

**RFA – OCEAN FREIGHT REIMBURSEMENT  
POSTED: 10-10-03  
CLOSING DATE: 12-5-03**

**USAID/DCHA/PVC-ASHA/PDM  
DCHA/PVC – 04-027**

**SET OF Q & A #1 - POSTED: 11-6-03**

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**SET OF Q & A #2 - POSTED: 11/25/03**

Note: All questions and responses are for clarification purposes only and are not incorporated into the Ocean Freight Reimbursement RFA

**On the shipping activity charts in Section II.C.3 “Overview of the Applicant” 2002 and 2003 should be replaced with FY 2002 and FY 2003.**

**Questions: Duty-Free Certification**

1. Is there a formal certificate we should use for duty-free certification?

Response:

No. The duty-free certificate must be obtained from the government of the country to which the commodities will be shipped. If a formal certificate is not available, the PVO must obtain a letter from the destination country government on government letterhead stating that the PVO’s OFR shipments will be received duty-free. If the certificate or letter is not written in English, the PVO must also submit an English translation.

2. Should we supply documentation from each destination country government stating that we, the PVO, have duty-free status for all of our shipments entering that particular country or documentation from each destination country government for each of our consignees stating that those particular consignees have duty-free status to receive our shipments?

Response:

Either is fine. We just need documentation from each destination country government demonstrating that the commodities shipped through the OFR program will be received duty-free. Whether the government granted the duty-free status to the consignee(s) or to the PVO is irrelevant. If the PVO does not have duty-free status for all shipments, the PVO must supply proper documentation from each consignee who will be receiving the OFR shipments.

3. On page 8, under the Eligibility Requirements, it states that a certificate is needed from each of the recipient governments stating that the applicant may import commodities duty-free into each country. In this case, is the applicant the PVO?

Response:

I do not see this exact verbiage in the current RFA. However, in this case and in all cases, the applicant would be the PVO applying for the OFR grant.

4. Do we need duty-free certification for Iraq?

Response:

No. If you are planning to ship to Iraq please include a letter stating that although duty-free certification is not necessary at this time, you understand that when, in the future, a government with Customs Officials is established in Iraq you will need to obtain and submit a written document from the appropriate government office stating that you have duty-free status.

**Question: Certifications**

1. Do the certifications at the end of the RFA need to be signed by senior level management or can they be signed by the individual within the PVO who is responsible for managing the OFR grant?

Response:

These certificates do not have to be signed by senior level management. They can be signed by the individual responsible for managing the OFR grant.

2. Do all applicants have to submit all of the certifications included in the RFA?

Response:

Yes.

**Question: Prior Experience**

1. In the chart on page 16 where the PVO must provide prior experience in the area of commodity shipments, do we include the value and ancillary costs for all shipments regardless of the method of transportation (ex. ocean, air, UPS, etc.), for all shipments sent by ocean, or for only those shipments covered by a prior OFR grant?

Response:

Please provide chart information for all shipments sent by ocean.

2. If we prepare shipments for other organizations, thus incurring ancillary costs for shipments, but not paying for the actual transportation, do we provide the value and ancillary costs for these shipments on the chart on page 16?

Response:

No. Please provide information only on shipments transported by your PVO.

**Question: Page Limits**

1. Do the certifications count in the 50 page limit of the proposal?

Response:

No.

2. I am applying to ship to several different countries. The duty-free certification for each country is several pages long. These documents, along with the other required attachments (such as the budget and Consignment Affidavits), put me over the 50 page limit for the proposal. What should I do?

Response:

Please state in your cover letter that due to the fact that you are applying to several countries and the duty-free certification for each country is several pages long, your application is over the 50 page limit. Also, be aware that you must stay within the 30 page limit for the body of the application.

**Question: Destination Countries**

1. If we are awarded a grant, are we restricted to shipping only to those countries listed in our original application?

Response:

No. At any time during the two year cycle in which you have received your grant, you may request permission to ship to additional eligible countries. You must submit a letter to the USAID OFR Program Officer requesting to add these countries to your procurement authorization and include all supporting duty-free and consignee documentation.

**Question: Consignment Affidavit**

1. Who completes the Consignment Affidavit?

Response:

The applicant/PVO.

2. Whose name and information are filled in for each blank on the Consignment Affidavit?

Response:

See Sample Consignment Affidavit below.

**Sample Consignment Affidavit**

I, **NAME OF INDIVIDUAL WITH APPLYING PVO WHO CAN VOUCHE FOR THE CONSIGNEE**, being duly sworn on his/her oath says he/she is **TITLE OF INDIVIDUAL NAMED ABOVE** of **NAMEOF APPLYING PVO** and that he/she makes this affidavit for and on behalf of said agency.

That the consignee listed herein is qualified to receive and to assume complete responsibility for the disposition of supplies shipped by **NAME OF APPLYING PVO**, and that the supplies shipped to such consignee will be distributed on a non-commercial basis, free of cost to beneficiaries receiving such supplies.

The name and address of the consignee

**NAME AND ADDRESS OF CONSIGNEE.**

**SAME AS FIRST BLANK** agrees to continue to supply the U.S. Agency for International Development with current information concerning those authorized to receive supplies; and in the event of the improper use, to remove such designated consignees from list furnished to the U.S. Agency for International Development.

Name: **SAME AS FIRST BLANK**

Title: **SAME AS SECOND BLANK**

SUBSCRIBED and sworn to before me, a Notary Public, in and for

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_.