

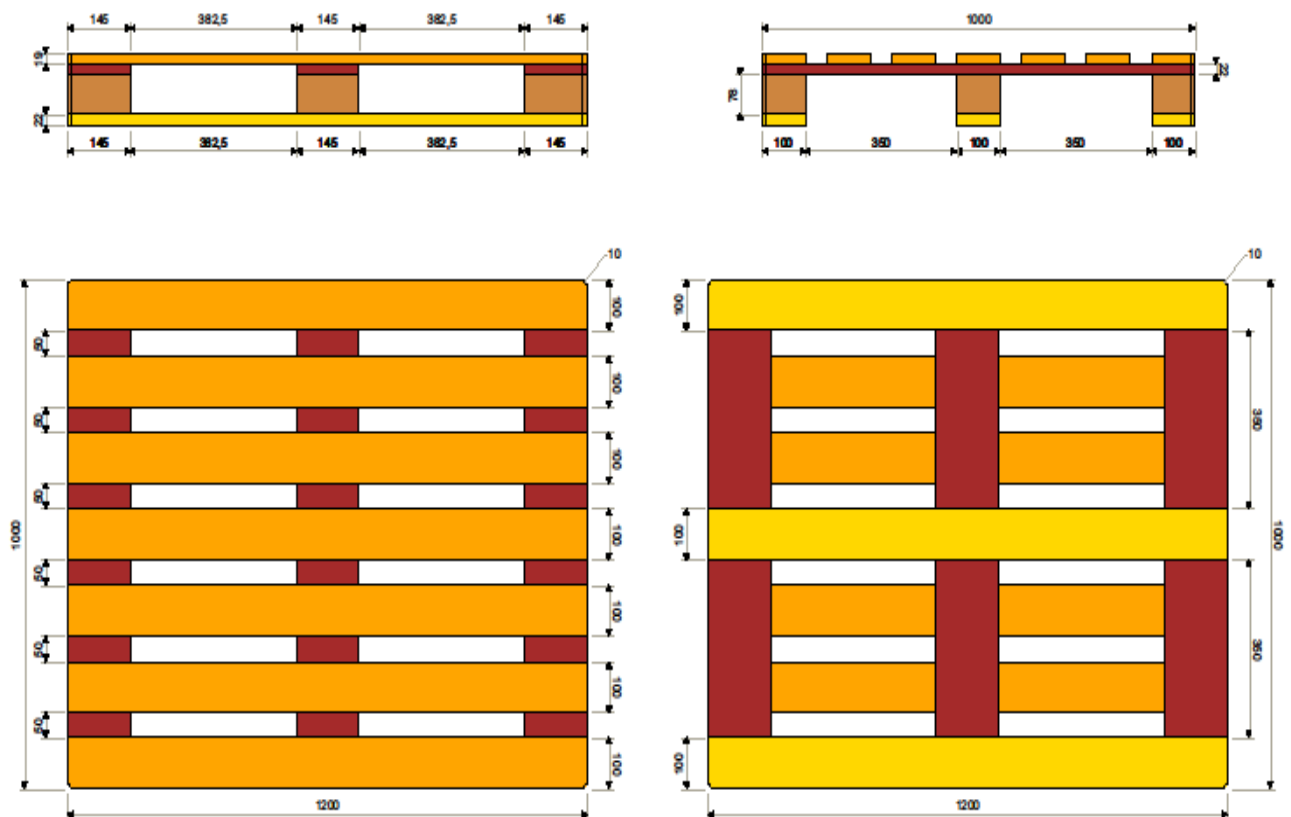
1. General Requirements

- 1.1 The below requirements on palletization, packaging and labelling apply to **all shipments**.
- 1.2 For non-compliant shipments, UNFPA reserves the right to reject. All additional costs in relation to the rejection of the shipment shall be borne by the awarded LTA supplier.

