

August 19, 2022

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration's (GSA's) Standard Tender of Service (STOS), Freight Management Program (FMP).

This RFO and its FI differ from previous RFOs and FIs issued by GSA's FMP as rate offers are being requested for non-alternating, agency specific Standing Route Orders (SROs) **specifically for the transportation of vehicles**. The following non-alternating SRO rate offers will **apply directly to GSA's Office of Fleet Management (OFM)** and **will not** alternate with any other accepted rate offers: **Domestic Drive Away (OFMDA) and Domestic Carrier Away (OFMCA)**. FMP will be utilizing the rate filing capabilities of GSA's Transportation Management Services Solution 2.0 (TMSS 2.0) system to accept, validate and display rate offers for OFMDA and OFMCA. All submitted rate offers will be validated and accepted/rejected in accordance with GSA's STOS, Edition 8, dated December 1, 2021 and this RFO and its FI dated August 19, 2022.

Please note that in some instances this RFO and its FI will deviate from and will supersede those regulations published in the GSA STOS, Edition 8, dated December 1, 2021, supplements and reissues thereto.

TSPs interested in submitting a rate offer in response to this RFO and its FI must already be approved in the FMP. Further, TSPs must provide notification to the FMP of their intent to submit a rate offer in response to this RFO and its FI by accessing TMSS 2.0 and **choosing to participate in the bid cycle between 8/22/2022 (Bid Cycle opening date) and 8/26/2022, NLT 3:00 pm EDT**. Failure to choose participation NLT 8/26/2022, 3:00 pm EDT will nullify the TSP's ability to submit rates.

MANDATORY REQUIREMENT: To submit a rate offer in response to this RFO and its FI, all TSPs must have and maintain a current registration in the System for Award Management (SAM), have a Taxpayer ID Number (TIN), have all GSA registration documents uploaded into TMSS 2.0, be active in TMSS 2.0 and up to date on IFF (Industrial Funding Fee) owed to the GSA Freight Program.

TSPs are strongly encouraged to read this RFO and its FI, the [STOS](#) and the [GSA No. 200-A](#) Uniform Rules Tariff in their entirety.

An IFF (Industrial Funding Fee) of **8%** is due on all shipments moved by TSPs (Transportation Service Providers). STOS section 10.2 addresses payment procedures. **To participate, the TSP must be up to date with GSA IFF payments (No Exceptions).**

Rate offers must be submitted in accordance with this RFO and its FI **by the Initial Filing due date of 3:00 PM Eastern Daylight Time, September 2, 2022**. Rate offers received after the Initial Filing due date and/or not submitted in accordance with this RFO and its FI will not be accepted. This RFO will not be extended so do not wait until the last minute as you may not be able to be assisted with questions.

All rate offers must be submitted electronically via TMSS. TSPs have two (2) different options when filing rate offers:

1. Utilize the rate filing capabilities of TMSS 2.0: TSPs must have access to the “Freight Rate Filing” module within TMSS 2.0. A firm’s TMSS 2.0 Group Administrator can give access to this module. Once the “Freight Rate Filing” Module has been accessed, a continuation of rate offers selection will be displayed as a pop-up screen. The message will prompt the TSP to either accept or reject all rate offers to be carried over to the next rate filing cycle. The TSP can select either the “Accept” or “Reject” option, and once a selection is made the rate filing module screens will be displayed so that the TSP may begin the rate filing process.
2. Utilize the services of a Rate Filing Service Provider (RFSP).

Please see the link below to sign up for a **training session** covering rate procurement (rate filing) functions in TMSS 2.0 for this RFO.

Training: August 22 – August 26, 2022; Various times (daily, Eastern Daylight Time).

TMSS 2.0 Transportation Service Provider (TSP) Rate Filing Training Registration (CTRL+Click link below, or Copy/Paste link to Browser):

Sign up for specific dates and times at the link below:

https://docs.google.com/forms/d/e/1FAIpQLSeS2uj5nLkL3jLHYeDA6uZVJZc3-Bac3cjforWb-jD1qSdbKA/viewform?usp=sf_link

Except as otherwise identified herein, the rate offers made in response to this RFO and its FI will be valid for the period **October 1, 2022 through September 30, 2023, with the option to extend for up to an additional year.** The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days. GSA’s right to extend the rates remains unchanged. Please refer to the corresponding Sections of the RFO and its FI for specifics.

Questions related to the traffic identified in this RFO and its FI and the STOS may be directed to Scott Kidd at scott.kidd@gsa.gov. Questions on training, creating, and submitting rate offer files and/or using TMSS 2.0 may be directed to John Wheeler at John.Wheeler@gsa.gov or 703-605-9190.

Scott M Kidd
Branch Chief
Freight Management Program (FMP)
Center for Transportation Management (QMCCA)

**FY 2023 Request for Offers /
Filing Instructions**

**GSA's Office of Fleet
Management (OFM)**

Issued by:

**General Services
Administration Federal
Acquisition Service
Freight Management
Program**

August 19, 2022



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SECTION 1: TERMS AND CONDITIONS

1-1. GENERAL

This FY 2023 Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rate offers for the General Services Administration's (GSA's) Freight Management Program (FMP). The terms and conditions of the **GSA Standard Tender of Service (STOS), Edition 8, and dated December 1, 2021** are incorporated by reference. The provisions and requirements of this RFO and its FI may deviate from and supersede those published in the STOS, in which case the provisions of this RFO and its FI take precedence. Direct any questions about this RFO and its FI to:

General Services Administration
Federal Acquisition Service
Freight Transportation Management
Program Email:
frtrates.procurement@gsa.gov
Website: <http://www.gsa.gov/portal/category/21192>
Acquisition Gateway: [Freight Hallway](#)

Traffic to be included under this RFO and its FI will be **vehicle shipments** for the following two (2) non-alternating, agency specific Standing Route Orders (SROs) **specifically for the transportation of vehicles on behalf of GSA's Office of Fleet Management (OFM)**:

- Domestic Carrier Away (OFMCA);
- Domestic Drive Away (OFMDA):

FMP will be utilizing the rate filing capabilities of GSA's Transportation Management Services Solutions 2.0 (TMSS 2.0) system to accept, validate and display rate offers for OFMCA and OFMDA. Rate offers accepted in accordance with this RFO and its FI dated August 19, 2022 will be in accordance with the STOS and this RFO and its FI.

SRO Alternative

The Office of Fleet Management (OFM) may elect to solicit rate quotes on a One-Time-Only (OTO) Spot quote basis. These solicitations are held in accordance with the terms and conditions identified in this RFO in the same manner as is applied to rate offers. Approved Transportation Service Providers (TSPs) who have elected to participate in this RFO via the TMSS 2.0 system need not file rates to be eligible for OTO solicitations. OFM OTO solicitations are stand-alone requests and will be issued on an as needed and as appropriate basis.

TSPs solicited for an OTO quotation must provide an all-inclusive offer that includes Fuel. Note that the Industrial Funding Fee (IFF – Section 4) will be applied to the TOTAL awarded price for OTO quotes.

1-2. EFFECTIVE PERIOD

Except as otherwise provided in this RFO and its FI, initial rate offers accepted in response to this RFO and its FI will be for the period **October 1, 2022 through September 30, 2023**. GSA has the option to extend rate offers for up to an additional year through September 30, 2024.

The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days.

1-3. FILING PERIOD

INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's FMP are **DUE by 3:00 PM Eastern Daylight Time, September 2, 2022**.

1-4. Rate Filing Deficiencies

RATE FILING DEFICIENCIES: TSP **rate offers received between August 22, 2022 and September 2, 2022** which do not meet the rate filing requirements as stated in this RFO and its FI will be considered unacceptable. Such rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by email in accordance with Section 1-6 of this RFO and its FI for clarification and/or correction of rate offers. **Corrections of deficiencies must be resubmitted by 3:00 P.M. Eastern Daylight Time on the rate filing closing date of September 2, 2022.** In those instances where corrections are not received by 3:00 P.M. Eastern Daylight Time on the rate filing closing date, rate offers will be considered unacceptable and the TSP will not be allowed to re-file. All corrected rate offers received by 3:00 P.M. Eastern Daylight Time on the closing date will be entered into the database in accordance with Section 1-5. of this RFO and its FI. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 3:00 P.M. Eastern Daylight Time on September 2, 2022. A TSP or RFSP which submits a file for the last rate offer validation at 3:00 P.M. EDT on the closing day of September 2, 2022 will not have an opportunity to correct any errors detected in that file after the closing time.**

1-5. ACCEPTED/EFFECTIVE DATE

Except in those instances of resubmission of filing deficiencies as identified in Section 1-4. of this RFO and its FI, accepted rate offers will be accepted and entered into the computer database on the date indicated below or the first working day of the month, whichever occurs first.

