

## **Annex 7. UNFPA Requirements for Kits Assembly**

(APPLICABLE FOR LOTS 4 AND 5)

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## 1. Sourcing contents of the kits

Interested bidders shall be able to supply all items included in all kits. Products with a short total shelf-life at the moment of production are particularly risky when required for kit purposes as they decrease overall kit shelf-life. Bidders are requested to quote the products from manufacturers with the **longest** total shelf-life they can provide for the IARH kits. Bidders are invited to suggest ways to ensure these products will be rapidly available with optimal remaining shelf-life at the moment of kit assembly.

Specifically for IARH kits (Lot 4): In the IARH kits, there are certain items that will be provided to winning bidders by UNFPA for inclusion into the kits. These are not included in the consolidated list of items (as bidders are not required to quote prices/specifications for them), and these have the status “Provided by UNFPA” in the contents of individual kits. These are UNFPA core products with pre-selected sources (following stringent UNFPA QA and technical requirements), and UNFPA requires that products from these sources specifically are used for the kits. With regard to these items, bidders need to consider the following:

- UNFPA will require winning bidders to replenish these directly from UNFPA pre-selected sources and deal, for that matter with ordering and receiving logistics, settlement of the costs, and subsequently recovering costs from UNFPA as part of the invoice for the ready kits.
- For the contraceptive items (hormonal contraceptives, male and female condoms) that are included in the IARH kits, a Trilateral Agreement will be signed between UNFPA, UNFPA Suppliers for contraceptives and the Kits Supplier, enabling the kit supplier to procure contraceptives directly with the manufacturer selected by UNFPA.
- Suppliers shall follow all respective customs regulations, applicable in the country of the kits assembly, in connection with the import of such items, their inclusion into the kits, storage and re-export. Thus, it would be an advantage for suppliers to have/use a bonded warehouse. Suppliers are requested to inform UNFPA whether they have bonded warehouse facilities.
- If a bidder does not have bonded warehouse facilities, UNFPA shall be advised about customs fees, taxes, etc., applicable to receiving and using such items provided by UNFPA. These will have to be added as extra into the costs of the kits while quoting the financial proposal..

## 2. Assembly of the kits

Kits shall be assembled/packed according to the contents of each kit, which are described in the Annex 9. Technical Information and Price Bid Form, tabs “Price Kits IARH Complem. & PEP” and “Price Other Medical Kits”.

Bidders are asked to quote the kitting costs separately in Annex 9. Technical Information and Price Bid Form for, in the respective tab for each of the kits (considering varying complexity and size/volume of all kits).

For the kits kept in stock (see below), UNFPA will review the remaining shelf-life on an ongoing basis and occasionally re-order expiring item(s). In such cases, winning bidders will be asked by UNFPA to replace expiring item(s) with new ones within the pre-assembled kits and destroy the old items; this will be negotiated and priced on a case-by-case basis.

The selected supplier should take proactive actions towards kit re-packing in case the kits are provided with a relatively low remaining shelf life. For example, suppose at the time of production, the kits cannot be sourced with an RSL above 1.5 years. In that case, the supplier needs to be proactive in monitoring the RSL and, in collaboration with SCMU, take actions in timely revitalization (e.g., replacement of expiring items before they reach 6 months RSL).

Suppose some item cannot be supplied for the kit's assembly or significantly delays the kit's release. In that case, the supplier should immediately inform UNFPA and explore other sources for this bottleneck item to ensure lead times as per BPA.

Specifically for IARH kits (Lot 4): Kit 1A and 1B will be produced, packed, and labelled by the UNFPA contraceptive suppliers and shipped to the IARH kits supplier for warehousing. The IARH Kits supplier will only receive an Order for the warehousing costs for these, however, just in case of exceptions, the Bidders are requested to quote kitting services for these two kits. The contraceptives included in Kits 1A, 1B, 3, 4, 5, 7 and 9 will be supplied via the Trilateral agreements. The freight costs for the contraceptives part of the above-mentioned kits will have to be in the separate Order (this Order will be shared when the suppliers will confirm the freight for the items).

### **3. Packing and marking of the kits**

#### **3.1. Packaging and weights**

Generally, the packaging of the kits should follow the requirements stated in Annex 6. Technical Requirements for Packing, Packaging and Labelling. The below requirements are included to illustrate specific packaging requirements.

All items are to be over-packed in outer export carton boxes with two plastic straps. The packing of the product(s) shall be in a manner that shall provide adequate protection of the goods with sufficient buffering of the equipment for carriage by air, sea, and road to the final destination and subsequent in-land distribution, including remote locations under adverse climatic and storage conditions, and high humidity.

