POC: Mr. Moumene Houcine, General Manager  
Tel: 216-71-847-446/783-128/787-387  
Fax: 216-71-787-517  
Email: demjaf@planet.tn

# ITGBL Local Agents

**Country:** Turkey

**Post:** Adana

**Bureau:** EUR

## Local Agents:

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

OZGUR NAKLIYAT VE TIC. LTD. STI.  
Address: Ceyhan Yolu 10. km No:485  
Incirlik, Adana - Turkey  
POC: Tamer Dundar  
Tel: (322) 346 6621  
Fax:(322) 346 6619  
e-mail: adana@ozgur.com.tr \*\*\* bonded  
facility \*\*\*

**Post:** Ankara

**Bureau:** EUR

## Local Agents:

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

4) 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  
Konya Karayolu No. 219  
06590 Balgat, Ankara, Turkey  
POC: Engin Turhan, President  
Tel: 90 312 286 7245  
Email: istanbulekspres@superonline.com \*\*Bonded  
Facility\*\*

2) Ozgur Nakliyat Ticaret Ltd. Sti.  
Ataruk Bulvari 175/2-6  
Bakanliklar, Ankara, Turkey  
POC: Sedat Abaci, President or Esref Oztrk,  
General Manager  
Tel: 90 312 418 0808  
Email: infor@ozgur.com.tr  
Website: www.ozgur.com.tr \*\*Bonded

# ITGBL Local Agents

**Post:** Istanbul

**Bureau:** EUR

## **Local Agents:**

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

3) Modern Nakliyat  
Fahri Gizden Sok, Petek Sitesi, D Blok, No. 5/1  
Gayrettepe, Istanbul, Turkey  
POC: Yildirim Ucan  
Tel: 90 212 211 3437; 90 212 211 3449  
Email: yucan@modernnakliyat.com.tr

2) 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

1) Ozgur Nakliyat  
Inonu Cad., Prof. Tarik Zafer Tunaya Sokak No.  
33/3  
Gumussuyu 80090, Istanbul, Turkey  
POC: Ipek Abaci  
Tel: 90 212 243 4354; 90 212 249 6155; 90 212  
293 0361  
Email: ipek@ozgur.com.tr \*\*  
bonded facility \*\*

**Country:** Turkmenistan

**Post:** Ashgabat

**Bureau:** SCA

## **Local Agents:**

1) Interdean AG  
The Hero of Turkmenistan Atamurat Niyazov  
Avenue 122 B  
Ashgabat, 744000 Turkmenistan  
POC: Victor Salov  
Tel: (99312) 431833  
Fax: (99312) 431844  
Email: victorsalov@yahoo.com

**Country:** Uganda

**Post:** Kampala

**Bureau:** AF

## **Local Agents:**

SDV Uganda  
POC: Steve de Mets  
Tel: 256 41 320 541 (EBB); 256 41 33 6000 (KLA)  
  
Cell: 256 752 73 29 47



# *ITGBL Local Agents*

**Country:** Ukraine

**Post:** Kyiv

**Bureau:** EUR

## **Local Agents:**

### 1) INTERDEAN INTERNATIONAL RELOCATION

Office 116, Raisy Okipnoi Street  
02002 Kiev, Ukraine  
POC: Alexander Sikorsky, General Manager  
POC: Marina Chornokozha, Sales Manager  
Tel: 380 44 576 7370 or 380 44 569 0652  
Cell: 8 (067) 209-72-14 Sikorsky  
Cell: 8 (067) 467-49-86 Chornokozha  
Email: kiev@interdean.com

### 2) M & S

37 Dovbusha Street  
02092 Kyiv, Ukraine  
POC: Igor Marchuk, Manager; Alexei Kotsyurba,  
Operations  
Tel: 8 067 401 4082 (Marchuk); 8 067 465 5493  
(Kotsyurba)  
Tel/Fax: 576-6335; 576-7371; 576-8601/2  
\*\* customs bonded

warehouse \*\*

### 3) Kimet Plus

10 Starokyivska Street  
04116 Kyiv, Ukraine  
POC: Alexander Pakharenko, General Manager  
POC: George Pakharenko, Manager  
Tel: 236-6177; 483-2420; 483-2461  
Email: kimet.public.ua.net

# *ITGBL Local Agents*

**Country:** United Arab Emirates

**Post:** Abu Dhabi

**Bureau:** NEA

## **Local Agents:**

1) National Shipping Gulf Agency Co. Ltd. LLC.  
P.O. Box 377  
Plot 211, Mina Zayed Freeport Area  
Abu Dhabi, U.A.E.  
POC: Mr. Gordan R. Findlay, Product Manager  
Tel: 971-2-6730-500  
Fax: 971-2-6731-328  
Email: gordon.findlay@gacworld.com  
Web-site: www.gacworld.com