INITIAL FILINGS	
Date Received By	08-22-2022 thru 09-02-2022
Computer Entry Date	Date of Submission by TSP (08-22-2022 through 09-02-2022)
Accepted/Effective Date	10-01-2022

1-6. TSP/RFSP NOTIFICATIONS

For rate offers submitted via the "Upload Rate File" function of TMSS 2.0, the submitting TSP or RFSP will receive a summary from TMSS 2.0 stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.

1-7. APPLICABILITY OF RATE OFFERS

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submissions of a rate offer(s) to GSA for the traffic identified in this RFO and its FI and GSA's acceptance of those rate offers constitutes the agreement between GSA and the TSP.

The TSP agrees that it can and will service all points within each origin state or country and each destination state or country for which a rate is offered and accepted. As a TSP submitting a rate offer, the TSP is stating it will honor that rate and pay the Industrial Funding Fee of 8% on all shipments to the GSA FMP. Failure to do so will result in Temporary Nonuse, Suspension or Debarment from the GSA FMP as described in Section 9 of the STOS.

All Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in **41 CFR §§102-117 and 102-118**. The bill of lading (BL) for any such shipment must contain the statement "This is a U.S. Government shipment and the GSA STOS applies." For a complete description of the Government's shipping terms/conditions, please visit the [Electronic version of the Code of Federal Regulations \(www.ecfr.gov\)](http://www.ecfr.gov) and search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

1-8. LETTER OF INTENT CERTIFICATION

By submitting a rate offer to GSA in accordance with this RFO and its FI, the TSP submitting the rate offer certifies that:

I have read and will comply with all the provisions contained in this RFO and its FI dated August 19, 2022 as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 8, dated December 1, 2021 as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has supplied GSA their current operating authority and insurance as required by the GSA STOS Edition 8, dated December 1, 2021, as well as any supplements, changes, and/or reissues thereto.

1-9. OPTION TO EXTEND

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO and its FI for up to one (1) year beyond its original expiration date.

1-10. TERMINATION

Accepted rate offers may be terminated upon determination that a TSP has failed to satisfactorily respond to a show cause notice; and

Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with 41 CFR § 105-68.

Upon termination of the rate offer, the TSP shall be paid any sum due to the TSP for services performed under this RFO and its FI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate 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 and the Government shall have the right to offset any such claims against such payment.

Termination for Convenience of the Government: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO and its FI, 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.

1-11. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO and its FI unless otherwise noted.

Full Replacement Value: The TSP to whom the Bill of Lading (BL)/Government Bill of Lading (GBL) is issued to accepts full responsibility for Full Replacement Value of all shipments transported pursuant to the provisions of this RFO and its FI from acceptance of the vehicle at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government in accordance with the terms of this RFO and its FI in the event of loss or damage. Full Replacement Value is the level of released value and the cost of providing Full Replacement Value must be included in a TSP's rate offer. All domestic and international vehicles moved in accordance with this RFO and its FI are released at the Current Value of the vehicle based on the National Automobile Dealers Association (NADA) value for the vehicle up to \$100,000, unless otherwise stated on the document that constitutes the contract of carriage. This is generally the BL/GBL. If the Government determines the value of a vehicle exceeds \$100,000, the Government will contact the TSP to purchase additional insurance.

A. Liability:

Domestic Shipment: In the event of loss or damage to vehicular property during the course of a domestic shipment, the measure of damages will be the cost of repair or replacement not to exceed the current value of the vehicle based on the NADA value for the vehicle, plus the cost of transportation, delivery, and customs clearance (if applicable) to the owner at destination residence. The quality of repair or replacement must equal or exceed the standards applied in the CONUS.

International Shipment: In the event of loss or damage to vehicular property during the course of an international shipment, the measure of damages will be the cost of repair or replacement not to exceed the current value of the vehicle based on the NADA value for the vehicle (in the month of landing converted to local currency), plus the cost of transportation, delivery, and customs clearance (if applicable) to the owner at the port. The quality of repair or replacement must equal or exceed the standards applied in the CONUS.

B. Duty to Mitigate Loss:

If loss or damage occurs to a shipment by an event of force majeure, the TSP may still be liable for additional damage that results from its failure to take reasonable steps to mitigate the extent of the loss. For example, if a shipment is damaged by water from a flood or hurricane, the TSP, as soon as practical, should attempt to clean and dry the items, rather than allow further damage (e.g., rust, warping, or mildew), to develop from prolonged exposure to dampness. In some cases, the OFM Government Representative may direct the TSP to undertake specific mitigation work, or may authorize payment for mitigation work, subject to later determination of whether the government or the TSP will be liable for the cost. The cost of any such mitigation efforts that are not paid for by the Government will be deducted from the TSP's maximum liability for loss or damage.

C. Insurance:

1. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or at the action of the TSP or the TSP's sub-contracted employees and agents.
2. The TSP, at the TSP's expense, shall maintain Automotive Liability Insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

D. Claims:

Claims for overcharges and undercharges must be filed within 180 days from the date the agency receives the TSP's freight bill and will be administered in accordance with 49 CFR § 378.

1-12. MANDATORY REQUIREMENTS

TSP must be FMP **approved prior to August 22, 2022** to participate in the OFM RFO - NO EXCEPTIONS.

SECTION 2: EVALUATION AND ACCEPTANCE OF RATE OFFERS

2-1. EVALUATION

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO) and its Filing Instructions (FI) and the General Services Administration's (GSA's) Standard Tender of Service (STOS), Edition 8, dated December 1, 2021 will be evaluated by the Freight Management Program (FMP) based on price only. **Price will be determined** by calculating **the flat price per vehicle (both domestic and international shipments, including Alaska)**. GSA's Office of Fleet Management (OFM) may use other methods of evaluation such as prior performance and key performance indicators; however, the FMP will provide accepted rate information according to Section 2-2. of this RFO and its FI.

2-2. ACCEPTANCE

Accepted rate offers will be listed based on price within GSA's Transportation Management Services Solution 2.0 (TMSS 2.0) system. TMSS 2.0 will display the comparisons for use by the OFM. The listing of TSPs will be based on:

- A. The entered shipping date,
- B. The origin of the shipment,
- C. The destination of the shipment,
- D. The class of the vehicles.

TSPs with applicable rate offers on file for the requested shipment will be listed on the cost comparison from low cost to high cost.

OFM may consider factors other than price when routing shipments. As a result, the listing of TSPs on a cost comparison is for informational purposes only and does not guarantee any traffic will be awarded.

SECTION 3: BASIS FOR DETERMINING APPLICABLE MILEAGE

3-1. MILEAGE SOFTWARE APPLICATIONS

For shipments moved in accordance with this Request for Offers (RFO) and its Filing Instructions (FI), submitted rate offers will be based on mileage provided by ALK Technologies, Inc., Web Based **Version 36** (to include the latest release to Version 36 available in the PC Miler server). The parameters to use are:

- DistanceUnits - "Miles"
- VehType - "Truck"
- Routing - "Shortest"
- HwyOnly - True
- Borders Open – False

One exception is that shipments between any point in the United States (including Alaska) and a Canadian province will be based on the current Rand McNally mileage.

If mileage cannot be determined using ALK Technologies PC*Miler, the TSP may use an applicable mileage guide, book, or other method used in that particular country to determine mileages, subject to verification by GSA, the shipping agency, or upon GSA Transportation Audit.

SECTION 4: APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) AND REPORTING

4-1. INDUSTRIAL FUNDING FEE

In accordance with the General Services Administration's (GSA's) Standard Tender of Service (STOS), Edition 8, dated December 1, 2021, all approved Transportation Service Providers (TSPs) must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this Request for Offers (RFO) and its Filing Instructions (FI). **The IFF must be submitted no later than thirty (30) calendar days from receipt of payment.** The amount of the IFF must equal the total of all transportation charges, less any applicable Fuel Surcharge (see Appendix B of this RFO and its FI), multiplied by the applicable IFF percentage.

**** NOTE:** The IFF is applied to the TOTAL awarded price for One-Time-Only (OTO) solicitations as outlined in Section 1-1.

The IFF percentage for FY '23 RFOs is 8% (effective 10/1/22). GSA may adjust the 8% IFF during the effective period of this RFO and its FI. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the IFF adjustment.

Instructions for the collection of the IFF and remitting it to GSA are in Section 10.2 of the STOS.

4-2. REPORTING

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of the STOS. If there has been no activity for the month, the TSP must submit a negative report. **These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment.**

The TSP monthly report format is provided in Appendix A of this RFO and its FI. This report will be sent to frttsp.reports@gsa.gov in EXCEL with a **subject line "SCAC (your company's SCAC) – 8% Industrial Funding Fee."**

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status by GSA's Freight Management Program (FMP).

