The following is an example of a document for contracting the services of a clearing and forwarding (C&F) agent.

**This sample MOU is provided for informational purposes ONLY.**

* It is not intended as, nor does it constitute legal advice.
* It should not merely be duplicated without consideration of the particular situation at issue.
* It is not intended to cover each and every situation or relevant circumstance, nor can it anticipate specific needs.
* Always use your organization’s own contract templates where available.

**Consult an attorney before making any contractual commitment or signing any agreement**. You may have a specific situation not addressed by this sample, and the attorney can address that particular issue for you.

**Memorandum of Understanding (#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

1. **GENERAL**
   1. **Parties to the Memorandum** 
      1. This Memorandum of Understanding (hereinafter referred to as MOU) is entered into by and between ***\_\_***(name of NGO)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***, duly represented by \_\_(authorized signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as “***Awardee***”,

and \_\_\_(name of C&F company)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, duly represented herein by \_\_\_(authorized signatory)\_\_\_\_\_\_\_\_\_\_, and hereinafter referred to as “***C&F Agent***”.

* 1. **Purpose of the Memorandum**
     1. Whereas ***Awardee*** is a non-stock, nonprofit organization whose mission is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
     2. Whereas ***Awardee*** is currently implementing the \_\_\_\_\_\_\_\_\_\_\_ program in \_\_\_\_\_\_\_\_\_\_, under which ***Awardee*** will import over five years approximately \_\_\_\_\_\_\_ MT of \_\_\_\_\_\_\_, \_\_\_\_\_\_\_MT of \_\_\_\_\_\_, and \_\_\_\_\_\_ MT of \_\_\_\_\_\_\_ for direct distribution to program beneficiaries in rural villages of \_\_\_\_\_\_, \_\_\_\_\_\_ and \_\_\_\_\_\_ Districts;
     3. Whereas, ***Awardee*** is interested in obtaining the services of a clearing and forwarding agent to manage the transport and handling of these commodities from the port of \_\_\_\_\_\_\_\_\_\_ to their final destinations;
     4. Whereas ***C&F Agent*** was the service provider selected by ***Awardee***, through an open and competitive selection process, to provide the necessary services required for this importation;
     5. Whereas ***C&F Agent*** is interested in providing such services to ***Awardee*** according to such terms and conditions as indicated in the bid documents, including the Scope of Work which is attached and which forms an integral part hereof;
     6. Whereas this MOU shall also serve as an aide memoire for the benefit of both parties.

1. **AGREEMENTS**

NOW, therefore, for and in consideration of the foregoing, ***Awardee*** and ***C&F Agent*** do hereby agree on the following:

* 1. ***Awardee*** **shall:**
     1. Provide details of incoming shipments to ***C&F Agent*** immediately after such information becomes available;
     2. Identify one staff member who shall be responsible for coordinating incoming shipments with ***C&F Agent***;
     3. Ensure that all the appropriate documentation for which ***Awardee*** is required to provide relating to such shipment is made available to ***C&F Agent*** in a timely manner;
     4. Advise ***C&F Agent*** of any changes in shipping details as soon as possible;
  2. ***C&F Agent* shall:** 
     1. Ensure that ***C&F Agent*** remains an authorized cargo and forwarding company that is permitted under \_\_(name of country)\_\_\_\_\_\_\_\_\_\_law to provide such services to the general public during the effectivity of this MOU;
     2. Ensure that all shipments received by it are transported to the final destination under its own authority, on equipment owned or leased by it, and use employees or independent contractors under contract with it;
     3. Ensure that all shipments received by it are transported to the final destination in accordance with the attached Scope of Work.