2) Allied Pickfords  
PO Box 27529  
Abu Dhabi, United Arab Emirates  
POC: amanda Jones  
Tel: 971-2-677-9765  
Fax: 971-2-677-9467  
Email: amanda.jones@alliedpickfords.ae

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@crowrelo.com

# *ITGBL Local Agents*

*Post: Dubai*

*Bureau: NEA*

## *Local Agents:*

- 1) Crown Relocations LLC  
PO Box 51773  
Dubai, United Arab Emirates  
POC: Pieter Fourie  
Tel: 971-2-8955152  
Fax: 971-4-2896263  
Cell: 971-50-6536430  
Email: pfourie@crownrelo.com  
Website: www.crownrelo.com
- 2) Allied Pickfords LLC  
PO Box 30280  
Dubai, United Arab Emirates  
POC: Mr. Mac Perez, Corporate Manager  
Tel: 971-4-4089555 or 971-4-408-9530  
Fax: 971-4-3444548  
Email: mac.perez@alliedpickfords.ae  
Web-site: www.alliedpickfords-uae.ae
- 3) Leader Freight Forwarders  
Worldwide Movers and Relocation Services  
PO Box 16327  
Dubai, United Arab Emirates  
POC: Mr. Biju Vergis  
Tel: 971-6-5314212; 971-4-2693822  
Fax: 971-6-5314896  
Cell: 971-50-5642134  
Email: leadpack@emirates.net.ae  
Web-site: www.leaderrelocations.com
- 4) Move One Relocations \*  
PO Box 293505  
Dubai, UAE  
POC: Clive Mascarenhas  
Tel: 971-4-299 3006  
Cell: 050-653-8451  
Email: clive.mascarenhas@moveonere.com  
Website: www.moveonere.com  
\* inbound/outbound
- 6) Gulf Agency Company (Dubai) LLC  
PO Box 17041, Jebel Ali Free Zone  
Dubai, United Arab Emirates  
POC: Mr. Klaus Holmager. Product Manager,  
International Moving  
Tel: 971 4 881 8090  
Fax: 971 4 805 9342  
Cell: 971 50 552 8631  
Email: Klaus.Holmager@gacworld.com  
Website: www.gacworld.com
- 5) National Shipping Gulf Agency Co. (Abu Dhabi)  
Ltd. LLC. \*\*\*  
P.O. Box 377  
Plot 211, Mina Zayed Freeport Area  
Abu Dhabi, U.A.E.  
POC: Mr. Gordan R. Findlay, Product Manager  
Tel: 971-2-6730-500 Cell: 971 50 6228934  
Fax: 971-2-6731-328  
Email: gordon.findlay@gacworld.com  
Web-site: www.gacworld.com  
\*\*\* outbound only \*\*\*

# *ITGBL Local Agents*

**Country:** Uruguay

**Post:** Montevideo

**Bureau:** WHA

## **Local Agents:**

3) URUVAN  
Marsella 2769  
POC: Maria Jose Albarracin  
Tel: 208-2627  
Email: mariajosealbarracin@uruvan.com.uy

2) IMB MUDANZAS Intermove  
Felix Olmedo 3568  
POC: Martin Barrandeguy  
Tel: 309-7877  
Fax: 309-7893  
Email: martin@imb.com.uy

1) Autogiro Campos Hnos.  
Pozos del Rey 1379  
POC: Carlos Campos  
Tel: 598-2-924-1577  
Fax 598-2-924-1682  
Email: cecampos@autogiro.com.uy