Questions should be directed to:

Freight Management Program Email:
frttsp.reports@gsa.gov

SECTION 5: GENERAL SERVICES ADMINISTRATION'S OFFICE OF FLEET MANAGEMENT'S STANDING ROUTE ORDER SUBMISSION

5-1. IDENTIFICATION OF STANDING ROUTE ORDER TRAFFIC

Identified below is the General Services Administration's (GSA's) Office of Fleet Management's (OFM's) traffic for which GSA's Freight Management Program (FMP) is requesting non-alternating, agency specific Standing Route Order (SRO) rate offers. Rate offers may only be submitted for SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this Request for Offers (RFO) and its Filing Instructions (FI) for the identified OFM traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. Rate offers will only be accepted for the origins/destinations identified in Section 6 of this RFO and its FI and filed specifically for OFM. Rate offers submitted for any other origin/destination will automatically be rejected. An offering Transportation Service Provider (TSP) must be able to service all points within each origin/destination state or country for which a rate is offered.

A. **Domestic Drive Away (OFMDA):** The process by which a driver of the TSP arrives at the origin location of the vehicle and drives the vehicle to the destination location. Empty runs from/to the origin location and/or empty runs from/to the destination location are not chargeable.

B. **Domestic Carrier Away (OFMCA):** The process by which the TSP either tows the vehicle or mounts it to a specialty trailer for movement. Empty runs from/to the origin location and/or empty runs from/to the destination location are not chargeable.

5-2. APPLICATION OF DOMESTIC AND INTERNATIONAL

For the purposes of the traffic identified in this RFO and its FI, the following definitions apply:

A. **Domestic:** Transportation between points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and points in Canada. See Section 6 of this RFO and its FI for filing codes and origin and destination service areas for the submission of rate offers.

B. **International:** Transportation between the Domestic points [points in the U.S. (including the District of Columbia and Alaska, but excluding Hawaii) and Canada] and an international country, offshore location or Hawaii, or between two international countries, offshore locations or Hawaii. A TSP must provide complete through service from the origin to the destination. See Section 6 of this RFO and its FI for filing codes and country names for the submission of rate offers.

5-3. GENERAL TSP REQUIREMENTS

By submission of a rate offer(s) in response to this RFO and its FI, the TSP:

A. Certifies compliance with 49 CFR § 391 and all other rules and regulations governing the movement of vehicles as described in this RFO and its FI;

B. Assumes responsibility for ensuring that all drivers and transporters possess all appropriate licenses required for the type of transportation and vehicle involved;

C. Agrees to provide all services, labor, equipment, and supervision to affect the services in accordance with this RFO and its FI;

D. Agrees that its responsibility shall include, but is not limited to: all planning, programing administration and management necessary to ensure that all operations are conducted in accordance with this RFO and its FI and all applicable laws, regulations, codes, or directives including the maintenance of accurate and complete records, files and regulations which are necessary to the services being performed under this RFO and its FI. TSP shall ensure that all work meets or exceeds commercial standards of quality;

E. Assumes responsibility for assuring that all U.S. Customs and other relevant federal regulations are met for exportation or importation of a vehicle;

F. Agrees to maintain control and responsibility for the tracing, expedition, and prompt completion of services, including work that is sub-contracted to other sources. When the OFM Government Representative requests information regarding services performed, the TSP shall provide such information within two (2) hours of the request;

G. Agrees to notify the OFM Government Representative prior to the performance of minor mechanical or tire failures beyond the control of the TSP. In case of an accident or major mechanical failure, the TSP must notify the OFM Government Representative immediately for instructions. Immediate notification must be followed by written notification outlining the incident and the written statement must be provided within twenty-four (24) hours. Under no circumstances is the vehicle to be abandoned; and

H. Certifies compliance with the valuation and liability for loss and damage requirements of Section 1-11. of this RFO and its FI.

5-4. BILL OF LADING (BL)/ GOVERNMENT BILL OF LADING (GBL) PREPARATION

TSP must comply with the terms and conditions set forth in FMR Parts 102-117 and 102-118 and the “U.S. Government Freight Transportation—Handbook” from GSA’s Transportation Audit Division (QMCA). For international shipments, the Federal agency must complete a GBL and distribute copies of each GBL following the instructions published in the “U.S. Government Freight Transportation—Handbook” from GSA’s Transportation Audit Division (QMCA). All BLs/GBLs must include reference to the applicable Tender Number accepted in accordance with this RFO and its FI and must also reference that the terms of the STOS and this RFO and its FI apply. The OFM will provide any additional specific instructions on the preparation and maintenance of BLs/GBLs. The TSP shall furnish a legible memorandum copy of all BLs/GBLs or a legible copy of all BLs/GBLs prepared and distributed to the OFM Government Representative **for signature before the shipment pick-up date.**

5-5. RATES AND CHARGES FOR OFMDA AND OFMCA

A. The amount stated in the submitting TSP’s rate offer represents a **flat charge per vehicle** for the following services:

1. preparation of vehicle;
2. completion of Vehicle Condition Report (see Section 5-8. of this RFO and its FI);
3. pickup of vehicle at origin;
4. applicable transportation from origin to destination;
5. all ferry, tunnel and/or bridge charges/tolls;
6. all necessary export and import documentation services involving customs clearances, if applicable;
7. monitoring of Temporary Import Bond (TIB), if applicable (if a vehicle is covered under a TIB, it is the TSP’s responsibility to ensure all requirements and regulations are met with the appropriate customs office that the TIB is filed through);

8. filing of documentation for vehicles covered under a TIB;
9. possess and maintain Transportation Worker Identification Credential (TWIC) cards if required by the origin and/or destination location;
10. twenty-four (24) hour notice provided prior to delivery to both the destination point of contact (POC) and the OFM Government Representative that signed the BL/GBL;
11. delivery to final destination; and
12. Full Replacement Valuation TSP liability as defined in Section 1-11 of this RFO and its FI.

B. Vehicles Sizes by Gross Vehicle Weight Rating (GVWR):

1. Class 1: 1 – 5,999 GVWR
2. Class 2: 6,000 – 11,999 GVWR
3. Class 3: 12,000 and Over GVWR

C. Alaska Only: The amount stated in the submitting TSP's rate offer represents a **flat charge** (not a price per mile) applicable to the services identified in Section 5-5.A., above. Rate offers apply to any point within a 50-mile radius of the TSP's Port Facility at the named point(s) in Alaska.

5-6. RATES AND CHARGES FOR INTERNATIONAL TRANSIT

A. The amount stated in the submitting TSP's rate offer represents a **flat charge per vehicle** applicable to the following services:

1. preparation of vehicle to include fuel tank drainage to less than 1/4th of the tank;
2. completion of Vehicle Condition Report (see Section 5-8. of this RFO and its FI);
3. pickup of vehicle at origin;
4. applicable transportation from origin to destination;
5. all ferry, tunnel and/or bridge charges/tolls;
6. containerization or below deck storage in the ocean going vessel;
7. all necessary export and import documentation services involving customs clearances;
8. monitoring of Temporary Import Bond (TIB), if applicable (if a vehicle is covered under a TIB, it is the TSP's responsibility to ensure all requirements and regulations are met with the appropriate customs office that the TIB is filed through);
9. filing of documentation for vehicles covered under a TIB;
10. possess and maintain Transportation Worker Identification Credential (TWIC) cards if required by the origin and/or destination location;
11. twenty-four (24) hour notice provided prior to delivery to both the destination point of contact (POC) and the OFM Government Representative that signed the BL/GBL;
12. delivery to final destination; and
13. Full Replacement Valuation TSP liability as defined in Section 1-11; and

B. Vehicles Sizes by Gross Vehicle Weight Rating (GVWR):

1. Class 1: 1 – 5,999 GVWR
2. Class 2: 6,000 – 11,999 GVWR
3. Class 3: 12,000 and Over GVWR

C. Motorized Vehicles: All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49 CFR, 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 OFM. Due to 49 CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. Vehicles with an empty fuel tank and run to a stall are excepted from the requirements of 49 CFR 176.905. Vehicles cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

5-7. ACCESSORIALS

All accessorial services required for the transportation of a vehicle in accordance with this RFO and FI must be included in the TSP's rate offer. The only accessorials that may be submitted, with supporting documentation, as a separate line item when invoicing are:

- A. Fuel Surcharge in accordance with Appendix B of this RFO and its FI. Does not require approval by OFM if a Fuel Surcharge is applicable in accordance with the STOS.
- 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 BL and supported by prorated paid ocean TSP invoices of the actual amount.
- C. Vessel carrier and hazardous material associated fees as identified in Section 5-6.C. of this RFO and its FI. The TSP must submit a copy of the original receipt from the vessel carrier for reimbursement if it is determined to be a legitimate, associated cost for the service.
- D. Charges related to the purchase of additional insurance for any vehicle identified to the TSP by the OFM Government Representative as exceeding the \$100,000 value of a vehicle identified in Section 1-11. of this RFO and its FI.
- E. Detention charges, when caused by the fault of the Government, must be billed at the actual cost incurred by the TSP and shown as a separate line item when invoicing charges. When invoicing, the TSP must include documentation to support the charges.
- F. TSP must submit a written request to the OFM Government Representative for approval for the following types of accessorials and must receive approval in writing from the OFM Government Representative prior to the services being performed to invoice as a separate line item. If the request is not submitted in writing and pre-approval in writing is not received by the OFM Government Representative, the TSP may not invoice for the accessorial:

- 1. Any Government or public authority ordered charge for additional inspection, disinfestations, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP; and
- 2. Any other accessorial service for which the TSP could not have been aware of when submitting a rate offer

5-8. VEHICLE CONDITION REPORT AND TSP ACCOUNTABILITY

The TSP supplied Vehicle Condition Report (sample provided in Appendix C of this RFO and its FI) will be used by the OFM Government Representatives/Consignee Representative and the TSP to document the contents and condition of a vehicle to include any damage at the time of pickup and again at the time of final delivery.

