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DIBA TRADE GROUP

SOURCING · SUPPLIER DUE DILIGENCE · GLOBAL SOLUTIONS



Aamir Malik discussing a pipe fitting with representatives in a factory showroom.

CAPABILITIES & SERVICES · OCTOBER 2026

Capabilities, services & custom solutions

Four defined services and tailored sourcing engagements for business buyers in Canada and the Middle East — scoped to your requirement, with deliverables agreed in writing before work starts.

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CONTENTS

In this document

SECTION		PAGE
1	Capabilities overview	2
2	Defined services	3
3	Tailored sourcing engagements	6
4	How an engagement is scoped	8
5	Work products	9
6	Responsibility boundaries	10
7	Fees and contact	11

HOW TO READ THIS DOCUMENT

Section 2 describes four defined services. Section 3 explains tailored engagements for requirements that span several stages. Sections 4 to 6 set out how work is scoped, the work products you receive, and where DTG's responsibility ends. This document is an overview, not a quotation.

SERVICES AT A GLANCE

SERVICE	FOR	MAIN DELIVERABLES
01 Supplier check	A buyer who already holds a quote	Findings & evidence report; next-steps note
02 Supplier search & shortlist	A buyer with a requirement but no supplier	Comparison matrix; check summaries; recommendation note
03 Samples & production follow-up	A buyer placing an order	Sample evaluation record; checkpoint log; handover checklist
04 Inspection coordination	A buyer who already has a supplier	Inspection brief; summary of the inspector's report
Tailored engagement	Requirements that span several stages	Agreed in the written scope

SECTION 1

Our capabilities

We help business buyers in Canada and the Middle East source products from China — and check suppliers before they commit.

DTG holds no inventory and sells no catalogue. Our capabilities are the stages of a sourcing decision, from understanding the requirement to handing the goods over to the buyer's own logistics providers.

CAPABILITY	WHAT IT COVERS
Find the right source	Factory sourcing, supplier research, price benchmarking and negotiation support.
Know the counterparty	Supplier checks that distinguish available evidence, supplier claims and open questions.
Follow the details	Sample coordination, production follow-up and quality-control or pre-shipment inspection coordination.
Prepare the handover	Logistics coordination and supplier documentation follow-up within the agreed scope.
Document the requirement	Requirements briefs and packing and marking requirements drafted from the buyer's input — documentation, not design.

How every engagement runs

01

Define

Bring the product, intended use, destination, quantity and timing. A range or early idea is a useful starting point.

02

Scope

Agree the objective, activities and deliverables in a written scope.

03

Investigate

We gather supplier information, compare options and identify questions that need more evidence.

04

Decide

You review the findings with us and decide whether to proceed, investigate further or stop.

Limits that apply to every service: work is buyer-led. DTG does no product development or engineering, owns no factories and does no manufacturing. Site visits depend on the agreed scope. Inspections are carried out by qualified third-party inspectors under DTG coordination. DTG certifies nothing.

SECTION 2

Four defined services

Each service has a defined purpose, a set of deliverables and clear limits. They can be used on their own or in sequence.

SERVICE 01

Supplier check

Know the counterparty before you commit to an order.

For	A buyer who already holds a quote from a supplier and wants to know who is behind it.
What DTG does	Checks publicly listed company registration and licence details; compares the supplier's documents with available public records; assesses whether the counterparty appears to manufacture or trade the product; raises follow-up questions where evidence is missing. A site visit only if included in the agreed scope.
Deliverables	Findings & evidence report, with each finding graded Evidenced, Claimed — not yet evidenced, or Unresolved; next-steps note.
You provide	The supplier's name and contact details, the quote, and any documents the supplier has given you.
Out of scope	Product compliance testing; legal and credit opinions; any promise about the supplier or the outcome.
Sequence	Brief → scope → checks → report → your decision.

SERVICE 02

Supplier search & shortlist

Find the right source for a defined requirement.

For	A buyer with a product requirement but no supplier yet.
What DTG does	Confirms the specification with you; searches for and screens potential suppliers; sends requests for quotation; normalises the quotes so they can be compared like for like; checks the leading candidates; supports negotiation.
Deliverables	Comparison matrix; check summary for each shortlisted supplier; recommendation note.
You provide	Specification, quantity, destination and timing.
Out of scope	Signing or contracting with a factory on your behalf. Contracting stays with you.
Sequence	Brief → scope → search and screening → quotes → checks → shortlist → your decision.

SERVICE 03

Samples & production follow-up

Follow the details from first sample to handover.

