The clearing and forwarding (C&F) agent is a third party who facilitates the receipt, customs clearance, and forwarding of international consignments to the Awardee at designated destinations. This checklist provides the minimum information required to prepare tender documents for contracting C&F agent services.

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| **Recommended Qualifications** |
| ⬜ | Licensed by the local government to conduct customs clearance formalities |
| ⬜ | Current on any changes in host government customs requirements |
| ⬜ | Familiar with the local rules and regulations with respect to USAID/FFP shipments |
| ⬜ | Able to use technology effectively, including a good telecommunications system and a computerized tracking system that allows locating shipment at any given time |
| ⬜ | References from others (preferably NGOs) who have used their services |
| ⬜ | Own or have access to a bonded warehouse to protect and control cargo in transit |
| ⬜ | Able to provide a wide variety of services (such as sea- and air-freight clearance, re-packaging of damaged cargo, and transport brokerage)NOTE: In some cases, C&F agents can act as transport brokers to contract trucks from a number of individual owners and offer inland transport service to the Awardee on a “cost per ton delivered” basis.  |
| **Specific Duties** |
| ⬜ | Liaise with the independent surveyor, vessel agent, port authorities, and government departments for a smooth operation |
| ⬜ | Process all necessary paperwork to discharge cargo |
| ⬜ | Pay port fees and import licenses |
| ⬜ | Obtain customs clearances and any necessary stamps; facilitate duty exemption arrangements |
| ⬜ | Verify cargo arrival in the port |
| ⬜ | Oversee discharge, storage, and loading operations |
| ⬜ | Inspect shipping packages for visible damage |
| ⬜ | Weigh a sample of cargo |
| ⬜ | Recruit, train, and supervise laborers for reconstitution of damaged cargo |
| ⬜ | Document all damage or losses to cargo  |
| ⬜ | Facilitate transport of cargo from vessel (or port transit sheds) to Awardee warehouse(s)  |
| ⬜ | Recruit, train, and supervise laborers for transfer of cargo to trucks (or railcars) for inland transport |
| ⬜ | Document all movement of cargo with dispatch waybills and daily dispatch reports |
| ⬜ | Submit to Awardee copies of all port invoices for landing fees, port warehouse, storage, and labor charges |
| ⬜ | Submit to Awardee copies of signed registers for payments to laborers  |
| **Clauses to Include in Contract** |
| ⬜ | Name(s) and title(s) of Awardee staff member to whom agent reports |
| ⬜ | Right to sub-contract only with Awardee approval |
| ⬜ | Standards for discharge and dispatch to the final distribution, especially on a through bill of lading  |
| ⬜ | Responsibility for delivering 100 percent of the shipment, as per discharge tally, to designated Awardee location |
| ⬜ | Contractor provision of insurance to cover losses, and/or, as necessary, posting of performance bonds |
| ⬜ | Maximum time allowed to perform contract services (to avoid demurrage) |
| ⬜ | Provision for force majeure |
| ⬜ | Penalty for non-performance (such as delay in delivery) |
| ⬜ | Provisions for settlement of disputes, enforcement of the contract, and payment of damages |
| ⬜ | Payment terms (require the contractor to submit invoices within a limited number of days after shipment is discharged; generally only pay for a service when it is completed at a satisfactory level) |