1. **COMMON AGREEMENTS** 
   1. **Both parties further agree:** 
      1. That this MOU shall be in English and shall be the controlling version.
      2. That the commodity tonnage and the estimated value of the contract do not constitute a fixed financial commitment on the part of ***Awardee*** towards ***C&F Agent***, and that such figures are merely representative of the shipments;
      3. That under this MOU, each shipment shall be covered by a separate work order/service contract and that the contractual obligations arising from such work orders/service contracts also hereby incorporate by reference the attached Scope of Work. For each shipment, precise commodity tonnages, declared destinations, shipment details, and budget will be made.
      4. That this MOU shall become effective on the date indicated in paragraph 3.1.5.
      5. This MOU shall take effect on the \_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ and remain in effect for five years hereinafter. ***Awardee*** reserves the right to terminate this agreement in accordance with the attached SOW.
      6. That this MOU has been entered into voluntarily by both parties and that no legal obligations are imposed if either party terminates or discontinues activities under this MOU.
2. **DURATION**

The effective start date will be the date of MOU signing and the period of performance shall continue through \_\_\_\_\_\_\_\_\_\_\_, 20\_\_. It is anticipated that after signing the MOU both parties will do all possible and necessary to expedite the delivery of the commodities aboard to final destination points as appropriate (currently \_\_\_\_\_\_\_\_\_\_\_\_\_\_(list destination points)\_\_\_\_\_\_\_\_, respectively).

1. **INCORPORATION OF REFERENCE DOCUMENTS**

The following documents are hereby incorporated and attached as an integral part of the MOU:

Annex A-1: Scope of Work

Annex A-2: LOA Amount of Commodities

Annex A-3: Declared Destinations

Annex B: Final Financial Offer

Annex C-1: UN 1267 Committee List on Al-Qaida and the Taliban and Associated Individuals and Entities

Annex C-2: State Department Terrorist Exclusion List

Annex C-3: Excluded Parties List System

1. **ORDER OF PRECEDENCE**

In the event that ***Awardee*** should determine that there exists a conflict of intent or interpretation between any sections of this MOU and the incorporated documents listed under the previous sections, the order of precedence shall be (a) this MOU, (b) Annexes A-1 to A-3.

1. **GENERAL SCOPE OF WORK**

The Contractor shall complete the transportation and management of commodities from the Port of \_\_\_\_\_\_\_\_\_\_\_\_ to declared destinations for distribution to program beneficiaries in rural villages of \_\_\_\_\_\_\_, \_\_\_\_\_\_, and \_\_\_\_\_\_\_ Districts. The contractor warrants that the work shall be performed and completed in accordance with generally accepted standards, practices and principles applicable to the work.

1. **SPECIFIC SCOPE OF WORK**

The Contractor shall comply with the specific obligations stated in **Annex A-1: Scope of Work.**

1. **PENALTIES**

If the Contractor fails to perform any of the tasks for which it is responsible, or it violates any of the terms and conditions of this MOU, ***Awardee*** may impose such penalties it may determine as commensurate to such failure or violation, including and up to termination of the MOU and the service contract/work order.

1. **PAYMENT**

The Contractor shall be paid in accordance with rates stated in **Annex B: Final Financial Offer,** subject to the provisions on the basis of the amount of cargo in a sound, infestation-free condition, off-loaded and stacked at ***Awardee***’s warehouse as per Waybills. Upon presentation of signed copies of the Waybills, accompanied by a commercial invoice for payments, the Contractor will be paid the freight money due. Waybills must be signed by an ***Awardee*** representative at the unloading site and must attest to the fact that all cargo has been received in good condition. Any remarks on the Waybills evidencing cargo damage or shortage will be deducted from the final payment. Freight will be paid by ***Awardee***, thirty (30) days after receipt of Contractor’s invoice(s) supported by signed Waybills. The Contractor should mail/email the detailed summary report in English, with a complimentary copy and invoice, by registered mail to: ***Awardee***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_(address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Electronic mail: [name@awardee.org](mailto:name@awardee.org)

1. **DAMAGED CARGO AND SHORTAGES**

For the purpose of the MOU, the value of the cargo is the FAS value (free alongside ship) of the commodities plus ocean freight, as per Bill of Lading and/or Commercial Invoice issued upon loading in the United States, plus the inland freight cost as submitted in the inland invoice by the Contractor. Using such figures as basis, ***Awardee*** will deduct the value of the commodities lost, wet/rain soaked, damaged, infested, short-landed, etc. from the amount payable to the Contractor, evidenced by the remarks of ***Awardee***’s representatives on the Waybills at the final off-loading site(s).