For	A buyer who is placing an order with a chosen supplier.
What DTG does	Coordinates and evaluates samples against your specification; supports negotiation; reviews the purchase order and specification with you before you issue it; runs the agreed production checkpoints; coordinates inspection; coordinates the handover to your freight forwarder and customs broker.
Deliverables	Sample evaluation record; checkpoint log; handover checklist.
You provide	Decisions and approvals at each stage; your purchase order; your own freight forwarder and customs broker.
Out of scope	Freight, duties, product testing, certification, product liability and trade finance.
Sequence	Kick-off → samples → approval → your purchase order → checkpoints → inspection → handover.

SERVICE 04

Inspection coordination

On its own, or within samples & production follow-up.

For	A buyer who already has a supplier and wants goods inspected before shipment.
What DTG does	Agrees the inspection standard with you (for example, AQL sampling); briefs a qualified third-party inspector; summarises the inspector's report for you.
Deliverables	Inspection brief; summary of the inspector's report.
You provide	Specification, approved sample reference, order details and production timing.
Out of scope	Certification. Inspection results cover only the sample inspected on the day.

WHAT EVERY SERVICE HAS IN COMMON

A written scope	The objective, activities and deliverables are defined for your requirement.
Graded findings	Findings are reported as Evidenced, Claimed — not yet evidenced, or Unresolved, so evidence and supplier claims are never mixed.
The buyer decides	DTG reports findings and next steps; the decision to proceed, investigate further or stop stays with the buyer.
Clear boundaries	Freight, duties, product testing and certification stay with the buyer and the qualified providers the buyer appoints.

NOT SURE WHICH SERVICE FITS?

Services can be used on their own, in sequence, or combined into a tailored engagement. If you are not sure where to start, describe your requirement in a brief and ask us to help define the scope.

SECTION 3

Tailored sourcing engagements

Not every requirement fits a defined service. A tailored engagement brings together the stages a buyer needs into one written scope — from the first discovery conversation to the handover of goods to the buyer's forwarder.

Tailored means tailored sourcing and procurement support. It does not mean product development, engineering, design ownership or manufacturing. The stages included, and any agreed stopping or review points, are set out in the written scope.

1 Discovery

We start by understanding what the buyer is trying to achieve: the product and its intended use, the destination market, quantity and timing, any budget range, known constraints and the documents that will be needed at destination. Early ideas and ranges are welcome; part of discovery is finding out what is still undecided.

TYPICAL OUTPUT First draft of the requirements brief; list of open questions.

2 Requirements & specification

We turn the brief into a requirement that suppliers can quote against: materials, dimensions and finishes as the buyer defines them, packing, marking and labelling, and required documents. DTG documents and clarifies requirements; design and technical decisions stay with the buyer.

TYPICAL OUTPUT Agreed requirements brief; packing and marking requirements; request for quotation.

3 Feasibility & market and supplier research

Before committing time to a full search, we look at whether the requirement is realistic as specified: which kinds of supplier make the product, what trade-offs between specification, minimum order and lead time are likely, and which questions need specialist review.

TYPICAL OUTPUT Findings note with open questions; a recommendation to proceed, adjust or stop.

4 Long-list, short-list & comparison

We build a long-list of potential suppliers, screen it, send requests for quotation and normalise the answers so they can be compared like for like. Leading candidates are checked and the result is a short-list the buyer can decide on.

TYPICAL OUTPUT Comparison matrix; check summaries; recommendation note.

5 Samples

We request and consolidate samples, evaluate them against the agreed requirement, record deviations and follow any revisions with the supplier until the buyer is ready to approve or reject.

TYPICAL OUTPUT Sample evaluation record.

6 Production follow-up & inspection coordination

Once the buyer has placed the order, we follow production against agreed checkpoints, report status and open issues, and coordinate inspection by a qualified third-party inspector to the standard the buyer has approved.

TYPICAL OUTPUT Checkpoint log; inspection brief; summary of the inspector's report.

7 Shipment handover coordination

We confirm documents, packing and marking with the supplier and coordinate with the buyer's freight forwarder and customs broker, so the handover is clear and every outstanding item has an owner.

TYPICAL OUTPUT Handover checklist.

OPTIONS WITHIN A TAILORED ENGAGEMENT

Factory visit support	Preparing and supporting a buyer's visit to suppliers in China: visit plan, questions to raise and a written record. Scope-dependent.
Trade-fair support	In person or remote: a target list of exhibitors, questions for each meeting, notes, and follow-up with suppliers afterwards.
Requirements documentation	Drafting the requirements brief and packing and marking requirements from the buyer's own input. Documentation, not design.

SECTION 4

How an engagement is scoped

Clear scoping helps identify the requirements and any gaps early. Every engagement — defined service or tailored — is scoped in four steps.

1 **Brief**

The buyer describes the requirement: product, intended use, destination, quantity, timing and the support needed. A short email is enough to start; we help fill the gaps.