**Country:** USA

**Post:** DA\_DC

**Bureau:** USA

## **Local Agents:**

**Post:** Miami Despatch

**Bureau:** USA

## **Local Agents:**

# *ITGBL Local Agents*

**Country:** Uzbekistan

**Post:** Tashkent

**Bureau:** SCA

## **Local Agents:**

- 4) Team Relocations  
Uch Tepa District  
Chilanzar - Kvartal 22, Bldg. 30, Room 19  
Tashkent, Uzbekistan  
POC: Tatlayev Rinat, Manager or Tolcehnova  
Natalia, Manager  
Tel: 99871 2750546; 2748431  
Tel: 99871 1589418 - Rinat; 99871 1038334  
Natalia  
Email: teamrelocations@list.ru
- 3) Gosselin Caucasus & Central Asia  
Yakkasaray District  
Bolshaya Mirobadskaya Str., #33  
Tashkent, Uzbekistan  
POC: Pim Rottiers, Coordinator for Central Aisa  
POC: Fayzulin Farid, Assistant to Manager  
Tel: 99871 3678329  
Email: pimr@uzbekistan.gosselinwvm.com  
Email: normad@silkroad.bcc.com.uz
- 2) AES Cargo ( Move One )  
Yunusabad District, Bori Odil Str., #46B  
Tashkent, Uzbekistan  
POC: David O'Connor, Regional Manager  
Tel: 99871 1351843  
Fax: 99871 1357390  
Email: david.oconnor@aescargo.com
- 1) Globalink Caspian  
47, 6-Proezd  
Abdulla Kahhara Str.  
Tashkent, 700025 Uzbekistan  
POC: Olga Vinogradova or Vlada Pershina  
Tel: 99871 3614084/85/86; 3613865  
Email: O.Vinogradova@globalinkllc.com  
Email: v.pershina@globalinkllc.com

# *ITGBL Local Agents*

**Country:** Venezuela

**Post:** Caracas

**Bureau:** WHA

## **Local Agents:**

1) Venezuelan International Packers  
Av. Rio Caura, Torre Humbold. Nivel Terraza.  
Ofic 10 y 11  
Prados del Este, Caracas. Venezuela  
POC: Johnny Cipoletti  
Tel: 58-212-9777334  
Email: cjohnny@cantv.net

4) Neimer Mudanzas Internacionales  
Edif. Julia Elvira. Piso 3. Ofic. 31. Maiquetia.  
Edo. Vargas  
Caracas, Venezuela  
POC: Rafael Gil  
Tel: 58-212-3316777/3312946  
Email: aneimer@cantv.net

2) 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

3) Grupo Clover International  
Av. Luis de Camoens, Centro Clover, Piso 3  
Zona Industrial La Trinidad  
Caracas, Venezuela  
POC: Luis Angel Rincon or Jorge Miguel Da Costa

Tel: 58-212-975-6411 ext 2170  
Fax: 58-212-941-1011

# *ITGBL Local Agents*

**Country:** Vietnam

**Post:** Hanoi

**Bureau:** EAP

## **Local Agents:**

1) Royal International Movers  
Room #A12, 3rd floor, Horison Hotel  
40 Cat Linh Street, Dong Ha District  
Hanoi, Vietnam  
POC: Mr. Tran Ngoc Minh  
Tel: 9425999  
Fax: 9426000  
Email: Info@rim-vietnam.com or Rim@fpt.vn  
\*\* bonded facility\*\*

2) JVK Indochina Movers  
7th floor, ILU Building  
18 Yen Phu Street  
Hanoi, Vietnam  
POC: Kevin Hamilton  
Tel: 84-4-8260334  
Fax: 84-4-7150650  
Email: kevin.hamilton@jvkasia.com  
Email: hanoi.vietnam@jvkmovers.com

3) Transpo Company (Asian tigers)  
Customs inland area, Tu Liem  
Hanoi, vietnam  
POC: Pascal Jore, Marketing Director  
Tel: 84-4-8694215  
Fax: 84-4-8694246  
Email: info.hanoi@asiatigers-vietnam.com

4) Santa Fe Relocations Service  
Horison Office Center  
40 Cat Linh, Dong Da  
Hanoi, Vietnam  
POC: Binh (Ben) Vo  
Tel: 84-4-7366843  
Email: Sales@santaferelo.com.vn

# ITGBL Local Agents

**Post:** Ho Chi Minh City

**Bureau:** EAP

## **Local Agents:**

2) Crown Relocations  
28 Mac Dinh Chi Street  
District 1, Ho Chi Minh City, Vietnam  
POC: Chris Schuster, Country Manager  
Tel: 84 8 823 4127  
Fax: 84 8 823 4128  
Cell: 84 903 844 204  
Email: cschuster@crowrelo.com Website:  
www.crownrelo.com

3) JVK Indochina Movers (Vietnam)  
Saigon Port Building, 6th Floor  
3 Nguyen Tat Thanh Street  
District 4, Ho Chi Minh City, Vietnam  
POC: Christopher Honor, Branch Manager  
Tel: 84 8 826 7655 / 56  
Fax: 84 8 826-4142  
Email: chris.honour@jvkasia.com  
Website: www.jvkmovers.com

1) Asian Tigers Transpo International ( Vietnam)  
346 Ben Van Don Street, Ward 1  
District 4, Ho Chi Minh City, Vietnam  
POC: Matt King, Director  
Tel: 84 8 945-0891  
Fax: 84 8 945-0890  
Cell: 84 903 339 092  
Email: matt.king@asiantigers-vietnam.com