1. **DEMURRAGE, OTHER COSTS AND LOSSES**

Contractor to have a free period on all containers for containerized shipments from the date of receipt of containers ex ship’s tackle or container yard. Normally, it is 3 to 4 days free time for Port Storage and 15 to 20 days from the MLO (Major Line Operator/s) and NVOCC (Non Vessel Operator Container Carrier/s). Any and all costs, demurrage, damages, etc. assessed as a result of Contractor’s failure to return the containers, chassis or other equipment to \_\_\_(name of port)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the time limit shall be charged to the Contractor’s account. Any charges like demurrage, storage, rent, etc. that results from the Contractor’s inability to clear cargo and discharge/destuff it from vessel/ships/containers, within the stipulated time frame will be borne by the Contractor. However, under exceptional circumstances, such as natural calamities or severe rain, strike, arrival of containers on weekends, etc., the Contractor may inform ***Awardee*** immediately regarding the problems faced. ***Awardee*** may consider such exceptional circumstances on a case-by-case basis.

The receipt or payment by ***Awardee*** of any invoice statement shall not preclude ***Awardee*** from questioning the correctness thereof at any time.

1. **CONFLICT OF INTEREST**

The Contractor or any proposed sub-contractor shall not act as the independent surveyor for the shipment. If your company or any proposed sub-contractor will act as the independent surveyor, then this constitutes a conflict of interest. The Contractor is required to inform \_\_\_(name of Awardees’ Chief of Party)\_\_\_\_ of such a conflict of interest immediately after being notified by ***Awardee*** to clear the shipment. ***Awardee*** reserves the right to award the particular clearance and transportation to another contractor. Failure by the Contractor to notify ***Awardee*** of such conflict of interest shall result in termination of the MOU.

1. **CONFIDENTIALITY**

Contractor may receive confidential information regarding ***Awardee*** in connection with the performance of this service contract. The Contractor shall not disclose any confidential information of ***Awardee*** to any person or other third-party or make use of such confidential information for Contractor’s own purposes at any time without ***Awardee***’s prior written consent - provided, however, that confidential information may be disclosed to government authorities if the disclosure is required by law and Contractor has provided ***Awardee*** notice and a reasonable opportunity to defend against such disclosure.

Confidential information of ***Awardee*** shall mean any information (written, oral, or observed) relating to ***Awardee***’***s***: (a) donors and potential donors; (b) beneficiaries;(c) employees; (d) business and strategic plans; (e) finances; and (f) relationship with any government entity. Confidential information of ***Awardee*** shall also include information specifically designated confidential by ***Awardee*** or which Contractor knows or reasonably should know is not generally known to the public. Notwithstanding the foregoing, confidential information of ***Awardee*** shall not include any information that is generally known to the public or readily ascertainable from publicly available sources.

1. ***AWARDEE*’S NAME**

The Contractor shall not use ***Awardee***’s name in any form of publicity or disclose any information relating to Contractor’s work under this MOU to the general public without the ***Awardee***’s prior written consent.

1. **COMPLIANCE WITH LAWS**

The Contractor shall promptly comply with any and all laws, ordinances, rules, regulations, and orders that the national, provincial, or local government or any department, bureau, commission, or other agency or instrumentality thereof may promulgate that may affect the performance of this MOU.

1. **LEGAL NOTICE**

Any legal notice required or permitted by this MOU shall be delivered in person or by courier, or sent by first-class mail (certified mail, return receipt requested) to the address of the party set forth herein or to such other addresses as shall be furnished in writing by a party hereto. Notices to ***Awardee*** shall be addressed: “Attention: DFAP Chief of Party”. Notices transmitted and received within \_\_(country)\_\_\_ shall be deemed to have been given on the date delivered in person or by courier or five (5) days after the date mailed, whichever is earlier. Notices transmitted and/or received outside \_\_(country)\_\_\_ shall be deemed to have been given on the date delivered in person or by courier or fifteen (15) working days after the date mailed, whichever is earlier.

1. **INDEMNITY**

Contractor shall defend, indemnify, and hold ***Awardee*** and affiliates, subsidiaries, officers, agents and employees harmless from and against any and all losses, claims, damages, liabilities, and related expenses (including attorney’s fees) incurred by or asserted against ***Awardee*** arising out of or in connection with Contractor’s performance of this MOU.

