



## TERMS AND CONDITIONS

### 52.252-02 - CLAUSES INCORPORATED BY REFERENCE (Jun 88)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER I) CLAUSES

52.203-01	Officials Not to Benefit (Apr 84)
52.203-03	Gratuities (Apr 84)
52.203-05	Covenant Against Contingent Fees (Apr 84)
52.203-06	Restrictions on Subcontractor Sales to the Government (Jul 85)
52.203-07	Anti-Kickback Procedures (Oct 88)
52.212-09	Variations in Quantity (Apr 84)
52.222-03	Convict Labor (Apr 84)
52.222-04	Contract Work Hours and Safety Standards Act --Overtime Compensation (General)(Mar 86)
52.222-26	Equal Opportunity (Apr 84)
52.222-36	Affirmative Action for Handicapped Workers (Apr 84)
52.225-03	Buy America Act -- Supplies (Jan 89)
52.225-13	Restrictions on Contracting with Sanctioned Persons (May 89)
52.232-01	Payments (Apr 84)
52.232-08	Discounts for Prompt Payment (Apr 89)
52.232-25	Prompt Payment (Apr 89)
52.233-01	Disputes (Apr 84)
52.243-01	Changes -- Fixed Price (Aug 87)
52.249-01	Termination for Convenience of the Government (Fixed Price) (Short Form) (Apr 84)
52.249-8	Default (Fixed-Price Supply and Service) (Apr 84)

### SHIPPING INSTRUCTIONS NUMBER 1

1. The following shall apply when the Order specified "f.o.b. origin, transportation prepaid, with transportation costs to be included as a separate item on the invoice":

a. Consistent with the terms of the contract, pack, mark and prepare shipment in conformance with carrier requirements to protect the personal property and assure assessment of the lowest applicable transportation charge.

b. Add transportation cost as a separate item on your invoice. Insurance charges will not be paid unless the Order specifically requires that the shipment be insured. If shipment is made by other than parcel post, the invoice must bear the following certification: "The invoiced transportation charges paid and evidence of such payment will be furnished upon the Government's request."

c. Do not prepay transportation charges on this order if such charges exceed \$100.00. Ship collect and annotate the commercial bill of lading "To be converted to Government Bill of Lading". These instructions do not apply if order in question is placed against a Federal Supply Schedule contract that authorizes prepayment or transportation charges regardless of cost.

### SHIPPING INSTRUCTIONS NUMBER 2

2. The following shall apply when the Order specifies f.o.b. origin, ship by parcel post:

a. The contractor shall forward the shipment by parcel post using the VA Form 3017 provided with the Order as an address label and postage.

b. The Post Office Department Certificate of Mailing, Form POD 3817, (also provided with the Order), is to be receipted by the sending post office and returned to the VA ordering office as evidence that shipment was mailed. Vendors need not affix postage to the certificate of mailing (POD 3817). It will be accepted for mailing without postage when presented at the post office together with the package bearing the indicia mail label (VA Form 3017).