



## CHEVRON AUSTRALIA

**TITLE:** Freight Forwarding Services

**DESCRIPTION:** Chevron has a requirement for the provision of Freight Forwarding Services for Company's Perth Based operations.

Company seeks a Contractor to provide freight forwarding services for the safe and efficient movement of cargo on behalf of the company including receiving, packing and storage. Contractor shall arrange the best means of transport, using the services of shipping lines, airlines or road operators.

Preference is to have one Contractor who is able to provide a range of freight forwarding services to support Chevron for:

- Routine procurement activities for operational and maintenance requirements;
- Periodic turnaround / shutdowns; and
- Minor capital projects.

Primary services required are as follows:

- Freight forwarding services;
- Pick Up Cargo, Receiving / accepting cargo, handling, cargo documentation, unloading, inspecting and Material receipt preparation;
- Warehousing and Storage, Facility and Documentation;
- Consolidation/ Packing: Marking and Labelling;
- Shipment;
- Customs Clearance and Compliance with Law and regulation;
- Local Transportation;
- Port, Logistics and Procurement Services;
- Shipping Documentation;
- Loss Damage Prevention; and
- Tracking and Expediting and Other Services.

Key roles and responsibilities undertaken to include (during steady state operations):

- Researching, planning and selecting the most appropriate route for a shipment, taking responsibility for the type of Cargo, cost, transit time and security;
- Arranging appropriate packing, repacking & delivery of Cargo to final destination;
- Obtaining, checking and preparing documentation to meet customs and insurance requirements, packing specifications and compliance with applicable host country regulations;
- Consolidation services by air, sea and road, ensuring effective cost and space utilization;
- Liaising with subcontractor to move cargo by Air, Sea and Road in accordance with Company requirement;
- Liaison with shipper/consignee and/or their nominated agents;
- Arranging insurance and assisting the Company in the event of a Company claim against service shipping lines, airlines or road operator;

- Arranging payment of freight and other charges on behalf of the Company;
- Enabling real-time tracing and tracking of Cargo;
- Arranging air transport for urgent and high-value freight and managing the risk door to door, charters as required for large volume, out-of-gauge or project movements by air, sea and road;
- Working closely with Company to ensure smooth operations to meet deadlines;
- Representing Company in customs negotiations worldwide to guide the freight efficiently through complex procedures;
- Acting as broker in customs negotiations worldwide to guide the freight efficiently through complex procedures;
- Acting as consultant in customs matters;
- Maintaining current knowledge of relevant legislation in all areas where Company operates, political situations and other factors that could affect the movement of Cargo;
- Reporting of inventory on-hand within Contractor's care and custody as required by Company;
- Securing export and import clearance information and documentation from Company as required for effective performance of the services; and
- Record retention and distribution of copies of records to Company as required and specified herein.

Contractor will effectively contribute to achieving Cost efficiency and Operational efficiency through initiatives such as:

- Optimisation of consolidation of freight;
- Bulk movements where possible; and
- Most cost effective mode of transport when time is permitting.

Contractor will provide other functions such as:

- Expediting - report reflecting status of all open orders;
- Maintaining customs clearance records reflecting Duty Paid/ Cost Savings; and
- Materials/Freight Tracking – Contractor shall maintain and provide a computerized online real time track system enabling reports to be generated.

Chevron and Regulatory Considerations:

Compliance with all domestic and international freight and export compliance laws and regulations.

**CONTACT:** Industry Capability Network of Western Australia – [www.icnwa.org.au/ContactUs.asp](http://www.icnwa.org.au/ContactUs.asp)

**Please Note: This is a request for specific expressions of interest. Vendors and contractors will be considered for prequalification and / or tender if suitably qualified against this package.**

**PROJECT URL:** <http://www.chevronaustralia.com>

**ATTACHMENT:** N/A

**CLOSING DATE:** 23 May 2016