The TSP supplied Vehicle Condition Report must be completed for each vehicle transported in accordance with this RFO and its FI.

A. The Vehicle Condition Report may be completed via hard copy and scanned in for electronic invoice submission.

B. TSP must enter the plate number (if applicable), VIN, Mileage, Model Year, Make, Model, Color, Transport Company and Total Keys/Remotes on the Vehicle Condition Report.

C. TSP shall be fully responsible for the vehicle itself and for the safeguarding of license plates, keys, and the GSA Fleet Services cards as applicable.

D. The GSA Fleet Services card may not be used at any time by the TSP.

E. TSP is required to thoroughly inspect the vehicle to provide an accurate assessment of the condition of the vehicle. The Vehicle Condition Report will be used to document the results of the assessment. Any damage identified at destination that was not noted on the Vehicle Condition Report at origin (and acknowledged by the signature of the OFM Government Representative at origin) will be determined to be the fault of the TSP.

F. TSP will be liable for any damages, accidents, pilferage, theft, etc. from the time the vehicle is picked up to the time of release/delivery to the Consignee Representative. In the event of a breakdown, accident or stolen or missing GSA Fleet Services card and/or license plate(s), the TSP must immediately notify the OFM Government Representative by both phone and email.

G. The Vehicle Condition Report must be signed at both origin and destination by an OFM Government Representative/Consignee Representative and the TSP attesting to the correctness of the information on the form to include the condition of the vehicle and any damage and the presence, or lack thereof, of the GSA Fleet Services card, license plate(s) and keys/remotes as applicable.

5-9. PICKUP and DELIVERY LOCATIONS

The OFM will provide the TSP with the pickup and delivery addresses and point of contact (POC) details for the shipment of the vehicle. The TSP will be responsible for contacting the POC for additional delivery details. Pickup and delivery locations are open dependent on each location's preference, but they are typically open between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding Federal holidays. **The TSP must coordinate the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities.**

5-10. INSPECTION

Authorized OFM Government Representatives have the right to inspect TSP equipment and facilities and to inspect the performance of services in connection with any shipment handled under the provisions of this RFO and its FI.

5-11. UNSATISFACTORY SERVICE

A. The Government reserves the right to immediately remove a TSP for the duration of this RFO and its FI for unsatisfactory service.

B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the Government; any failure after this written notification shall result in immediate removal from further participation in the traffic named in this RFO and its FI.

5-12. TRANSIT TIMES

A. Transit time starts the business day after pick-up and ends on the day the shipment has been offered for delivery or delivered.

B. In general, transit time will not start on weekends and Federal holidays, and Saturday, Sunday and Federal holidays do not count in the transit time.

C. A delivery date that falls on a non-business day (weekend or Federal holiday) will automatically be moved to the next business day.

D. An exception to transit time standards is oversized, overweight, or HAZMAT shipments that have movement constraints (for example, daylight movement only).

E. **Transit Times for OFMDA** [excluding Alaska which will not exceed twenty (20) business days]. Days shown are business days:

Distance	Business Days
<= 500 miles (805 km)	1
501 - 1000 miles (806 - 1610 km)	2
1001 – 1500 miles (1611 – 2415 km)	3
1501 – 2000 miles (2416 – 3220 km)	4
2001 – 2500 miles (3221 – 4025 km)	5
> 2501 miles (4026 km)	6

F. **Transit Times for OFMCA** [excluding Alaska which will not exceed twenty (20) business days]. Days shown are business days:

Distance	Business Days
<= 500 miles (805 km)	3
501 - 1000 miles (806 - 1610 km)	4
1001 – 1500 miles (1611 – 2415 km)	5
1501 – 2000 miles (2416 – 3220 km)	6
2001 – 2500 miles (3221 – 4025 km)	7
> 2501 miles (4026 km)	7

G. **Transit Times for International Transit:** See Appendix D of this RFO and its FI. Days shown = calendar days.

5-13. INVOICING

A. TSP shall not invoice for any services until such services are completed and the vehicle is delivered to the requested destination. **The TSP must invoice and provide required Fleet Card providers' eSubmit ACH/Direct Deposit form or WEX Mastercard form (see section 5-14), signed BOLs and signed vehicle accountability forms for completed services within thirty (30) days of delivery.**

B. For each vehicle moved under this RFO and its FI, the invoice must include:

1. BL/GBL Number;
2. Pickup location
3. Delivery location
4. VIN #
5. Date of Transportation Request
6. Date of pickup
7. Date of delivery
8. Mileage
9. Tender Number
10. Rate of Transport
11. Fuel Surcharge or Bunker Surcharge
12. Authorized Accessorials and all supporting documentation
13. Completed and properly signed Vehicle Condition Report

5-14. PAYMENT FOR SERVICE

Upon the submission of an acceptable invoice and a successful pre-payment audit, the TSP must accept payment for services provided via the GSA Fleet Services Card provider through the providers' eSubmit ACH/Direct Deposit process.

For the eSubmit process, TSPs must sign up for this service via gsamerchantsupport@wexinc.com **no later than October 1, 2022** and the appropriate application process will be coordinated through this email exchange. Once a TSP's application is processed (generally 3-5 business days if all paperwork is included), they will receive the eSubmit spreadsheet with their TSP number hard coded at the top of the form. The GSA Fleet Services Card provider will provide the TSP with eSubmit transaction process instructions and their unique spreadsheet for the TSP to utilize to submit transactions to GSAFleet.Transportation@gsa.gov for review and verification. Upon verification, the approved spreadsheet will be forwarded to the GSA Fleet Services Card provider for payment. The TSP will be responsible for any charges associated with accepting payment via ACH/Direct Deposit through the GSA Fleet Services Card providers eSubmit process (currently 3.5% of the cost of the transaction) - this charge can be incorporated into the rate offer(s) but cannot be listed as a separate line item on either the invoice or the eSubmit spreadsheet for reimbursement.

TSPs that currently accept MasterCard may choose to use the secondary payment option via [WEXPay MasterCard](#) form.

Those who choose to use this method will be provided a blank WEXPay form to document transaction details (instructions listed on the WEXPay form). Once complete, TSPs will submit the WEXPay form to

GSAFleet.Transportation@gsa.gov for review and verification. After approval by a GSA Transportation Coordinator, the WEXPay form is forwarded to the Fleet Services Card provider for processing/payment. If there are multiple transactions listed on one WEXpay form, each transaction will be assigned a unique “one-time only” MasterCard number for the authorized amount. The TSP point of contact will receive each MasterCard number via phone from a Fleet Services Card provider representative.