1. **LIMITATIONS ON LIABILITY** 
   1. ***Awardee* shall not be liable for:**
2. Any third-party claims, losses, and expenses that may arise from Contractor’s negligence, recklessness, or intentional act or omission that is related to or in connection with this MOU, and/or
3. Compensation for the death, disability, or other hazards which may be suffered by the employees, vendors, agents, or other representatives of Contractor arising from Contractor’s performance in connection with this MOU.
   1. ***Awardee*** has no obligation to provide other or additional support to the Contractor for performing its obligations or for any other purposes unless agreed by both parties and formally amended in writing.
4. **ENTIRETY OF MOU**

This MOU and its Annexes constitute the complete contract of the parties related to the subject matter hereof, and supersede any prior or contemporaneous contracts, and no representation, inducements, promises, or agreements, oral or otherwise, between the parties not included herein shall be of any force or effect. This MOU may be supplemented, amended, or modified only by written agreement between the parties hereto. If any one or more provisions of this MOU shall be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not be in any way affected or impaired thereby. Each attachment and document referred to in this MOU is hereby incorporated herein.

It is mutually agreed that the Contractor shall not be held liable for losses or damages occasioned by causes beyond its control, such as civil unrest, strikes, etc. However, in such events, ***Awardee*** will not be obligated to pay the cost of transport if commodities do not arrive at a prescribed destination.

1. **GOVERNING LAWS**

This MOU shall be construed and enforced in accordance with, and governed by the laws of \_\_\_\_\_\_\_(name of country)\_\_\_\_\_\_\_\_\_. Any disputes concerning the performance of this MOU that cannot be settled by negotiation, shall be settled by binding arbitration, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitration shall be conducted in \_\_\_\_\_\_\_(name of city, country)\_\_\_\_\_\_\_\_\_ and/or \_\_\_\_\_\_\_(name of HQ city, country)\_\_\_\_\_\_\_\_\_ or in such other location mutually agreed to by the parties, and shall be conducted in the English language.

1. **EXCLUSION**

As provided in **Annex C: Certifications as to Excluded Parties,** the Contractor is not an excluded party. Subsequent inclusions in the list shall be cause for immediate termination of this contract.

1. **SEVERABILITY**

If any provision of this MOU shall be held invalid, illegal, or unenforceable, then the validity, legality, and enforceability of the remaining provisions of this MOU will not in any respect be affected or impaired thereby.

1. For convenience: Either party may terminate the MOU at any time by providing written notification at least 90 days before the termination date.
2. For default: ***Awardee*** may at its option, terminate the MOU if the contractor fails to perform any of the specifications for which it is held responsible, or violates any of the general terms and conditions as listed in sections above. ***Awardee*** may also terminate the contract on 30 days’ notice for any reason, provided that any such termination shall not apply to shipments already in possession of the Contractor, or to any incoming ocean shipments that are less than 30 days from estimated arrival at \_\_(name of port)\_.

The parties hereto have executed these presents on the day, month, and year above written as follows:

***C&F Agent* *Awardee***

**By: By:**

In the presence of: In the presence of:

**ANNEX A-1: SCOPE OF WORK**

1. **General**

The \_\_\_\_\_\_\_\_\_\_\_\_program is designed to reduce food insecurity and vulnerability for up to 191,000 households (or nearly 1 million direct beneficiaries) in nine areas of \_\_\_\_\_\_\_\_\_\_ over five years. To support program activities, ***Awardee*** will import \_\_\_\_\_\_\_MT of\_\_\_\_\_\_\_ in bulk with bags and/or in 50kg polypropylene bags, \_\_\_\_\_\_\_MT of\_\_\_\_\_\_\_ in 50 kg polypropylene bags and \_\_\_\_\_\_\_MT of \_\_\_\_\_\_\_in 6/4 liter metal/polypropylene cans, for in-kind distribution to program beneficiaries subject to availability of resources from the United States government through United States Agency for International Development (USAID). The above-mentioned commodities will arrive in 8-10 separate shipments delivered to ***Awardee*** between \_\_\_\_\_\_\_ 20\_\_ and the first quarter of calendar year 20\_\_. The Contractor will conduct port and custom formalities and will transport the cargo to ***Awardee*** warehouses located in \_\_\_\_\_\_\_\_\_\_\_. It is understood that trucks/barges/coasters will be the means of conveyance from \_\_(name of port)\_\_\_\_\_\_ to final destination points in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ Districts. The LOA amounts of commodities are provided in Annex A-2 and the declared destinations (details of the warehouse locations) are provided in Annex A-3. Shipment details and warehouse locations will be provided with every work order for individual shipments. ***Awardee*** will receive the commodities inside the warehouse properly stacked.

