# SHIPPING SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Crown Agents Reference: | [reference number of the ITB/RFQ] | | |
| Bidder's Reference: |  | | |
| Bidder’s Name: | [State full name of the organisation] | | |
| Bidder’s Address for Collection of Goods: | [Address where the Goods are to be collected if shipped by Crown Agents’ freight forwarders] | Bidder’s Contact Details (Name, Title): | [Point of Contact Name, Title] |
| Bidder’s Email: | [Email for point of contact] | Bidder’s Tel.: | [Telephone number for Point of Contact] |

| **Details of final packed specification** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Number of packages | Length of package,  Cm | Width of package,  Cm | Height of package,  Cm | Gross Weight per Package, Kg | Cube per Package, m3 | Is it stackable? | Hazardous,  yes/no | Cool Storage Required,  yes/no | HS Codes (Commodity Tarriff Codes) |
| [Item number as mentioned in the Contract. Each item must be entered in a separate row in this table] |  |  |  |  |  |  |  | [If YES state Haz Class and UN number(s)] | [If YES (even if ambient) state accordingly and confirm Temperature requirements] |  |
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|  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  | | | **[kg]** | **[m3]** |  | | | |

| **The total number and type of containers for sea freight** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Type | 20ft | 40ft | GP/DV | Hi Cube | Open Top | Reefer |
| Number |  |  |  |  |  |  |

| **Details of delivery** | |
| --- | --- |
| FOB/FCA Place of despatch or Ex-Works Point of Collection |  |
| CPT/CFR/CIF/DDP/DAT Destination |  |
| Method of transport (air, sea, road multimodal) |  |
| Groupage[[1]](#endnote-2) (Yes/No) |  |
| Frequency of Service | [Insert here the schedule of the vessel, airline service or trucking company service, as applicable. For instance: daily, weekly, monthly, etc.] |
| Transit Time to destination |  |
| Carrier or Haulier |  |
| Proposed Freight Forwarder (or Freight Forwarder’s Local Agents) |  |

1. Usually, cargo containers will be shipped as Full Container Load (FCL) or Less-than Container Load (LCL). The term **groupage** here refers to when goods and packages from different shippers – as collections of separate LCL cargo – are consolidated together within a singular, full container and shipped to the customers or consignees together. [↑](#endnote-ref-2)