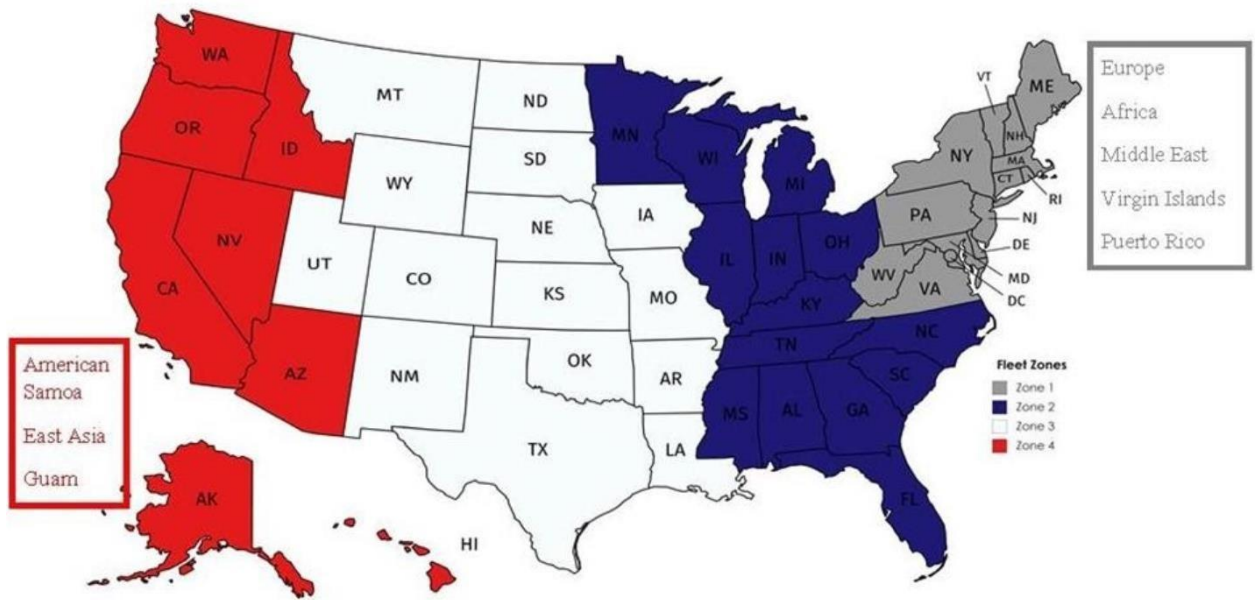
Please be sure to list a valid phone number (with area code) to avoid unnecessary delays. Once a MasterCard number is received it is important to run the “one time only” MasterCard as soon as possible. These MasterCard numbers will expire between 5-7 business days even though the Fleet Services Card provider representative may give an expiration date month or years in the future. Also, it is imperative that TSPs submit invoices as they receive them rather than saving everything for the last day of the month.

Finally, TSPs are responsible for all fees associated with their respective MasterCard processor. These fees **CANNOT** be incorporated into the rate offer(s).

5-15. VOLUME

The OFM is estimating the following number of shipments under this RFO and its FI based on annual historical traffic volume. The estimates provided, however, should not be interpreted as a guarantee to TSPs of any traffic. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

A. Domestic Volume:



Zone	Fiscal Year	Class Weight (GVWR)	Estimated Annual # of Shipments Originating From the Zone
1	FY22	Class 1 1-5,999 GVWR	114
		Class 2 6,000-11,999 GVWR	31
		Class 3 12,000 and Above GVWR	13
2	FY22	Class 1 1-5,999 GVWR	64
		Class 2 6,000-11,999 GVWR	43
		Class 3 12,000 and Above GVWR	22

Zone	Fiscal Year	Class Weight (GVWR)	Estimated Annual # of Shipments Originating From the Zone
3	FY22	Class 1 1-5,999 GVWR	64
		Class 2 6,000-11,999 GVWR	52
		Class 3 12,000 and Above GVWR	12
4	FY22	Class 1 1-5,999 GVWR	72
		Class 2 6,000-11,999 GVWR	90
		Class 3 12,000 and Above GVWR	6

B. International Volume:

ORIGIN		Destination		Frequency
City	State	City	State / Country	Estimated Annual # of Shipments
Honolulu	HI	Kahului	HI	20
Kahului	HI	Honolulu	HI	20
Honolulu	HI	Hilo	HI	30
Hilo	HI	Honolulu	HI	30
Nawiliwili	HI	Honolulu	HI	10
Kawaihae	HI	Honolulu	HI	5
Honolulu	HI	Kawaihae	HI	5
Honolulu	HI	Lanai	HI	1
Lanai	HI	Honolulu	HI	1
Honolulu	HI	Molokai	HI	1
Honolulu	HI	Customer Locations	CONUS	30
Houston	TX	Soto Cano	Honduras	10
Edison	NJ	San Juan	Puerto Rico	45
Jacksonville	FL	GTMO	Cuba	212
GTMO	Cuba	Jacksonville	FL	50
Baltimore	MD	Rotterdam	Netherlands	10
Savanna	GA	Livorno	Italy	10
Wackernheim	Germany	Customer Locations	Europe	400
Customer Locations	Europe	Wackernheim	Germany	350
Livorno	Italy	Customer Locations	Europe	250

SECTION 6: FILING CODES AND ABBREVIATIONS

6-1. AGENCY SPECIFIC, NON-ALTERNATING STANDING ROUTE ORDER CODES

Listed below are the Agency Specific, Non-Alternating Standing Route Order (SRO) Codes for which the General Services Administration’s (GSA’s) Freight Management Program (FMP) is requesting rate offers. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency/bureau/office as specified in Section 7 of this RFO and its FI.

Federal Agency Name	Description	Code	Type
General Services Administration, Office of Fleet Management	Domestic Drive Away	OFMDA	Non-Alternating
General Services Administration, Office of Fleet Management	Domestic Carrier Away	OFMCA	Non-Alternating

6-2. DOMESTIC LANES/CODES

TYPE	CODE	NAME
State	AB	ALBERTA, CANADA
State	BC	BRITISH COLUMBIA, CANADA
State	MB	MANITOBA, CANADA
State	NB	NEW BRUNSWICK, CANADA
State	NL	NEWFOUNDLAND AND LABRADOR
State	NS	NOVA SCOTIA, CANADA
State	ON	ONTARIO, CANADA
State	PE	PRINCE EDWARD ISLE, CANADA
State	PQ	QUEBEC, CANADA
State	SK	SASKATCHEWAN, CANADA
State	NT	NORTHWEST TERRITORY, CANADA
State	YT	YUKON, CANADA
State	AK	ALASKA
State	AL	ALABAMA
State	AR	ARKANSAS

TYPE	CODE	NAME
State	AZ	ARIZONA
State	CA	CALIFORNIA

State	CO	COLORADO
State	CT	CONNECTICUT
State	DC	DISTRICT OF COLUMBIA
State	DE	DELAWARE
State	FL	FLORIDA
State	GA	GEORGIA(STATE)
State	IA	IOWA
State	ID	IDAHO
State	IL	ILLINOIS
State	IN	INDIANA
State	KS	KANSAS
State	KY	KENTUCKY
State	LA	LOUISIANA
State	MA	MASSACHUSETTS
State	MD	MARYLAND
State	ME	MAINE
State	MI	MICHIGAN
State	MN	MINNESOTA
State	MO	MISSOURI
State	MS	MISSISSIPPI
State	MT	MONTANA
State	NC	NORTH CAROLINA
State	ND	NORTH DAKOTA
State	NE	NEBRASKA
State	NH	NEW HAMPSHIRE
State	NJ	NEW JERSEY
State	NM	NEW MEXICO
State	NV	NEVADA
State	NY	NEW YORK

TYPE	CODE	NAME
State	OH	OHIO
State	OK	OKLAHOMA
State	OR	OREGON
State	PA	PENNSYLVANIA
State	RI	RHODE ISLAND
State	SC	SOUTH CAROLINA
State	SD	SOUTH DAKOTA
State	TN	TENNESSEE
State	TX	TEXAS
State	UT	UTAH
State	VA	VIRGINIA
State	VT	VERMONT

State	WA	WASHINGTON
State	WI	WISCONSIN
State	WV	WEST VIRGINIA
State	WY	WYOMING
Zone	26	Anchorage
Zone	27	Big Delta
Zone	28	Big Lake
Zone	29	Cordova
Zone	30	Delta
Zone	31	Eagle River
Zone	32	Fairbanks
Zone	33	Glennallen
Zone	34	Haines
Zone	35	Homer
Zone	36	Hoonah
Zone	37	Juneau
Zone	38	*Beyond Juneau
Zone	39	Kenai
Zone	40	Ketchikan

TYPE	CODE	NAME
Zone	41	*Beyond Ketchikan
Zone	42	Kodiak
Zone	43	Palmer
Zone	44	Prudhoe Bay
Zone	45	Sitka

6-3. INTERNATIONAL LANES/CODES

The following codes will be used when completing electronic rate transmission record requirements as defined in Section 7 of this RFO and its FI.

