

## **U.S. Embassy Ashgabat**

### **Summary of Services for Outgoing Unclassified Pouch**

The provider shall provide cargo services for outgoing shipments of Diplomatic Pouch and Mail departing Ashgabat, Turkmenistan for the United States of America and Frankfurt, Germany. The service for Diplomatic Pouch and Mail between the provider and the U.S. Embassy must comply with the following specification and requirements.

- The provider must provide shipping services for Diplomatic Pouch and Mail to final destinations of Washington, DC, U.S.A. and Frankfurt, Germany.
- The provider must receive Diplomatic Mail and Diplomatic Pouch bags only from authorized U.S. Embassy personnel.
- The provider must safeguard all Diplomatic Pouch and Mail cargo while in possession of cargo handling personnel. The provider must honor all Diplomatic Relation and Consular Relations as outlined in the Vienna Convention. This includes no screening of any Diplomatic Pouch and Mail cargo. Additionally, pouch seals and pouch bags shall not be tampered with at any point during transit.
- The provider must create an Air Way Bill (AWB) for all outgoing shipments. Each shipment will have an individual corresponding Master AWB. Electronic copies of each AWB are to be submitted by the end of each day for all shipments. Electronic copies of each AWB must be sent to the U.S. Embassy
- The provider must provide shelter for all Diplomatic Pouch and Mail cargo from inclement weather while in possession of cargo handling personnel.
- The provider will provide temporary storage of outgoing Diplomatic Pouches and Mail as needed.
- Diplomatic Mail and Pouch cargo shall only be opened by U.S. Embassy personnel.
- The provider must reserve appropriate cargo space on the aircraft. The provider must ensure shipments are physically loaded on to the aircraft.
- The provider will provide a consistent flight schedule.
- The provider will load all outgoing Diplomatic Pouch and Mail cargo within aircraft storage and unload all cargo at its destination.
- The provider must comply with all applicable current Turkmenistan Ministry of Transportation Regulations, and Turkmenistan Law, and provide professional licensing details, (e.g. Operator's license), Certificates, Insurances and proof of compliance throughout the performance of the Contract when requested by the Contracting Officer.
- The provider must accept delivery of Diplomatic Pouch and Mail to Ashgabat International Airport. Delivery will be performed by the U.S. Embassy Monday to Friday, unless it is a Turkmenistan or United States Holiday, or unless otherwise advised (in advance) by the U.S. Embassy.
- The provider shall report any delays or cancellations of flights immediately to the U.S. Embassy.
- The provider will provide air rate quotes for services by weight in kilograms.