2. Pallets

2.1 Pallet size

- 2.1.1 1200 x 1000 mm (Preferred size), One Way Pallet, Heat treatment according to ISPM 15

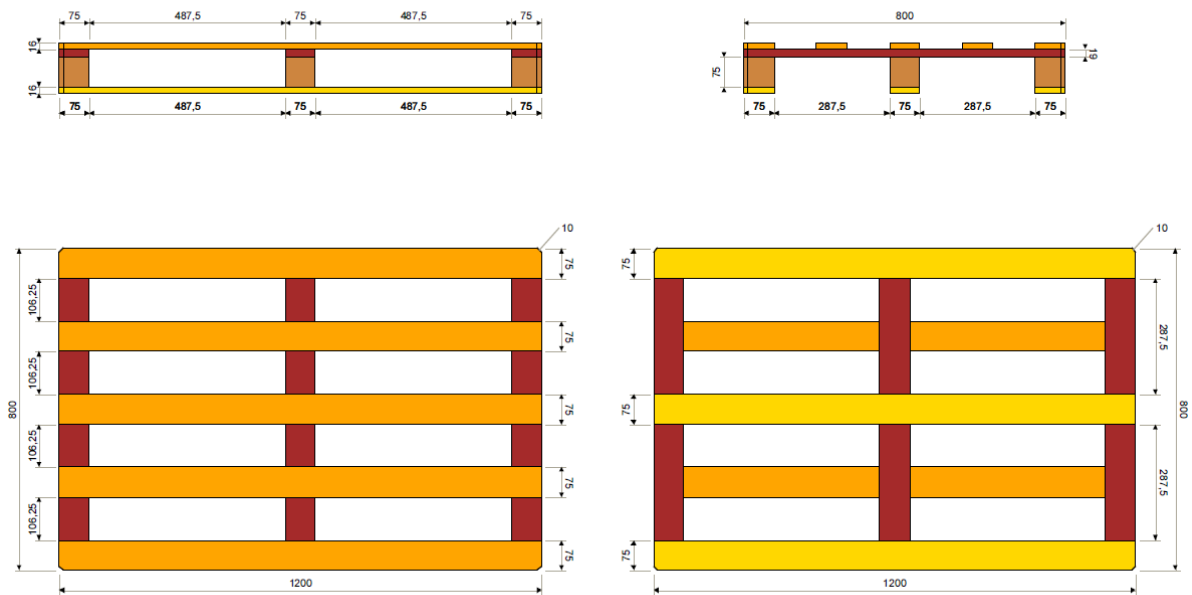


Nails/Joint:	Deck board/Block	2 pcs. 3.1/85 mm ring nail
	Deck board/Stringer board	2 pcs. 2.5/45 mm round nail (diamond shaped)
	Bottom board/Block	2 pcs. 3.1/75 mm ring nail

Tolerances:	Pallet length	-0/+3 mm
	Pallet width	-0/+3 mm
	Board length	-0/+3 mm
	Board width	-3/+3 mm
	Board thickness	-0/+1 mm
	Block length	-3/+3 mm
	Block width	-3/+3 mm
	Block height	-0/+2 mm
	Entry height	Min. 100 mm

Wood:	Moisture content	<20 %
	Wanes	<15 mm
	Single knot	<1/3 of width
	Sum of knots	<1/2 of width
	Insect holes and rot are NOT allowed	
	Heat treatment	According to ISPM 15

2.1.2 1200 x 800 mm, One Way Pallet (Euro) as per UIC 435-2 , Heat treatment according to ISPM 15



Nails/Joint:	Deck board/Block	2 pcs. 3.1/85 mm ring nail
	Deck board/Stringer board shaped)	2 pcs. 2.5/45 mm round nail (diamond
	Bottom board/Block	2 pcs. 3.1/75 mm ring nail

Tolerances:	Pallet length	-0/+3 mm
	Pallet width	-0/+3 mm
	Board length	-0/+3 mm
	Board width	-3/+3 mm
	Board thickness	-0/+1 mm
	Block length	-3/+3 mm
	Block width	-3/+3 mm

Block height	-0/+2 mm	
Entry height	Min. 97 mm	
Wood:	Moisture content	<20 %
	Wanes	<15 mm
	Single knot	<1/3 of width
	Sum of knots	<1/2 of width
	Insect holes and rot are NOT allowed	
	Heat treatment	According to ISPM 15

