

**22282359-AK****ANNEX A: Requirements Specifications****Specifications and technical requirements by lot:**

Technical specifications and requirements for Lot 7 are in Annex C-Price Offer attached. The bidder should complete this annex for each item offered for Lot 7. All information requested (bidder's product reference, warranty duration if applicable, price, technical and functional specifications, delivery time, deviation from requested specification if any) must be provided. A technical brochure, with drawings and/or photos should be attached as supporting documents. Vendors are expected to bid for all the items, as only complete offers will be considered. The successful bidder must have the capacity to deliver all the different products, with the required technical specifications. ITC expect the bidder to have a minimum of 3 years of previous experience in supplying similar material.

**Documentation to include with the bids**

- 1) Copy of the bidder's company legal registration document
- 2) Annex B - United Nations General Conditions of Contract for Goods and Services, dated and signed
- 3) Annex C – Price Offer, filled in, dated, and signed
- 4) Any support document to enable technical evaluation of the bid (brochure with drawings, pictures, technical & functional specifications)
- 5) A document introducing the bidder, including Company's legal name, Address (including country), contact name, contact e-mail address, phone number, size of the company, number of years of experience in supplying the same or similar equipment/material, name and e-mail address of the person authorised to sign the purchase order in case of award
- 6) Minimum 3 references of past supplies for same or similar equipment
- 7) At least one reference letter signed by a previous client for similar equipment

**Delivery address**

The contact's name and contact details for each destination as well as the GRASP project contact details for each province (Balochistan and Sindh) will be shared through the contract (Purchase Order) following contract award to the winning bid.

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**Balochistan Food Authority (BFA)**

Near Banzir Flyover, Gandom Godown Balochistan Food Authority, Spinny Road,  
Quetta

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Mr. Jahanzeb Khan, Provincial Lead GRASP, ITC, Quetta

email: [jkhan@intracen.org](mailto:jkhan@intracen.org)

Phone No. +92 333 7858554

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**Delivery Terms and Conditions**

The complete lot should be delivered as soon as possible, within maximum 2 months after signature of ITC's Purchase Order. Bidder's estimated delivery times for the complete lot 7 should be specified (in number of weeks) for each destination, when filling in Annex C attached.

The delivery should be made on DDP incoterm basis, thus incoterm applicable should be DAP BFA's premises. The unloading should be the responsibility of the seller. Prices should be quoted accordingly.

The vendor should notify the recipient, by e-mail, 5 days before the delivery to inform about the date and time of delivery. This e-mail should include a copy of the Delivery Note and Packing List. The deliveries must be made during working days and during the opening hours of the administration offices. No delivery will be accepted on

Saturday, Sunday, or public holiday outside of working hours.

### **Labelling and shipping documents**

Each package must be labelled with a label that clearly bears the ITC PO number, shipper's name and address, consignee/recipient's name and address, package number out of the total number of packages for each delivery. Each package must contain a packing list.

Each delivery must include:

- a packing list showing the PO number, the Lot number, shipper's name and address, consignee/recipient's name and address, total number of packages, gross weight and net weight, description of content for each package (item number, quantity, material description) and package number out of total number of packages.
- a delivery note showing the PO number, the Lot number, shipper's name and address, consignee/recipient's name and address, total number of packages, description of content for each package (item number, quantity, material description) and package number out of total number of packages.

### **Inspection and Testing**

The following inspections and tests shall be performed:

- ITC or its representative shall inspect and/or test any or all item of the goods to confirm their conformity to the Purchase Order on receipt at destination
- If the goods fail to meet the laid down specifications or if any package is delivered with damaged items inside, the Bidder shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the ITC.

### **Reception of goods and payment**

Goods will be accepted once they have been inspected, at the condition that they comply with and perform according to the specifications provided. The payment will be made by bank transfer, following acceptance of all items delivered and upon presentation of a delivery note dated and signed by the recipient plus an invoice bearing PO reference 2200282359, issued following the delivery of the goods.

### **Warranty / After sales service**

The warranty should be as per indicated in the specifications attached. The warranty duration should be specified in the annex C attached.