Country	Code
060A	AMERICAN SAMOA
630	MICRONESIA
069S	N MARIANA ISLANDS-SAIPAN
690	N MARIANA ISLANDS-ALL OTH PTS
455C	INDIA-CHENNAI
455H	INDIA-HYDERABAD
455K	INDIA-KOLKATA
455M	INDIA-MUMBAI
455N	INDIA-NEW DELHI
4550	INDIA-ALL OTH POINTS
1250	ALGERIA
1410	ANGOLA
1490	ANTIGUA
1650	AUSTRIA
1800	BAHAMAS
1810	BAHRAIN
1820	BANGLADESH
1840	BARBADOS
1900	BELGIUM
1950	BERMUDA
2050	BOLIVIA
2100	BOTSWANA
2270	BELIZE
2320	BRUNEI
2450	BULGARIA
2500	MYANMAR
2520	BURUNDI
2550	CAMBODIA
2570	CAMEROON
2680	CAYMAN ISLANDS
2690	CENTRAL AFRICAN REPUBLIC
2720	SRI LANKA
2730	CHAD
2750	CHILE
2800	CHINA-ALL OTH POINTS
2810	TAIWAN
2850	COLOMBIA
2910	DEMOCRATIC REP OF THE CONGO
2950	COSTA RICA
3000	CUBA
3050	CYPRUS
3100	CZECH REPUBLIC

3150	DENMARK
3170	DJIBOUTI
3200	DOMINICAN REPUBLIC
3250	ECUADOR
3300	EL SALVADOR
3350	ETHIOPIA
3380	FIJI
3400	FINLAND
3500	FRANCE
3880	GABON
3940	GERMANY
3960	GHANA
4000	GREECE
4070	GUADELOUPE
4150	GUATEMALA
4170	GUINEA
4180	GUYANA
4200	HAITI
4300	HONDURAS
4350	HONG KONG
4400	CROATIA
4450	HUNGARY
4500	ICELAND
4580	INDONESIA
4700	IRELAND
4750	ISRAEL-ALL OTH POINTS
4800	ITALY
4870	JAMAICA
5000	JORDAN
5050	KENYA
5150	KOREA (SOUTH)
5200	KUWAIT
5250	KAZAKHSTAN
5300	LAOS
5400	LEBANON
5420	LITHUANIA
5700	LUXEMBOURG
5750	MADAGASCAR
5770	MALAWI
5800	MALAYSIA
5850	MALI
5900	MALTA
5920	MAURITANIA

5930	MAURITIUS
5950	MEXICO-ALL OTH POINTS
6070	MONACO
6100	MOROCCO
6150	MOZAMBIQUE
6160	OMAN
6250	NEPAL
6300	NETHERLANDS
6400	NETHERLANDS ANTILLES
6600	NEW ZEALAND
6650	NICARAGUA
6700	NIGERIA
6850	NORWAY
7000	PAKISTAN
7100	PANAMA
7120	PAPUA NEW GUINEA
7150	PARAGUAY
7200	PERU
7250	PHILIPPINES
7300	POLAND
7350	PORTUGAL
7470	QATAR
7550	ROMANIA
7700	SAINT LUCIA
7850	SAUDI ARABIA
7870	SENEGAL
7890	SLOVENIA
7899	SOMALIA
7900	SIERRA LEONE
7950	SINGAPORE
8010	SOUTH AFRICA-ALL OTH POINTS
8180	ZIMBABWE
8210	NAMIBIA
8250	RUSSIA-ALL OTH POINTS
8300	SPAIN
8350	SUDAN
8360	SOUTH SUDAN
8400	SURINAME
8500	SWEDEN
8550	SWITZERLAND
8580	SYRIA
8650	TANZANIA

8750	THAILAND-ALL OTH POINTS
8880	UNITED ARAB EMIRATE
8900	TUNISIA
9050	TURKEY
9100	UGANDA
9220	EGYPT
9270	BURKINA FASO
9280	UKRAINE
9300	URUGUAY
9400	VENEZUELA
9450	VIETNAM
9630	WESTERN SAMOA
9650	YEMEN
9700	YUGOSLAVIA
9900	ZAMBIA
101A	ARMENIA
102B	BELARUS
103B	BENIN
104B	BOSNIA-HERZEGOVINA
105C	THE REPUBLIC OF CONGO
106C	COTE DIVOIRE
107D	EAST TIMOR
108E	ERITREA
109G	GEORGIA(COUNTRY)
110B	IRAQ-BAGHDAD
110E	IRAQ-ERBIL
110I	IRAQ-ALL OTH POINTS
110K	KOSOVO
110M	IRAQ-MOSUL
110N	IRAN
110R	IRAQ-KIRKUK
110S	IRAQ-BASRAH
111A	AFGHANISTAN-ALL OTH POINTS
111J	ISRAEL-JERUSALEM
112A	AZERBAIJAN
112L	LIBYA
113C	CAPE VERDE
113M	MONTENEGRO
113S	SERBIA
114E	EQUATORIAL GUINEA
114S	SLOVAK REPUBLIC
115E	ESTONIA
115T	TOGO

116G	GAMBIA
116T	TURKMENISTAN
117G	GRENADA
117U	UZBEKISTAN
119G	GUINEA-BISSAU
11HR	AFGHANISTAN-HERAT
11KB	AFGHANISTAN-KABUL
120A	ALBANIA
120H	HOLY SEE
121K	KYRGYZSTAN
122L	LATVIA
123L	LESOTHO
124L	LIBERIA
125M	MACEDONIA
127M	MARSHALL ISLANDS
128M	MOLDOVA
129M	MONGOLIA
130N	NIGER
131P	PALAU
132R	RWANDA
133S	SAO TOME/PRINCIPE
135S	SWAZILAND
136T	TAJIKISTAN
150A	ARGENTINA
160A	AUSTRALIA - ALL OTH POINTS
16AD	AUSTRALIA-ADELAIDE
16BB	AUSTRALIA-BRISBANE
16CB	AUSTRALIA-CANBERRA
16DW	AUSTRALIA-DARWIN
16MB	AUSTRALIA-MELBOURNE
16PH	AUSTRALIA-PERTH
16SD	AUSTRALIA-SYDNEY
170G	GUAM
180P	PUERTO RICO
190V	VIRGIN ISLANDS OF ST. THOMAS
200V	VIRGIN ISLANDS OF ST. JOHN
205T	TRINIDAD
210H	HAWAIIAN ISLANDS
220A	BRAZIL-ALL OTH POINTS
22BB	BRAZIL-BRASILIA
22RF	BRAZIL-RECIFE
22RJ	BRAZIL-RIO DE JANEIRO
22SP	BRAZIL-SAO PAULO
28BG	CHINA-BEIJING

28CU	CHINA-CHENGDU
28GU	CHINA-GUANGZHOU
28SG	CHINA-SHENYANG
28SI	CHINA-SHANGAI
350T	TAHITI
490J	JAPAN
490K	OKINAWA
59CJ	MEXICO-CIUDAD JUAREZ
59GD	MEXICO-GUADALAJARA
59HM	MEXICO-HERMISILLO
59MC	MEXICO-MEXICO CITY
59MM	MEXICO-MATAMOROS
59MR	MEXICO-MERIDA
59MT	MEXICO-MONTERREY
59NG	MEXICO-NOGALES
59NL	MEXICO-NUEVO LAREDO
59TJ	MEXICO-TIJUANA
630A	ARUBA
735A	AZORES
789S	SOLOMON ISLANDS
80CT	SOUTH AFRICA-CAPETOWN
80DB	SOUTH AFRICA-DURBAN
80JB	SOUTH AFRICA-JOHANNESBURG
80PT	SOUTH AFRICA-PRETORIA
82MC	RUSSIA-MOSCOW
82SP	RUSSIA-ST. PETERSBURG
82VS	RUSSIA-VLADIVOSTOCK
830C	CANARY ISLANDS
875B	THAILAND-BANGKOK
875C	THAILAND-CHIAN MAI
925D	UNITED KINGDOM-EDINBURGH
925I	UNITED KINGDOM-N IRELAND
925L	UNITED KINGDOM-LONDON
925U	UNITED KINGDOM-ALLOTH POINT

SECTION 7: FORMAT REQUIREMENTS

7-1. Format Requirements

Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) submitting rate offers in response to this Request for Offers (RFO) and its Filing Instructions (FI) MUST submit their rate offers electronically. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS 2.0. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS 2.0 and the TSP or RFSP will be notified.

Important Notes on the Rate Filing Process:

All TSPs must obtain access to TMSS 2.0 to keep their contact information current by updating such information online in TMSS 2.0.