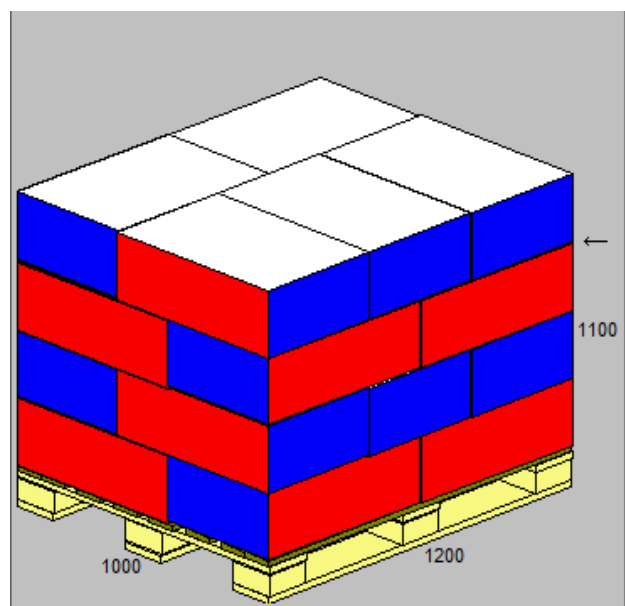
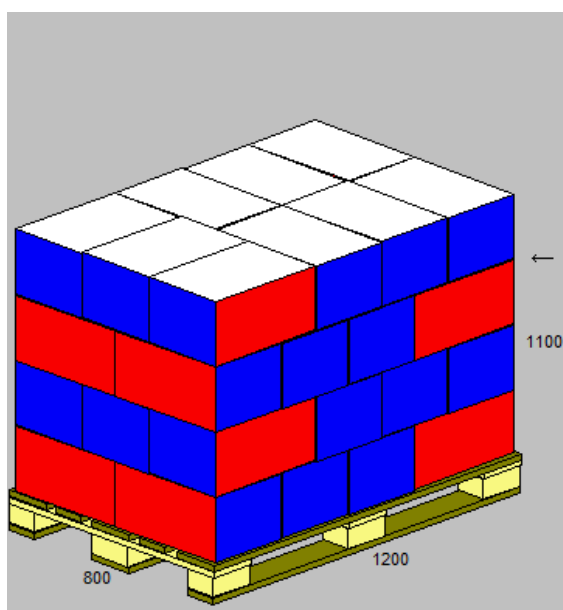
2.2 Carton stacking

Generally, the maximum height is **110 cm including** the pallet. However, depending on the situation and capacity utilization with regards to containerization this could be adjusted after Country Office's (consignee's) approval.

The maximum weight of the cargo including the pallet is **950 kg**. However, depending on the situation and capacity utilization with regards to containerization this could be adjusted after Country Office's (consignee's) approval.

The cartons shall be cross stacked on the pallets whenever possible.

No overhang is allowed.



2.3 Cargo

The pallets/cartons shall contain **only** one material.

For batch managed materials, e.g. pharmaceuticals and medical devices, the cartons/pallets shall contain **only** 1 single batch.

2.4 Wrapping

The cargo on the pallets shall be shrink-wrapped.

The shrink-wrapping shall allow the pallet to be handled by fork-lift.

Loose foil ends are not tolerated.

Pallets must not be wrapped together.

2.5 Strapping

As an alternative to shrink-wrapping, the cargo can be fixed with straps of polypropylene. Steel straps are not acceptable.

The cargo shall be fixed with at least 4 straps, 2 on the pallet's short side and 2 on its long side.

3. Cartons

3.1 Export cartons

3.1.1 Design

Box style	Full-overlap slotted container (FOSC)
FEFCE/ESBO Code	0203 modified as described below
Closure	Outside flap, glued and stitched
Flute designation	BC double wall (5 layers)
Structural instructions	Meeting inner flaps. All corners of long side flaps are chamfered 25x25 mm.