2 **Scope & process outline**

DTG proposes the objective, the steps, the deliverables, the assumptions, what the buyer provides and what is excluded.

3 **Agreed deliverables**

The buyer and DTG confirm what will be delivered and the review points. Nothing outside the written scope is assumed to be included.

4 **Change notes**

If the requirement changes, a short change note records the change and its effect on scope, deliverables, fees and timing. It is agreed in writing before the change is acted on.

ILLUSTRATIVE EXAMPLE — NOT A CLIENT CASE

A distributor wants a product made to its own specification for delivery to the Middle East and has no supplier yet.

Brief. The distributor sends the product description, intended use, destination, an estimated quantity range and timing. **Scope.** DTG proposes a tailored engagement covering requirements documentation, a supplier search and short-list, and samples, and sets out what the distributor provides and what is excluded. **Investigate.** DTG documents the requirement, screens potential suppliers, normalises their quotes and checks the leading candidates, grading each finding. **Decide.** The distributor reviews the comparison matrix and check summaries and decides whether to request samples, investigate further or stop. Any change to the scope is recorded in a change note.

SECTION 5

Work products you receive

The work products below are tailored to the agreed scope. Each records the information, evidence and decisions relevant to your requirement.

WORK PRODUCT	WHAT IT CONTAINS	WHEN IT IS USED
Requirements brief	Product, intended use, specification, quantity, destination, timing, budget range, required documents and open questions.	Discovery and specification; the reference for every later step.
Scope & process outline	Objective, numbered deliverables, steps, assumptions, buyer responsibilities, exclusions and the change process.	Before work starts; confirmed in writing.
Findings & evidence report	Scope, sources consulted, findings graded Evidenced / Claimed / Unresolved, concerns, limits and the partner who prepared it.	Supplier checks; leading candidates in a search.
Comparison matrix	Quotes normalised for like-for-like comparison, minimum order, lead time, check status and gaps.	Supplier search and short-listing.
Sample evaluation record	Sample reference, photographs, measurements against the requirement, deviations and the buyer’s decision.	Sample stage.
Checkpoint log	Date, milestone, status, evidence, open issues and owner for each agreed checkpoint.	Production follow-up.
Handover checklist	Documents, marking, forwarder and customs-broker contacts, responsibilities and outstanding items.	Shipment handover.
Next-steps note	Proceed, investigate further or stop; the risks, the next checks and who decides.	End of a check or a stage.

Each report names the partner who prepared it. Reports record findings; they are not certificates or attestations.

SECTION 6

Responsibility boundaries

Clear boundaries protect the buyer. This table shows who is responsible for what in a typical engagement.

AREA	DTG	THE BUYER	QUALIFIED THIRD PARTIES
Requirements & specification	Documents and clarifies the requirement; raises it with suppliers	Owns the specification, design and technical decisions	—
Supplier checks	Gathers information and grades findings Evidenced / Claimed / Unresolved	Decides whether to proceed, investigate further or stop	Lawyers and other specialists: legal and credit opinions
Contracting & ordering	Supports negotiation; reviews the purchase order against the requirement	Contracts with the supplier and issues the purchase order	Lawyers: contract advice, where the buyer appoints them
Quality inspection	Agrees the standard with the buyer, briefs the inspector, summarises the report	Approves the standard and decides on the results	Inspectors: carry out the inspection; results cover the sample inspected on the day
Testing & certification	Does not test products or issue certificates	Appoints the providers needed for the destination market	Testing laboratories and certification providers
Freight, duties & customs	Coordinates with the buyer's forwarder and customs broker; is not the importer or exporter of record	Freight and duties; appoints the forwarder and customs broker	Freight forwarder and customs broker

LOGISTICS AND COMPLIANCE

We coordinate with your freight forwarder and customs broker. Freight, duties, product testing and certification stay with you and the qualified providers you appoint. DTG is not the importer or exporter of record and does not issue certificates.

What DTG does not do

- Product development, engineering or design ownership
- Owning factories or manufacturing
- Acting as importer or exporter of record
- Testing products, issuing certificates or certifying anything
- Legal opinions or credit opinions
- Promising outcomes: verification supports a decision; it does not eliminate commercial risk

SECTION 7

Fees and contact

FEES

We work for the buyer. Scope, deliverables and fees are agreed in writing before work starts.

START A BRIEF

A useful first conversation starts with your requirements. Send the product, destination, estimated quantity, timing and the support you need to:

EMAIL

dibatradegroup@gmail.com

Manufacturers and suppliers: introduce your product categories, factory location and production capabilities by email to dibatradegroup@gmail.com.

Also available: *Who We Are — Company Profile* (English).