- A. TSPs must use the Rate Filing Templates downloaded from FRT Rate Filing module in TMSS 2.0.
- B. Make sure that all the columns/cells are filled with appropriate information.
- C. Every Rate file should have **only Line Haul rates for this OFM RFO – no Accessorials should be filed.**
- D. Do **NOT** rename worksheet tabs – e.g., Linehaul_FLV Domestic 1 – on any downloaded Excel file.
- E. Make sure that the column headers are not swapped.
- F. When the rate file preparation is complete, it **MUST** be saved as an .xlsx file

7-2. OFM Vehicle Column layout - SAMPLE

Column Name	Sample Values
Bid Cycle Name	frt-bidcycle-test
SRO	OFMCA
TSP SCAC	ABCD
Rate Type	FLV Domestic 1
Origin Id	AL
Origin	ALABAMA
Destination Id	AZ
Destination	Arizona
Tender ID	TNDR
Rate Amount (Flat Dollar Amount)	800.00
Minimum TL Charge (Must Be Zeros)	0.00

SECTION 8. ELECTRONIC SUBMISSION

8-1. RATE OFFER TRANSMISSION

The information below applies only to rate offer submissions when Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) are using the Transportation Management Services Solution 2.0 (TMSS 2.0) rate filing screens for the creation/addition/deletion of rate offers

A. Electronic Transmission.

All electronic rate transmissions submitted in accordance with this Request for Offers (RFO) and its Filing Instructions (FI) MUST be accomplished via the “Freight Rate Filing” option in ‘Rate Filing’ main menu item of TMSS 2.0 within the TMSS 2.0 Freight Rate Filing module. Non-electronic submissions will not be considered.

B. Format Requirements.

Format requirements, as set out in Section 7 of this RFO and its FI must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

C. File Preparation.

To upload the file, file must be saved as an .xlsx (Microsoft Excel) format.

D. File Naming Convention.

There are no specific file naming conventions needed. TSP can give any name to the file.

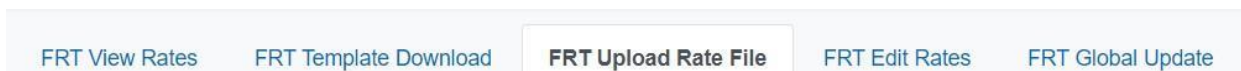
8-2. ACCESSING UPLOAD RATE FILE

To access the “Freight Rate Filing” function, a firm’s TMSS 2.0 Group Administrator must first designate who will have access to this function and grant them access via TMSS 2.0. 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 select the permission “Carrier User RF” or “Carrier User Admin” from the available dropdown values. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the “FRT Rate Filing” option in ‘Rate Filing’ main menu of the application.

When rate offers are ready for submission, the user will click on the ‘FRT Rate Filing’ in ‘Rate Filing’ main menu option, and follow the steps outlined below.

1. If it’s the first time a TSP is accessing the ‘FRT Rate Filing’ option in an open rate bid cycle period, the TSP will be taken to the ‘TSP Participation’ screen where the TSP user can submit their interest to participate in an open bid cycle. Note: **TSP Participation is a mandatory step** for every TSP who wishes to participate in an open Bid Cycle.

2. Once the participation is submitted, TSP user will be taken to the next screen where they can select the appropriate Bid Cycle to continue filing rate offers. Note: In this step TSP user can select and continue to filing only for one Bid Cycle at a time. TSP user can always switch back to another participated Bid Cycle any time by clicking on the breadcrumbs or select 'FRT Rate Filing' from the main menu.
3. On any participated Bid Cycles, if a TSP user is continuing to file for the first time, they will see the 'Roll over' option to rollover the current active rate offers to the next procurement period. This is a one-time option available to TSPs and TSPs can 'Accept' or 'Reject' the roll overs.
4. TSP user will then be taken inside Rate Filing module where TSP can view the rates being procured, download rate filing template(s), edit rate offers and upload new rate offers.
5. To upload new rate offers, rate files must be in the format where the system can accept it.
6. TSP User can always download the Rate Filing templates from TMSS 2.0 by selecting the SRO code. The system generates templates with available lanes for the selected SRO. TSP user can modify the data inside the template, but should not change the format, and upload the rate offers by clicking 'FRT Upload Rate File' option.



7. TSP user must either click on 'Choose File' option or drag/drop their rate file. Then click 'Click to upload file' button to upload their rate file. System will send out an email to the user as soon as the file is processed with the processing statistics included and the instructions to download and review the results file.

8-3. RESULTS FILE DIRECTORY ACCESS

Once the rate offers have been uploaded using the Upload Rate File function, the user will get an email notification that the firm's file was successfully processed. Any errors in the processed file can be accessed via 'File Download' option in 'FRT Rate Filing' main menu. TSPs can correct the errors and re-upload them for processing.

APPENDIX A - REPORT FORMATS

Transportation Service Providers (TSPs) are required to submit monthly reports to GSA based on the number of shipments paid per calendar month. If TSPs fail to consecutively submit a report, they shall be suspended from the program. The following table describes the format shown below it.

If there has been no activity for the month, a negative report must be submitted. For negative reports, please write "NA" in the columns

TSP Shipment Report Format Contents	
Column Heading	Description
SCAC	Standard Carrier Alpha Code
COMPANY NAME	Name of Company
DATE OF SHIPMENT	Date shipment picked up from the customer agency
TMSS2.0/Non-TMSS2.0	Indicate if the service was booked through TMSS2.0
SYNCADA/NON SYNCADA	Indicate if the service was paid for through Syncada
BILL OF LADING NUMBER	BOL number generated through TMSS or other external unique number
PRO BILL NUMBER	Number TSP used to track shipment
INVOICE NUMBER	Number on invoice submitted to customer agency for shipment payment
AGENCY	Agency for which the service was provided
DATE PAID BY AGENCY	Date TSP received payment from the customer agency
TOTAL SHIPMENT DISTANCE	Total distance from pickup location to delivery location
TOTAL SHIPMENT WEIGHT	Total weight of cargo being shipped
COST OF ACCESSORIALS, IF NEEDED	Total cost of any accessories
TOTAL SHIPMENT COST	Total amount paid to TSP for the shipment
FUEL SURCHARGE	Total fuel surcharge for the shipment
AMOUNT SUBJECT TO IFF	Total shipment cost less the fuel surcharge (formula already in sheet)
IFF AMOUNT DUE	8% of the amount subject to IFF
DATE IFF PAID	Date payment amount submitted to GSA (please leave blank if payment has not yet been submitted)
DATE OF CK CK NUMBER	Date of check Number of check

YOUR SCAC MONTHLY REPORT - (YOUR COMPANY NAME - MONTH - YEAR)

SCAC	Company Name	Date of Shipment	TMSS	NON-TMSS	BILL OF LADING NUMBER	PRO BILL NUMBER	INVOICE NUMBER	AGENCY	DATE PAID BY AGENCY	TOTAL SHIPMENT DISTANCE (MILES)	TOTAL SHIPMENT WEIGHT (LBS)	COST OF ACCESSORIALS, IF NEEDED	TOTAL SHIPMENT COST	FUEL SURCHARGE	AMOUNT SUBJECT TO IFF	IFF AMOUNT DUE	DATE IFF PAID	DATE OF CK	CK NUMBER	
SCAC		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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APPENDIX B - FUEL SURCHARGE – EFFECTIVE 10/1/21

General: The Fuel Surcharge provides a TSP flexibility to obtain reasonable relief from sudden and unforeseen increases in diesel fuel prices. Since fuel-related rate adjustments for gradual changes in a TSP's fuel related costs over a longer period of time are beyond the purpose of this provision, a TSP should consider gradual fuel price changes when it submits new rate offers during a rate filing open window if such changes significantly affect the TSP's operating costs.

Application: The Fuel Surcharge is applicable to all rate offers accepted under this Request for Offers and its Filing Instructions (FI). The Fuel Surcharge may be waived or altered only by the General Services Administration's (GSA's) Freight Management Program (FMP) or the GSA's Office of Fleet Management (OFM).

- A. Setting Baseline. Diesel fuel price ranges and corresponding applicable percent rate adjustment levels were collaboratively established with the motor TSP industry as of November 2000. The levels specified in this section reflect current standard industry practice and will be reviewed and revised on an as needed basis.
- B. Determination of Adjustment. Each Monday, or first working day thereafter if the Monday falls on a Federal Holiday (after referred to as "Monday"), the Department of Energy, Energy Information Administration (EIA), posts the National U.S. Average diesel fuel price. If a Fuel Surcharge is justified based on each Monday's posting, the Fuel Surcharge applies to shipments picked up the ensuing Wednesday through the following Tuesday (Note: shipment pickup date is controlling for Fuel Surcharge purposes). A TSP is responsible for monitoring diesel fuel prices each Monday using one of the sources identified below to determine whether a Fuel Surcharge will apply for the one-week period beginning the upcoming Wednesday through Tuesday of the following week.