3.1.2 Quality and standards

Edge Compression Test (ECT)	$\geq 17 \text{ kN/m}$	(EN ISO 3037)
Bursting strength (Mullen)	$\geq 2200 \text{ kPa}$	(EN ISO 2759)
Water absorptiveness (Cobb 1800)	$< 155 \text{ g/m}^2$	(EN ISO 535)
Bending stiffness	MD: $\geq 44000 \text{ Nmm}$ CD: $\geq 19500 \text{ Nmm}$	(EN ISO 5628)

Quality instructions

Min. 60% of resulting box strength must be maintained in tropical conditions, i.e. 40°C and 90 % R.H.

Box compression test (BCT) must be provided.

3.2 Inner cartons

3.2.1 Design

Box style	Regular slotted container (RSC)
FEFCE/ESBO Code	0201 modified as described below
Closure	Inside flap, glued
Flute designation	C single wall
Structural instructions	All corners of short side flaps (inner flaps) are chamfered 10 x 20 mm (10 mm on top edge).

3.2.2 Quality and standards

Edge Compression Test (ECT)	$\geq 6,1$ kN/m	(EN ISO 3037)
Bursting strength (Mullen)	≥ 1680 kPa	(EN ISO 27597)
Water absorptiveness (Cobb 1800)	< 155 g/m ²	(EN ISO 535)
Bending stiffness	MD: N/A, CD: N/A	(EN ISO 5628)

3.2.3 Quality instructions

Min. 60% of resulting box strength must be maintained in tropical conditions, i.e. 40°C and 90 % R.H.


Box compression test (BCT) must be provided.

4. Labelling

Labelling is required for tertiary packaging (export cartons) and pallets.

The label shall contain UNFPA's purchase order number, UNFPA's item/kit ID and description as well as the quantity of the packaging. For batch-managed materials, batch number, manufacture and expiry dates are also required.

The marking and labelling on export cartons shall strictly adhere to the following UNFPA requirements:

<p>{UNFPA logo}</p>  <p>UNFPA/Project No.: Contents: Country of destination: UNFPA PO No.:</p>	<ul style="list-style-type: none">• Supplier name• Lot/Batch/Serial numbers• Case / Carton number• Manufacturing date• Expiry date for appropriate items• Weight• Volume• Max. temperature, if applicable• Specific instructions (if any)
---	---

If special storage, transport and/or handling conditions are required, labelling indicating such requirements shall also be affixed visibly both to the tertiary packaging and the pallet. For temperature sensitive goods, both the tertiary packaging and the pallets shall be clearly and visibly labelled with the storage and transport temperature requirements. For goods classified as dangerous goods, both the tertiary packaging and the pallets shall be clearly and visibly labelled with the storage and transport requirements.

All the requested labelling information should be ink printed in the tertiary packaging and not be added through stickers or any other form, where there is a risk of removal or lose.

All tertiary packaging (cartons) shall be numbered consecutively.

4.1 Quantity

The quantity on both carton and pallet labels should reflect the quantity of UNFPA's purchasing unit.

4.2 Date formats

Only the below Manufacture/expiry date format should be used:

YYMMDD

4.3 Label positioning

The labels shall be affixed to the two short sides of the pallets, outside the plastic wrapping.

5. Packing List

5.1 Single shipment

A detailed packing list shall be attached to both short sides of minimum the first pallet of the shipment including: UNFPA's Purchase order number, UNFPA's item/kit ID and description, quantity and manufacturing batch number/s if applicable, expiry date if applicable, gross weight, dimensions and cross reference to the carton numbers and markings including the full consignee address. The packing list must contain the same UoM (unit of measure) as indicated in UNFPA's purchase order. The markings on the boxes shall be as per UNFPA's Purchase Order instructions.

5.2 Multiple shipment

In case of multiple shipments of the same order, separate/individual packing lists must be prepared for each container/truck to ensure the smooth and correct goods' receipt.

UNFPA reserves the right to request change on the marking and labelling to be printed on shipping cartons.