To facilitate logistics in the country, the kits shall be assembled as per the below requirements:

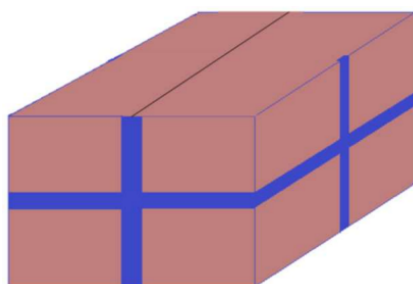
- Triple wall (also known as 7-ply) corrugated boxes should be used.
- A box should weigh no more than 25kg per each (content included).
- A polythene bag in each box for extra protection against moisture/water.
- Packing provides adequate protection with sufficient buffering for carriage by all means of transportation, weather, and storage conditions.
- The supplier will need to manage internal packaging effectively, given the items and their nature within the kits and the shipping cartons. (i.e., scissors and gloves should not be together in the same box).

- Individual packing shall be well-reasoned and sound.
- A box should contain one copy of the packing list of the items included in a box, which shall be placed inside each box.
- Containing a self-adhesive pouch attached to the outside of Box Nr 1 of each kit, including a detailed list of the entire kit content.
- Temperature (25C) written on all boxes. All kits, as per definition, are FRAGILE.
- Specifically for IARH kits (Lot 4): Where cold chain boxes are required, one box per Order is allowed. Each module portion should be clearly identified and labelled before being placed in the boxes. Cold chain boxes running the risk of damage in freezing conditions should be accompanied by a warning label: “Do not freeze”. The IATA Time and Temperature Sensitive Label or an equivalent shall be affixed to all boxes that are time and temperature sensitive, indicating the external transportation temperature range of the shipment and shelf life. Cold Chain label shall indicate the presence of an electronic temperature monitoring device (data logger) inside the carton box
- Shipping documents should clearly indicate on which palettes to find the data logger
- Storage and transportation conditions are provided in Annex 19.
- Packaging list requirements:
  - o Two copies of the packing list in four languages shall be inserted in a self-adhesive plastic pouch firmly attached to the box and easily accessible.
  - o Containing one copy of the packing list of the items included in a box, which shall be placed inside each box.
  - o Containing a self-adhesive pouch attached to the outside of Box Nr 1 of each kit, including a detailed list of the entire kit content.
  - o Content list of the kit as per the BPA shall be placed inside the carton box on top of the goods included in a box
  - o The packing list shall be sent in Excel format along with shipping documents

### 3.2. Labels and markings

Boxes that together constitute a kit should each be labeled and marked as follows:

- Coloured cross – with a width of 5-6 cm to appear over the full length and width of the four sides of the box (left, right, front and back) as follows.
- The cross on each kit will have a unique colour/pattern combination as detailed below (applicable for IARH kits). The colours should be clearly distinguishable to avoid confusion between e.g.



orange and red. The supplier should ensure a black outline/ contour of the cross color just to make it more visible

- When stripped marking, the white stripes should not be more prominent than the colour stripes.
- It is preferred that stickers are printed on the box as shown below.

No.	IARH Kit Name	Colour code	Colour sample	Approx. PANTONE reference
1	Box 1 COLD CHAIN BOX	Light blue		PANTONE 14-4508 TPG Stratosphere
2	CC Kit 0 - Administration and Training Kit	Deep Orange, White, Striped		PANTONE Orange 021 U
3	Kit 1A - Male condoms	Red, Solid		PANTONE 11-0601 TCX Bright White
4	CC Kit 1B - Female Condoms	Red, White, Striped		PANTONE 17-1558 TPG Grenadine
5	Kit 2A - Clean Delivery Kit: Individual Delivery	Dark blue, Solid		PANTONE 17-1558 TPG Grenadine
6	Kit 2B - Clean Delivery Kit: Equipment for Birth Attendants	Dark blue, White, Striped		PANTONE 11-0601 TCX Bright White
7	Kit 3 - Post-rape treatment	Pink, Solid		PANTONE 19-4045 TPG Lapis Blue
8	Kit 4 - Oral and injectable contraception	White, Solid		PANTONE 19-4045 TPG Lapis Blue
9	Kit 5 - Treatment of STIs	Turquoise, Solid		PANTONE 11-0601 TCX Bright White
10	Kit 6A - Clinical Delivery Assistance - Midwifery Supplies: Reusable Equipment	Brown, Solid		PANTONE 14-2311 TPG Prism Pink
11	Kit 6B - Clinical Delivery Assistance - Midwifery Supplies: Drugs and Disposable Equipment	Brown, White, Striped		PANTONE 14-4816 TPG Blue Radiance
12	CC Kit 7A - Intrauterine Devices (IUD)	Black, White, Striped		PANTONE 14-1315 TPG Hazelnut
13	CC Kit 7B - Contraceptive Implant	Grey, White, Striped		PANTONE 14-1315 TPG Hazelnut
14	Kit 8 - Management of complications of miscarriage or abortion	Yellow, Solid		PANTONE 11-0601 TCX Bright White
15	Kit 9 - Repair of cervical and vaginal tears	Purple, Solid		PANTONE 19-4301 TSX Blackout
16	Kit 10 - Assisted delivery with vacuum extraction	Grey, Solid		PANTONE Cool Gray 10 C
17	Kit 11A - Obstetric surgery and severe obstetric complications: Reusable Equipment	Fluorescent green, Solid		PANTONE 11-0601 TCX Bright White
18	Kit 11B - Obstetric surgery and severe obstetric complications: Drugs and Disposable Equipment	Fluorescent green, White, Striped		PANTONE 13-0858 TCX Vibrant Yellow
19	Kit 12 - Blood Transfusion	Dark green, Solid		PANTONE 18-3838 TCX Ultra Violet
20	CC Kit Non-Pneumatic Anti-Shock Garment	Purple, White, Striped		PANTONE 18-3838 TCX Ultra Violet
21	CC Kit Oxytocin	Yellow, White, Striped		PANTONE 11-0601 TCX Bright White
22	CC Kit Mifepristone	Turquoise, White, Striped		PANTONE 13-0858 TCX Vibrant Yellow
23	CC Kit Hand-Held Vacuum Assisted Delivery System	Lime green, White, Striped		PANTONE 11-0601 TCX Bright White
24	CC Kit Chlorhexidine Di-gluconate	Dark green, White, Striped		PANTONE 14-4816 TPG Blue Radiance
25	CC Kit Misoprostol, 300 tabs	Rosa, White, Striped		PANTONE 11-0601 TCX Bright White
26	CC Kit Medroxyprogesterone acetate (DMPA-SC)	Light Orange, White, Striped		PANTONE 12-1105 TPG Salsa Rosa
				PANTONE 11-0601 TCX Bright White
				PANTONE 14-1128 TCX Buff Orange
				PANTONE 11-0601 TCX Bright White