EIA Website: <http://www.eia.doe.gov/> EIA
Weekly Petroleum Status Report
EIA Hotline: (202) 586-6966

- C. Amount of Adjustment. If on any given Monday National U.S. Average diesel fuel prices, as published in one of the sources identified above, exceed the neutral range, the TSP may increase its linehaul charge by the appropriate percentage specified in the table below.
- D. Schedule: The following table specifies the percentage Fuel Surcharge to be applied based on diesel fuel cost per gallon:

	Cost per Gallon	Percent Increase
Neutral Range	\$2.50 and below	0.0%
	\$2.501 - \$2.630	1.0%
	\$2.631 - \$2.760	2.0%
	\$2.761 - \$2.890	3.0%
	\$2.891 - \$3.020	4.0%
	\$3.021 - \$3.150	5.0%
	\$3.151 - \$3.280	6.0%
	\$3.281 - \$3.410	7.0%
	\$3.411 - \$3.540	8.0%
	\$3.541 - \$3.670	9.0%
	\$3.671 - \$3.800	10.0%
	\$3.801 - \$3.930	11.0%
	\$3.931 - \$4.060	12.0%
	\$4.061 - \$4.190	13.0%
	\$4.191 - \$4.320	14.0%
	\$4.321 - \$4.450	15.0%
	\$4.451 - \$4.580	16.0%
	\$4.581 - \$4.710	17.0%
	\$4.711 - \$4.840	18.0%
	\$4.841 - \$4.970	19.0%
	\$4.971 - \$5.100	20.0%
	\$5.101 - \$5.230	21.0%
	\$5.231 - \$5.360	22.0%
	\$5.361 - \$5.490	23.0%

- NOTE: The table ends at \$5.49, but the \$0.13 increments and percentage increases continue for fuel costs above that dollar amount.

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APPENDIX C – SAMPLE TSP SUPPLIED VEHICLE CONDITION REPORT



Your Company Name
 123 Company Lane - New York, NY 12345
 Tel. (123) 456-7890 - Fax. (123) 456-7890

BILL OF LADING	Date _____
	Truck No. _____
	Driver _____

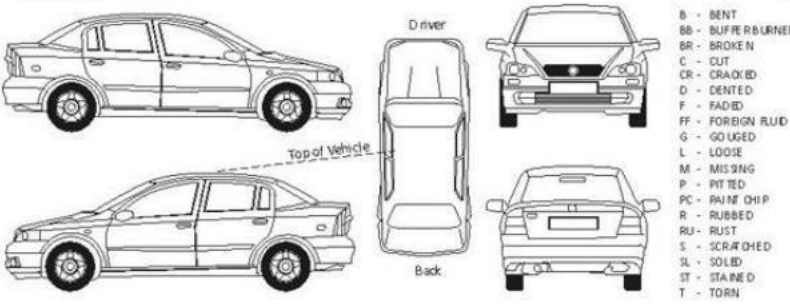
Section A (Must be completed by the customer or releaser of the vehicle.)

Customer hereby requests the Broker to make arrangements for the transport of the following described vehicle from Origin to Destination with carrier selected by Broker and subject to the terms and conditions contained herein, including those on the back of this form, or if faxed, those terms & conditions faxed herewith.

<p>Origin</p> <p>Customer Name _____</p> <p>Address _____</p> <p>Phone # _____</p> <p>Dealer Name _____</p> <p>Address _____</p> <p>Phone # _____</p>	<p>Destination</p> <p>Customer Name _____</p> <p>Address _____</p> <p>Phone # _____</p> <p>Dealer Name _____</p> <p>Address _____</p> <p>Phone # _____</p>
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Section B

Car	SUV	Van	Bill	C.O.D. (Cash, cashiers check, or money order only)	
Year	Make	Model	Color	Mileage	
Plate #	VIN #				
Interior Condition _____					
Additional Info _____					



Driver cannot make proper inspection: Night Time Pick-up _____ Initial Rain _____ Initial No Driving Test _____ Initial
 Snow _____ Initial Dirty _____ Initial Not DOT _____ Initial

During transport, vehicles and vehicle equipment may cease to operate properly through no fault of the transporter. The transporter will be responsible for damage directly caused by the driver. **The transporter WILL NOT be responsible for damage NOT caused by the driver.**

I agree with the Driver's assessment of the condition of this vehicle. I have read and understand the terms and conditions above and on the reverse side of this form. I agree to be bound by all of these terms and conditions. This vehicle is free of contents.

The Customer/consignee hereby acknowledges and represents that he or she has received this vehicle in the same condition as it had previously been delivered to the Transporter, except as noted above, and hereby releases the Broker and Transporter from any claims for damage to the vehicle.

Owner/Shipper Signature upon pick-up _____	Date _____	Owner/Shipper Signature upon delivery _____	Date _____
Driver's Signature _____	Date _____	Driver's Signature _____	Date _____

APPENDIX D - INTERNATIONAL TRANSIT TIMES

Refer to Section 5-12. of this Request for Offers (RFO) and its Filing Instructions (FI) for additional information.

International Transit Times identified below are shown in Calendar Days, represent the maximum number of days allowable and apply between a domestic location and the named countries below.

The Transit Times between any two International locations are limited to sixty (60) calendar days.

Country	Days	Country	Days	Country	Days
Afghanistan	65	Germany	64	Northern Ireland	62
Albania	71	Ghana	66	Northern Mariana Islands	82
Algeria	65	Greece	71	Norway	60
American Samoa	55	Grenada	61	Okinawa	70
Angola	80	Guadeloupe	50	Oman	67
Antigua	50	Guam	61	Pakistan	79
Argentina	67	Guatemala	62	Palau	65
Armenia	66	Guinea	66	Panama	63
Aruba	66	Guinea-Bissau	66	Papua New Guinea	78
Australia	75	Guyana	66	Paraguay	67
Austria	64	Haiti	50	Peru	66
Azerbaijan	65	Hawaii	47	Philippines	80
Azores	65	Holy See	50	Poland	64
Bahamas	50	Honduras	63	Portugal	65
Bahrain	64	Hong Kong	69	Puerto Rico	45
Bangladesh	82	Hungary	61	Qatar	64
Barbados	50	Iceland	57	Romania	71
Belarus	71	India	79	Russia	64
Belgium	61	Indonesia	78	Rwanda	80
Belize	63	Iran	65	Saudi Arabia	66
Benin	66	Iraq	65	Saint Lucia	50
Bermuda	50	Ireland	62	Sao Tome/Principe	71
Bolivia	65	Israel	66	Scotland	65
Bosnia-Herzegovina	59	Italy	61	Senegal	66
Botswana	66	Jamaica	50	Serbia	71
Brazil	65	Japan	58	Sierra Leone	80
Brunei	80	Jordan	66	Singapore	76
Bulgaria	71	Kazakhstan	80	Slovak Republic	65

Country	Days	Country	Days	Country	Days
Burkina Faso	80	Kenya	80	Slovenia	64
Burma	72	Korea	72	Solomon Islands	78
Burundi	80	Kosovo	62	Somalia	70
Cambodia	77	Kuwait	64	South Africa	80
Cameroon	80	Kyrgyzstan	65	Spain	64

Country	Days	Country	Days	Country	Days
Canary Islands	64	Lao People's Democratic Rep	78	Sri Lanka	79
Cabo Verde	65	Latvia	61	Sudan	65
Cayman Islands	50	Lebanon	66	Suriname	66
Central African Republic	80	Lesotho	65	Kingdom of eSwatini	65
Chad	80	Liberia	65	Sweden	60
Chile	67	Libya	65	Switzerland	65
China	80	Lithuania	71	Syrian Arab Republic	66
Colombia	66	Luxembourg	61	Tahiti	55
Congo	80	North Macedonia	65	Taiwan	69
Costa Rica	61	Madagascar	80	Tajikistan	65
Cote D'ivoire	65	Malawi	80	Tanzania	80
Croatia	61	Malaysia	76	Thailand	78
Cuba	50	Mali	66	Togo	65
Cyprus	71	Malta	51	Trinidad And Tobago	56
Czech Republic	64	Marshall Islands	65	Tunisia	61
Denmark	60	Mauritania	61	Turkey	75
Djibouti	66	Mauritius	65	Turkmenistan	80
Dominican Republic	50	Mexico	53	Uganda	80
East Timor	65	Micronesia	61	Ukraine	80
Egypt	65	Moldova	65	United Arab Emirates	67
Ecuador	56	Monaco	59	Uruguay	65
El Salvador	63	Mongolia	65	Uzbekistan	80
England	62	Montenegro	65	Venezuela	66
Equatorial Guinea	65	Morocco	64	Viet Nam	78
Eritrea	65	Mozambique	65	Virgin Islands St. John	45
Estonia	60	Namibia	66	Virgin Islands St. Thomas/St. Croix	45
Ethiopia	80	Nepal	82	Western Samoa	65
Fiji	78	Netherlands	61	Yemen	80

Country	Days	Country	Days	Country	Days
Finland	60	Netherlands Antilles	66	Yugoslavia	71
France	61	New Zealand	79	Zaire	80
Gabon	66	Nicaragua	61	Zambia	80
Gambia	65	Niger	80	Zimbabwe	80
Georgia	65	Nigeria	80		