



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND**  
**PERSONAL PROPERTY OFFICE-EUROPE**  
**UNIT 30401**  
**APO AE 09107**

October 5, 2012

Office of the Director

Intratheater Household Goods Transportation Service Providers

Ladies and Gentlemen:

The purpose of this letter is to announce the solicitation timeline for Transportation Service Providers (TSP) wishing to participate in the Surface Deployment and Distribution Command (SDDC) Intratheater Household Goods (HHG) Traffic Management Program, Tender of Service (TOS) 13, for the rate cycle beginning **April 1, 2013 through March 31, 2014**.

Intratheater TOS 13 contains five Appendices. Appendix G identifies SDDC's jurisdiction and the movement of personal property will be performed to, from and within this jurisdiction. Appendix C - 80KMs or Less Loose HHG; Appendix F - Movement of Direct Procurement Method (DPM) Personal Property Shipments, Appendix H - Movement of Department of Defense Dependent School System Europe DODDSS-E (DODDSS-E) office items, Appendix I, Special Storage, Appendix J - 81KMs or More Loose HHG.

In order to receive the most favorable rates and to preserve a competitive market, the opportunity is extended to furnish rates by those currently participating TSPs and new TSPs who desire to participate. Only those firms registered or licensed in origin country and meeting the minimum standards outlined below will be considered for approval for participation in the SDDC Intratheater HHG Traffic Management Program. The current Intratheater TOS is located at the SDDC website, [www.sddc.army.mil](http://www.sddc.army.mil) (click on Personal Property, then International, then SDDC Europe).

TSP participation requirements are outlined below:

**a. New applicant TSPs and TSPs that are not currently approved must submit all documentation in an original format. These documents must be in English text, as outlined in Section 2 of Intratheater TOS 13. Do not submit any initial documents by email or fax. The completed documents must be received by the SDDC Personal Property Office-Europe not later than 2400 hours November 15, 2012. Rate proposals for the appropriate tender(s) will NOT be accepted if required documentation is not received by November 15, 2012. This deadline is required to ensure the one-year cycle coincides with the HQ SDDC, International Personal Property Rate Solicitation (IPPRS). No extensions of any kind will be considered.**

**b. Currently approved TSP participants are required to submit only those documents necessary to update their qualification status (i.e. Performance Bond, licenses, permits which have expired). All updated requirements must be received not later than 2400 hours November 15, 2012. No extensions of any kind will be considered.**

**c. TSPs must ensure they understand and meet all the requirements listed in the Intratheater TOS prior to submitting rates. TSPs are encouraged to contact this office if they do not understand any portion of the Intratheater TOS.**

**Please ensure you pay strict attention to the following timeline requirements:**

**a. Once initial documentation is reviewed and approved by SDDC Personal Property Office-Europe, we will provide you with the template for submission of rates. This will be sent to you by email on **December 7, 2012**.**

b. Proposed rates must be received not later than 2400 hours **January 14, 2013**. **No exceptions will be granted.**

c. Improperly submitted rates will be returned to the TSP for correction not later than **January 31, 2013**. Improperly submitted rates are defined as rates submitted using the wrong format. Please refer to Intratheater TOS, Paragraph 3-6. TSPs must return rates in correct format not later than **2400 hours February 15, 2013**.

d. Not later than **February 27, 2013**, the offered rates shall be emailed to each TSP for the TSPs final review. If errors are found, such as improper posting or omission of rates, the TSP is required to notify the Personal Property Office-Europe not later than **2400 hours March 6, 2013**. Failure to notify the Personal Property Office-Europe by the suspense date of **March 6, 2013**, may result in failure to participate in the intratheater household goods movement program for the rate cycle beginning **April 1, 2013**. Posted rates will not be changed unless the error(s) was made by this office.

e. Final approved rates will be posted **March 18, 2013**, on the HQ SDDC website identified above.

TSPs submitting the most competitive rates, and who meet the aforementioned requirements, will be informed prior to the effective date of the new rates. Once approved, TSP tender numbers and service rates are considered permanent and will remain valid unless cancelled in writing by either party with a 30-day notice.

**Approved rates will be displayed as follows:**

**Rates are ranked in the order of low cost by origin to destination for Appendices C and J. Appendices F are ranked by low cost for each 100 Km distance. Low cost rates in Appendix I are determined by the cumulative rate for packing, drayage to storage, warehouse handling, storage rate X estimated number of months stored and delivery from storage. For display purposes, the weight of 100lb X 12 months of storage X the other factors will be used for estimations.**

If you have any questions prior to submission of your proposals, it is imperative you contact Ms. Lynce, voice (49) 711-729-4081, Fax (49) 711-729-2597, or Ms. Santana, voice (49)711-729-4084, Fax (49)711-729-2597or Mr. Kermit Horn, voice (49) 711-729-4083, Fax (49) 711-729-2597, Mr. Stephen Fair, voice (49)711-729-4087, Fax (49)711-729-2597 or via email to ppd@eucom.mil.

Sincerely,

//Signed//  
Stephen Fair  
Director  
Personal Property Office-Europe