

B. Scope of Work

1. The surveyor is required to attend at the discharge and delivery of all food aid cargoes covered by the contract. These locations include:
 - o the discharge port (which may be in a different country than the country for which the surveyor has a contract)
 - o the delivery location(s), as applicable
 - o for containerized shipments, at any customs locations outside of port areas where the containers are opened.
2. The table below lists the countries for which the Government intends to award indefinite delivery requirements contracts. A separate contract will be awarded for each country, with only one contract holder per country. Offerors may submit proposals for more than one country; however, each country offer shall be submitted as a separate proposal, i.e., technical and price proposal specific for each country offer. An offeror may be awarded more than one contract.

Liberia	Mauritania	Senegal	Somalia
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C. Required Services

The Contractor shall provide all management, supervision, and personnel to provide the following under the contract:

1. A single point of contact, including phone number and e-mail, for all matters under the contract(s).
2. A cargo survey by qualified, experienced surveyors at vessel discharge and, if any, the port customs station, as well as at the ultimate destination(s) for through bills-of-lading shipments.
3. For bulk shipments, at our instruction, a draft survey may be required in place of, or in addition to, a discharge survey.
4. For bulk shipments which require bagging, additional survey reporting will be required which specifies losses and damages resulting from the bagging operation, as well as survey reporting at the ultimate destination(s) for through bill-of-lading shipments.
5. For any containerized cargoes, a survey at discharge and at customs locations between discharge port and at final destination where containers are opened. Also, survey reporting will be required at the ultimate destination(s) for through bill-of-lading shipments.
6. Documentation and evidence of:
 - a. The quantity of cargo discharged/delivered.
 - b. Condition of container seals at discharge/customs/delivery. If broken or additional seals applied, must state where new seals were applied and report both the original seal numbers and new seal numbers.
 - c. Quantity of cargo removed by customs.
 - d. The condition of cargo discharged/delivered, including a complete description of the type and severity of the damage, and give probable cause of damage.
 - e. If containerized, the number and condition of containers discharge/delivered.
7. In the event of major loss, the Contracting Officer or COTR is notified immediately.
8. Evidence that written notice of loss was presented to carrier/carrier's representative

- within three days of discharge/delivery.
9. Observe, and provide documentation and evidence for the disposition of any damaged (including reconstituted) cargo.
 10. The names, titles, and organizational affiliations of those present at discharge/customs inspection/delivery/destruction.
 11. In the event of damaged cargo, obtain photographs and a representative sample and, subject to separate authorization by the Contracting Officer or COTR, provide timely documentation of the analysis of suspected unfit cargo by an independent third party lab, if local health official is not available.
 12. Certifications signed by third parties (vessel personnel, NGO and PVO representatives, and custom representatives) establishing attendance by the Contractor at each location attended.
 13. Submission of the preliminary form KC-334 upon completion of discharge/delivery and submission of the final form KC-334 with the survey report.

D. Deliverables

1. The Contractor shall interact with DACO, the applicable vessel agent, and NGO/PVO in order to coordinate on-time attendance and the service to be provided.
2. The Contractor shall attend and observe at the locations stipulated in this RFP.
3. The Contractor shall provide a separate, written survey report and supporting documentation, in English or with translation, for each originating vessel's cargo and destination with sufficient detail and documentation so as to fix responsibility for losses occurring while cargo is under the care, custody, and control of the steamship company transporting the cargo. The report may be electronic or hard copy. A copy of the report should be sent to the receiver.
4. The completed report shall be submitted within 60 days of completion of discharge/delivery. If submission of the report cannot be made within 60 days, a request for extension must be made to the contracting officer by e-mail prior to the 60 day deadline, with justification for the delay and an estimated date of submission. If reconstitution is not expected to be completed within approximately two weeks, the report should still be submitted, with reconstitution documentation to follow upon completion of the process.
5. The Contractor shall provide timely replies to inquiries, within seven (7) working days.
6. Additional information related to deliverables to be provided under the contract:

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<p>1. For <u>containerized</u> shipments, the following factors must be elements of a written report:</p> <ul style="list-style-type: none">- the quantity of cargo discharged/ delivered- the condition of cargo discharged/delivered, including a complete description of the type and severity of the damage, and give probable cause of damage.- check vessel holds before and after discharge- list container numbers and seal numbers at time of discharge/ customs/delivery- personally observe discharge/ delivery and comment on container conditions and note container defects, if any- signed, legible, accurate original stroke tallies- attendance and reporting on accessing containers at customs locations- report of infestation, if any

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- photographs of any broken seals on the containers
2. For <u>breakbulk</u> shipments, the following factors must be elements of a written report:
<ul style="list-style-type: none"> - the quantity of cargo discharged/ delivered - the condition of cargo discharged/delivered, including a complete description of the type and severity of the damage, and give probable cause of damage. - check vessel holds before and after discharge - personally observe discharge/ delivery - signed, legible, accurate original stroke tallies - for TBL shipments, attendance and reporting on loading of land conveyance. - report of infestation, if any
3. For <u>bulk</u> shipments, the following factors must be elements of a written report:
<ul style="list-style-type: none"> - the quantity of cargo discharged/ delivered - the condition of cargo discharged/delivered, including a complete description of the type and severity of the damage, and give probable cause of damage. - check vessel holds before and after discharge - conduct draft surveys to establish quantity on free-out shipments, at lightering operations and at ports where scales not available - personally observe and describe in detail the discharge/delivery process - scale information including scale location, scale type, date of last calibration, and other factors affecting scale weight accuracy - for TBL shipments, attendance and reporting on loading of land conveyance - for liquid cargoes and tallow, condition of pumping equipment and shore tanks/tank trucks - provide the actual (or estimated, if actual not available) weight loss of any shortage, or damaged cargo and the type and severity of damage - if bulk cargo is being bagged, observe bagging operation and report the quantity bagged; document the total bag count and weight and the method of such determination; forward original stroke tallies with the survey report to document the quantity of cargo bagged and stacked.
4.A. In the event of major loss, the Contracting Officer or COTR is notified immediately.
4.B. Evidence that written notice of loss was presented to carrier/ carrier's representative within three days of discharge/delivery.
4.C. Observe, and provide documentation and evidence for the disposition of any damaged cargo.
<ul style="list-style-type: none"> - Document reconstitution efforts and results - Obtain health officer's certificate for cargoes suspected to be unfit - Provide disposal or destruction documentation - The names of those present at discharge/customs inspection/ delivery/destruction, including names, titles, and organizational affiliations.
4.D. In the event of damaged and/or out of condition cargo, take photographs and samples and, subject to separate authorization by the Contracting Officer, provide timely analysis of suspected unfit cargo by an independent third party lab,

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if local health official is not available.
5. Certifications signed by third parties (vessel personnel, NGO/ PVO representatives, customs representatives) establishing attendance by the Contractor at each location attended.

The public reporting burden for this information collection is estimated to be 30 minutes. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Office of Capacity Building and Development, Food Assistance Division, Attn: OMB Number (0551-0035), 1400 Independence Avenue., S.W., Washington, DC 20250-1034. You are not required to respond to this collection of information unless a valid OMB control number is displayed.