1. **Responsibilities of the C&F Agent**

**B.1 Charter Vessel:**

1. Coordinate with vessel agent, track vessel position and update ***Awardee*** on estimated arrival time of the vessel at port.
2. Obtain import permit, CCIE clearance, and authorization to clear shipment after securing original shipping documents, tax exemption certificate, undertaking, and all such documents that may be necessary to support such clearance.
3. Submit necessary documents to customs authority for assessment (Bill of Entry).
4. Draw samples of commodities for radiation and quarantine tests, or provide an undertaking for the consignments to avoid the need for this testing.
5. Conduct customs clearance of the commodities, secure original customs declaration for the commodities (steps ii to v should be completed within 3 to 4 working days); for charter vessels, it is important to clear customs before the arrival of the vessel.
6. Receive cargo on behalf of ***Awardee*** at \_\_\_\_\_\_\_\_\_\_ from the point of discharge, at the average rate of 1,000 metric tons or 2,200 pounds per weather working day of 24 consecutive hours or as fast as the vessel can discharge per weather working day of 24 consecutive hours. For cargo coming on a charter vessel, the point of discharge will be at the place of rest end of hook alongside vessel.
7. Make arrangement for sample weighing of commodities at the port; 5 to 10% of the bags should be weighed to ascertain unit weight. Notify baggers/vessel agent if bags have variable unit weights.
8. Reconstitute commodities through rebagging, recanning, and sewing torn bags, at port and at the warehouse level to prevent further losses.
9. Conduct timely management of infested commodities at the port and/or at the warehouse level as deemed appropriate and necessary.
10. Update ***Awardee*** on daily dispatch/delivery status of commodities, mentioning truck details and including contact numbers.
11. Maintain effective coordination with all stakeholders, such as Independent Surveyor, Shipping Agent/Vessel Agent, Bagging Agent, Port & Customs Authority, other Awardees, and the Consignee.
12. Arrange inter-district trucks for transportation of commodities, inspect inside of the trucks, clean and disinfect, and ensure their suitability for carrying commodities in polypropylene bags and tins without incurring damage. Ensure that the commodities are properly stacked on the trucks and covered with tarpaulins.
13. Offload commodities at the final destination points (warehouses) with utmost care. Take appropriate measures during rainy season to prevent the commodities from getting wet.
14. Ensure appropriate stacking of commodities (stack 20 to 22 layers for wheat and peas, and 8 to 12 layers for vegetable oil).
15. Provide final commodity dispatch status reports to ***Awardee***.
16. Submit Provisional Claim to shipping agent for any ocean/marine losses of commodities, such as short/excess landing, and damaged commodities (torn, slack, wet, moldy, etc.) within 72 hours after discovering potential loss/damage/excess.
17. Submit invoices supported by ***Awardee*** waybills duly signed by ***Awardee*** authorized representative for payment.

