



ANNEX B -TERMS OF REFERENCE

ITB - 2019-46-EZL – Moisture Meters for coffee and cocoa in East Africa Community

Supporting the improvement of processing techniques for value addition in the coffee and cocoa value chains is one activity planned under of the Market Access Upgrade Programme (MARKUP) implemented by the International Trade Centre (ITC) in the East Africa Community (EAC). MARKUP is funded by the European Union (EU) to increase the export competitiveness of East African small and medium-sized enterprises through increased value addition and exports to EU markets.

With financial support of MARKUP, ITC will support SMES to improve their methods of drying and storing their produce in order to increase quality by providing moisture meters to coffee and cocoa processors in Burundi, Kenya, Rwanda, Uganda and Tanzania.

I. REQUIREMENTS:

A. Quantity: Total quantity targeted is 300 units. Nevertheless ITC reserves the right to adapt the quantity. Bids should be submitted considering the targeted quantity stipulated.

B. Targeted quantity by country:

- a. Kenya: 60
- b. Burundi: 60
- c. Rwanda: 60
- d. Tanzania: 60
- e. Uganda: 60

C. Delivery Addresses:

- a. **Kenya:** United Nations Office in Nairobi (UNON) – PO Box 67578, Nairobi, Kenya
- b. **Burundi:** United Nations Development Programme (UNDP) - CISNU, Avenue de l'Uprona, Bujumbura, Burundi
- c. **Rwanda:** National Agricultural Export Development Board (NAEB) - KK 530 St, Kigali, Rwanda
- d. **Tanzania:** Arusha Office, East African Community Secretariat (AICC) – Office Room 607, 6th Floor Ngorongoro Wing, AICC Building, Arusha, Tanzania
- e. **Uganda:** The Innovation Village Kampala Ltd, PO Box 25760 Ntinda Complex, Level 3, Block B&C, Kampala, Uganda

1. Technical specifications:

- 1.1. Should be appropriate for usage for cocoa and coffee being coffee parchment, green and roasted coffee
- 1.2. Ease of operation by typical skill level at post-harvest processing units
- 1.3. Minimal moving parts
- 1.4. Portable, battery powered
- 1.5. Low-cost maintenance
- 1.6. Simple calibration procedure
- 1.7. Conform to national metrology standards
- 1.8. To be supplied with its calibration certificate
- 1.9. To be supplied with its carrying case
- 1.10. Operating temperature range approximately 0°C to 45°C
- 1.11. Moisture range approximately 5% to 40 % depending on tested product
- 1.12. Measurement accuracy approximately +/- 0.5% with digital readout with 0.1% accuracy and automatic temperature compensation
- 1.13. Display multilingual to include English and French
- 1.14. Detailed description to be provided
- 1.15. User manual to be supplied in both English and French language

2. Services requirements and qualifications from the supplier:

- 2.1. Warranty period: minimum 1 year (12 months)
- 2.2. After-sales service: the vendor is expected to have a local presence or to designate a qualified local agent in-country for each country (Burundi, Kenya, Rwanda, Tanzania and Uganda) for the supply of spare-parts and after-sales service such as calibration, maintenance, servicing and repair
- 2.3. The vendor must clearly be a provider of post-harvest processing equipment

3. Commercial conditions:

- 3.1. Acceptance of the UN conditions of contract for the provision of goods and services (Annex D)
- 3.2. Specification of customs tariff code (commodity code)
- 3.3. Payment terms : standard ITC terms of payment are 30 days following satisfactory delivery of goods and submission of an invoice whichever is later
- 3.4. Packaging : the product should be packed adequately for safe transport until delivery at destination

4. Pricing and associated logistics conditions:

Bidder to submit its best price offer for each destination country, without VAT if possible, including all freight and other related costs and specify associated conditions:

- i. Mode of transport
- ii. Incoterm: ITC required incoterm is DAP destination for each country (cf delivery address specified).
- iii. Best overall delivery lead time broken down in the lead time required from order to obtain goods available on stock (for shipment) and the transit lead time (lead time for shipment and customs clearance)
- iv. VAT: ITC is part of the United Nations and should therefore be exempt from VAT.

II. EVALUATION AND AWARD OF THE CONTRACT

i. Evaluation criteria:

- a. Technical specifications: The tenders will first be assessed based on the quality of the proposed goods and services as demonstrated in your written offer
- b. Financial specifications: Assuming the offer meets the technical requirements the offers will next be evaluated on the price taking into consideration the best value for money criteria

ii. Mandatory requirements:

- a. The bidder must confirm acceptance of the UN conditions of contract (Annex D) by submitting a signed and stamped copy of the Annex D
- b. The bidder must complete, date, sign and stamp Annex C – Bid Form and specify:
 - All the technical information as stipulated under 1.1 to 1.15
 - The warranty period (cf. 2.1)
 - The after-sales services by country (cf. 2.2)
 - Its experience as a provider of post-harvest processing equipment (cf. 2.3)
 - The customs tariff for the product offered (cf. 3.2)
 - The payment terms offered (cf. 3.3)
 - The packaging (cf. 3.4)

- The delivery lead time in calendar days (1 week= 7 calendar days), the mode of transport (ship mode), the incoterms offered for each country¹ (cf. 4.1, 4.2, 4.3, 4.4 and 4.5).
- Ex-works price (price without any delivery charges, cf. 4.1.a, 4.2.a, 4.3.a, 4.4.a, 4.5.a)
- Delivery related charges for each country. The ITC preferred incoterm is DAP destination for each country, preference will therefore be given to vendors offering based on this incoterm. Vendors offering a DAP price must quote the DAP incoterm delivery related charges under section DAP charges (cf. 4.1.b2, 4.2.b2, 4.3.b2, 4.4.b2, 4.5.b2). If the bidders cannot offer DAP incoterm, they have the possibility to quote alternatively the CIP incoterm delivery related charges under section CIP charges (cf. 4.1.b1, 4.2.b1, 4.3.b1, 4.4.b1, 4.5.b1). If the bidder cannot offer neither the DAP incoterm nor the CIP incoterm, the vendor may simply quote only the Ex-works price (cf. 4.1.a, 4.2.a, 4.3.a, 4.4.a, 4.5.a)
- VAT charges (cf. 4.1.d, 4.2.d, 4.3.d, 4.4.d, 4.5.d). However please note that ITC is part of the United Nations and is therefore exempt from VAT.

ITC reserves the right to reject any offer that is incomplete and does not provide all the information required under mandatory requirements as detailed above.

¹ Partial bid is accepted, this is why vendors are requested to quote their prices by Lot (one lot per country).