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GOVERNMENT PROCUREMENT SERVICES AGENCY

CLEARING AND FORWARDING SERVICES



1.0 INTRODUCTION

Government Procurement Services Agency was established under the Executive Agency Act No. 30 of 1997 (Re-2009) and came into force through Government Notice No. 235 of 7th December 2007 and the order was amended as per Government Notice No. 133 of 15th April 2012. The official inauguration of the Agency took place on 16th June 2008.

Government Clearing and Forwarding Agent as one of the sections of GPSA provides clearing and forwarding services to the Ministries, Departments and Agencies (MDAs), Local Government Authorities (LGAs) and Public Institutions in a cost effective manner.

The main activity of Government Clearing and Forwarding Agent is to arrange the importation and exportation of government consignments and public officials' personal effects in the mainland of Tanzania via airport, sea port and border point.

The Clearing and Forwarding section of the Agency has developed a strong business relationship with various authorities and recruited highly qualified professional with knowledge, expertise and experience to help its clients to clear and export cargo in and out of the country by ensuring express delivery and at competitive price.

2. 0 REQUIREMENT OF THE LAW

Clearing and Forwarding is one of the functions that GPSA is required to provide to the procuring entities pursuant to Regulation 124 (6) of the Public Procurement Regulations, Government Notice No. 518 of 2024.

3.0HOW TO ACCESS GPSA SERVICES

All GPSA services are provided electronically through GPSA Integrated Management Information System-GIMIS through the address "<https://gimis.gpsa.go.tz/login>". The electronic system is web based and can be accessed through any electronic device, and get services at any GPSA station in all regions.

4.0 MAJOR ACTIVITIES PERFORMED

Government Clearing and Forwarding Agent perform a range of activities to facilitate the smooth movement of goods across borders on road transport, sea transport and air transport.

The major activities carried out includes: -

- i.To Clearing and Forwarding consignments for importation.
- ii.To Clearing and Forwarding consignments for exportation.
- iii.To advice importers and exporters on the best way of handling imported and exported goods.



5.0 CONDITIONS FOR IMPORTATION OF LOCAL CARGO

An importer of government consignment is required to submit to the Agency the following documents:

- i.Authorization letter from the importer
- ii.Bill of Lading/Airway Bill
- iii.Final Commercial invoice
- iv.Certificate of Origin
- v.Packing List
- vi.Copy of Tax Identification Number (TIN) certificate
- vii.Import Certificate and related local permits required e.g. Tanzania Medicines and Medical Devices Authority (TMDA), Government Chemist Laboratory Authority (GCLA) permit, Tanzania Bureau of Standards (TBS), Tropical Pesticides Research Institute (TPRI) etc.
- viii.Pre-shipment Verification of Conformity to Standards (P.V.O.C)
- ix.VAT exemption if any.

Note: Client/ consignee should submit original documents to GPSA before the consignment arrival date that is at least five (5) working days for airport consignment, at least fourteen (14) working days for sea port consignment and at least three (3) working days for border consignment (road/railway).

6.0 CONDITIONS FOR EXPORTATION

An Exporter of government consignment is required to submit to the Agency the following documents:

- 1.Shipping order
- 2.Final Commercial invoice
- 3.Packing List
- 4.Authorization letter from the exporter
- 5.Copy of Tax Identification Number (TIN) certificate
- 6.All export certificates and related permits as may be required

7.0 GPSA CHARGES

GPSA agency fee is charged in percentage of the FOB value of the consignment.

8.0 LOCAL LEVIES:

- (i)Client / consignee may deposit full bill amount to GPSA account and then GPSA will pay on behalf of client / consignee all clearing expenses such as TRA tax, shipping line charges, transport and etc.
- (ii)Client / consignee may pay Agency fee to GPSA. Other charges such as TRA tax, shipping line charges, TBS, transport and others will be paid by the client / consignee after receive invoices from GPSA.

9.0 KEY PERFORMANCE INDICATOR (KPI)

Government Clearing and Forwarding Agent will clear the consignment within three (3) days for the consignment from the airport, within seven (7) days for the consignment from the sea port and within seven (7) days for the consignment from the border (road/railway). However, nature of the consignment may delay the process. Nonetheless for emergency consignment through the airport may be cleared within one day.

10.0CLIENTS

- i.Government entities
- ii.International Organizations
- iii.Public servants