6 ) Saigon Van International Relocations  
HUD Building, Unit 1301, 159  
Dien Bien Phu Street, Ward 15  
Binh Thanh District  
Ho Chi Minh City, Vietnam  
POC: Kim Ngoc, Director  
Tel: 84 8 840 3629  
Fax: 84 8 840 3750  
Cell: 4903944 119  
Email: kim@saigonvan.com  
Website: www.saigonvan.com

5) Vinatrans International Freight Forwarders \*\*\*  
406 Nguyen Tat Thanh Street, District 4  
Ho Chi Minh city, Vietnam  
POC: Mr. Vu The Duc, Vice Director  
Tel: (84-8) 9414919  
Fax: (84-8) 9404770  
Email: vinatras.mngt@vinatrans.com.vn  
\*\*\* inbound shipments

4) Santa Fe/HR2B Relocations  
8th floor, Thien Son Bldg.  
5 Nguyen Gia Thieu Street  
District 3, Ho Chi Minh City, Vietnam  
POC: Binh Vo, GMS  
Tel: 84 8 933 0065 x 888  
Fax: 84 8 930 5889  
Cell: 84 (0) 903 999 451  
Email: binh.vo@santaferelo.com.vn  
Website: www.santaferelo.com



# *ITGBL Local Agents*

**Country:** Western Samoa

**Post:** Apia

**Bureau:** EAP

## **Local Agents:**

Allied Pickfords  
8-14 MCCormack Place, Ngauranga  
P.O. Box 162  
Wellington, New Zealand  
POC: Ray Loader, National Manager / Nigel Pyne,  
Regional Manager  
Tel: 64-4-472-1134  
Fax: 64-4-371-2175  
Email: Ray.Loader@alliedpickfords.co.nz  
Email: Nigel.Pyne@alliedpickfords.co.nz

**Country:** Yemen

**Post:** Sanaa

**Bureau:** NEA

## **Local Agents:**

1) MTZ International Logistics Co. Ltd.  
Beirut Street, Villa #30  
Hadda Madina Sakania  
Sana'a, Republic of Yemen  
POC: Mr. Aref Al-Selwi  
Tel: 00 967 1 426 858/ 426 857  
Fax: 00 967 1 410 848  
Email: info@mtzlogistics.com

2) Marib Travel and Tourism - Cargo Division  
No. 16, Street No. 19, Diplomatic Area  
PO Box 7298  
Hadda, Sana'a, Republic of Yemen  
POC: Mr. Waleed Al-Khayat  
Tel: 00 967 1 441126 / 447205 / 447206 / 441109  
Fax: 00  
967 1 440733  
Cell: 00 967 733222079  
Email: maribcargo@y.net.ye;  
freight@yemen.net.ye      \*\* bonded  
facility \*\*

**Country:** Zaire

**Post:** Kinshasa

**Bureau:** AF

## **Local Agents:**

1) Defense Systems Africa (DSA)  
Av. De l'Equateur, 43  
Kinshasa/Gombe, DRC  
POC: Eric Gilson  
Email: eg@dsa.cd  
Web-site: www.dsacongo.com

3) AGS  
Av. De l'OUA, 1  
Kinshasa/Ngaliema, DRC  
POC: Paul Falzon  
Email: ags-kinshasa@ic.cd

2) S.D.V. Agetraf  
Av. Bobozo, 4200  
Kinshasa, DRC  
POC: Regis de Oliviera  
Email: r.oliviera@agetraf.cd

# *ITGBL Local Agents*

**Country:** Zambia

**Post:** Lusaka

**Bureau:** AF

## **Local Agents:**

1) Worldwide Movers Zambia  
Plot 7205 Kachidza Road  
P.O. Box 30972  
Lusaka, Zambia  
POC: Ms. Aggie Chanda  
Tel: 260-211-287419 / 287676  
Fax: 260-211-287419  
Cell: 260-977-865345  
Email: wwmzm@zamnet.zm

2) 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

3) Intercontinental Relocations Ltd.  
Plot 1654 Panganani Road  
P.O. Box 39530  
Lusaka, Zambia  
POC: Ms. Ngoza Chembe  
Tel: 260 211 231159 / 214291  
Cell: 260-966-452525

**Country:** Zimbabwe

**Post:** Harare

**Bureau:** AF

## **Local Agents:**

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) Bax Global  
14 Lisburn Road  
Workington  
Harare, Zimbabwe  
POC: Elizabeth Hayter  
Tel: 263 4 753 901-3  
Email: ehayter@baxglobal.co.zw **\*\*bonded**