**B.2 Containerized cargo:**

1. Coordinate with vessel agent, track vessel position, and update ***Awardee*** on estimated arrival time of the mother/feeder vessel at port.
2. Coordinate with ***Awardee***’s independent surveyor about the arrival of the vessel and monitor discharge of containers. Inform ***Awardee*** about the complete discharge of containers.
3. Obtain import permit, CCIE clearance, authorization to clear shipment after securing original shipping documents, tax exemption certificate, undertaking, etc.
4. Submit necessary documents to customs authority for assessment (Bill of Entry).
5. Draw sample of commodities for radiation and quarantine test (if possible avoid it by providing an undertaking for the consignments).
6. Conduct customs clearance of the commodities and secure original customs declaration for the commodities (steps ii to v should be completed within four (4) working days).
7. Submit required documents to Port Authority and Shipping Line for taking delivery of containerized cargo.
8. Arrange inter-district trucks for transportation of commodities, inspect inside of the trucks, clean and disinfect, and ensure suitability for carrying commodities in polypropylene bags and tins without incurring damage. Ensure that the commodities are properly stacked on the trucks and covered with tarpaulins.
9. Make arrangement for sample weighing of commodities at the port; 5 to 10% of the bags should be weighed to ascertain unit weight; notify baggers/vessel agent if bags have variable unit weights.
10. Reconstitute commodities through rebagging, recanning, and sewing torn bags, at port and/or at the warehouse level to prevent further losses.
11. Conduct timely management of infested commodities at the port and at the warehouse level as deemed appropriate and necessary.
12. Update ***Awardee*** on daily dispatch/delivery status of commodities mentioning truck details with contact numbers.
13. Maintain effective coordination with all stakeholders, such as Independent Surveyor, Shipping Agent/Vessel Agent, Port & Customs Authority, and Consignee.
14. Off-load commodities at the final destination points (warehouses) with utmost care, taking appropriate measures during the rainy season to prevent the commodities from getting wet.
15. Ensure appropriate stacking of the commodities (stack 20 to 22 layers for wheat and peas, and 8 to 12 layers for vegetable oil).
16. Provide final commodity dispatch status reports to ***Awardee***.
17. Submit Provisional Claim to shipping agent for any ocean/marine losses of commodities such as short/excess landing, and damaged commodities (torn, slack, wet, moldy, etc.) within 72 hours after discovering potential loss.
18. Submit invoice supported by ***Awardee*** waybill duly signed by ***Awardee*** authorized representative for payment.

**C. Responsibilities of *Awardee*:**

1. Will notify the Contractor (C&F agent) well in advance about the commodity tonnage, type, approximate arrival date, mode of shipments, etc., and will continue to provide updates on the estimated arrival date, name of the vessels, dates, etc.
2. Will handover to the Contractor original documents; tax and duty exemption letters; charter party contracts as appropriate; undertakings; a copy of the agreement between ***Awardee*** and the Government of \_\_\_\_\_\_\_\_,; and other applicable letters at least five (5) working days prior to the arrival of the vessel.
3. Will provide reconstitution materials or resources such as empty bags, plastic jerry cans, and sewing materials to reconstitute commodities and waybills.
4. Will make available warehouse(s) and equipment like pallets/dunnage, ladders, and weighing scales for smooth commodity off-loading and storage; will inform the Contractor about the commodity tonnage needed to be transported to each warehouse location.
5. Will appoint an independent surveyor to conduct discharge surveys.
6. Will make available staff at port and warehouse to assist/guide Contractor’s staff on proper management of the commodities if deemed necessary.
7. Will conduct warehouse operation throughout the day, except at night, for commodity offloading subject to security situation.

**D. Declared destination**

The final destination points of the cargo are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. However, for every consignment, ***Awardee*** will inform the Contractor regarding precise tonnage to be transported to each location. Please see Annex 3 for declared destination for \_\_\_\_(name of program)\_\_\_ first shipment of commodities.

**Annex A-2: LOA amount of commodities**

|  |  |
| --- | --- |
| **Commodities** | **Metric Tons** |
| Program Commodity Requirements, Year 1: |  |
|  |  |
|  |  |
|  |  |
| Program Commodity Requirements, Year 2: |  |
|  |  |
|  |  |
|  |  |
| Program Commodity Requirements, Year 3: |  |
|  |  |
|  |  |
|  |  |
| Program Commodity Requirements, Year 4: |  |
|  |  |
|  |  |
|  |  |
| Program Commodity Requirements, Year 5: |  |
|  |  |
|  |  |
|  |  |
| **Grand Total Tonnage:** |  |

**ANNEX A-3 Declared destinations.**

Please find attached the warehouse allocation/destination points for the commodities for the FY\_\_ first shipment.

|  |  |  |
| --- | --- | --- |
| **Warehouse** | **Commodity** | **MT** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |