

# BITUMEN 60/70 BUYER RFQ & VERIFICATION CHECKLIST

Use the same completed form for every bidder. Attach the engineer-approved specification and compare total landed risk - not only the headline price.

## 1. RFQ INPUTS

|                                               |  |
|-----------------------------------------------|--|
| 1. Buyer legal name / country                 |  |
| 2. Project / end use                          |  |
| 3. Governing standard + edition               |  |
| 4. Project-specific limits / attachment       |  |
| 5. Required producer / country of origin      |  |
| 6. Quantity (MT) + tolerance                  |  |
| 7. Packing + net unit weight OR heated bulk   |  |
| 8. Destination + named port / place           |  |
| 9. Incoterms 2020 rule                        |  |
| 10. Shipment window / laycan                  |  |
| 11. Inspection company + scope                |  |
| 12. Payment instrument + issuing-bank country |  |

## Required documents to state in the RFQ

☐ TDS ☐ SDS ☐ batch COA ☐ COO ☐ commercial invoice ☐ packing list ☐ transport document ☐ inspection / weight report ☐ destination-specific certificate

## 2. BEFORE SHORTLISTING

- ☐ Legal entity, company domain, address and authorized signatory independently verified.
- ☐ Role identified: physical refinery/manufacturer, authorized seller, trader or export coordinator.
- ☐ Offered manufacturer, production location, origin and loading point confirmed in writing.
- ☐ Current TDS and blank COA format reviewed against the exact project specification.
- ☐ Allocation, minimum order, lead time and export eligibility confirmed for the destination.
- ☐ Seller, producer, owners, bank, vessel, carrier, insurer, origin, route and destination screened under applicable law.
- ☐ Bank beneficiary matches the contracting entity, or the legal reason and controls are documented.

## 3. LOT, QUALITY & INSPECTION

- ☐ Contract reproduces the governing standard, edition, tests and acceptance limits.
- ☐ No unapproved claim that ASTM 60/70 is automatically equivalent to EN 12591 50/70.
- ☐ Batch/lot-specific COA will show methods, limits, results, date and laboratory authorization.
- ☐ Sampling point, method, increments, sampler and chain of custody are written into the inspection plan.
- ☐ Split retain samples for buyer, seller and independent lab will be sealed and recorded.
- ☐ Seal numbers and batch numbers will match the COA, packing list and inspection report.
- ☐ Weight method is defined: calibrated scale/meter, drum count + net control, or draft survey.
- ☐ Acceptance point, claim evidence, deadline and remedy are stated in the contract.

## 4. PACKING, LOGISTICS & LANDED COST

- ☐ Receiver can safely handle the selected mode: heated bulk, steel drums or compatible meltable bags.
- ☐ Packing specification covers unit net weight, material/gauge, pallet/frame, markings and tolerance.
- ☐ Full Incoterms 2020 rule includes the exact named place or port.
- ☐ Shipment window, route, transit time, heating/discharge needs and storage readiness are aligned.
- ☐ Landed cost includes inland haulage, terminal charges, freight, insurance, duty/tax, unloading, heating, losses, demurrage and finance.
- ☐ Transport and cargo insurance evidence meet the contract and bank requirements.

## 5. PAYMENT & CONTRACT CONTROL

- ☐ Payment terms, document presentation, discrepancies and bank charges are unambiguous.
- ☐ Any bank-detail change must be verified through a previously published corporate channel.
- ☐ Contract covers title/risk transfer, quality acceptance, shortage, delay, force majeure, sanctions, governing law and dispute resolution.
- ☐ No document, payment or route is structured to conceal a party, origin or restricted transaction.

## GO / HOLD DECISION

GO only when technical compliance, lot traceability, logistics, legal eligibility, payment security and contractual remedies are all acceptable. HOLD if any identity, origin, bank, inspection or compliance question remains unresolved.

This checklist is a procurement aid, not engineering or legal advice. Confirm the current standard, project approval, trade restrictions and transaction terms with qualified professionals.