- The cross will effectively create 4 sections on the sides of the box, each of which will then bear the following information: Kits labeling:
  - o The label size is A5, water resistant and self-adhesive in order to prevent detachment during transport and storage in tropical climate

- o Top Left corner: UNFPA logo, supplier's name/logo may only appear in one of the other corners
- o Top Right corner: Kit No and Name in English, French, Spanish and Arabic + Dimensions, volume and weight of the carton + CARTON x of y (e.g. 1 of 1; 2 of 4; 5 of 5 etc.)
- o Bottom Left corner: storage condition for this particular box + Consignee contact details
- o Bottom Right corner: PO No + Batch No + Manufacturing date + Expiry date (of the nearest expiry item in the box)
- o NB. Specific label: if applicable, a label indicating thermo-sensitive product or a data logger
- o Labelling example is provided below

*Example of how kits are currently being packed*



#### **4. Printing of reference materials**

The kits include various booklets/brochures/publications (Reference Materials). Bidders shall confirm ability to produce printed materials as per the specifications/requirements in the Annex 9. Technical Information and Price Bid Form and provide prices for printing of the Reference Materials.

Soft-copies of the Reference Materials are provided in Annex 8: Printing Materials for the Kits.

#### **5. Storage and inventory of the assembled kits**

Awarded Bidders shall have warehouse facilities, suitable for storage of the pre-assembled kits.

The Supplier must conform to the principles and guidelines of Good Manufacturing Practices, Good Storage Practices and Good Distribution Practices, ensuring storage conditions are observed at all times, including during transportation, that contamination from other products is avoided and that contaminating products are stored in appropriately safe, and secure areas, that an adequate turnover of the stored products takes place and that products are stored in appropriately safe and secure areas. A tracing system should enable any faulty product to be found and there should be an effective recall procedure in place.

In the technical proposal, the supplier who is a wholesaler or distributor shall describe its good distribution practices, quality assurance, warehousing capability, shelf-life management system, processes and procedures such as stock management, etc. The supplier shall submit its quality assurance policy which should be in line with the [Model Quality Assurance System for Procurers](#).

## 6. Reporting

The supplier must prepare a **monthly report** on the stock of kits on hand with the following information:

- the list of the orders/kits delivered within the reporting month;
- the stock quantities of each kit;
- the assembly date, batch number, shelf life and expiration date of the kits;
- the expiration dates and remaining shelf lives of each of the items within the kits.

Based on these reports, UNFPA will monitor the stock levels, aiming at maintaining certain stock levels for each of the kits. When the stock is running low, UNFPA will place new orders for the production of the required number of replenishment kits. UNFPA or its appointed representatives should be provided access to the supplier's warehouse(s) where the kits are assembled and stored. UNFPA reserves the right to take pictures of the kit production, kit packaging and kit contents for the purposes of developing infographic materials for the kits. UNFPA or its appointed representatives will undertake yearly physical stock counts at the supplier's warehouse(s).

## 7. Managing the outbound logistics

Please, note that this section will only apply if UNFPA decides to keep stock of kits in the Suppliers' Warehouses. Also, UNFPA reserves the right to keep its stock in the United Nations Humanitarian Response Depot (UNHRD) in the UAE, Dubai.

The supplier is required to respond to UNFPA requests within one business day with the estimated or actual freight cost and proposed schedule for preparation, shipment, and arrival of the goods. In case of emergencies, kits kept in stock must be positioned for shipment (to the forwarder) within two business days from the firm UNFPA request. Between the initial request and shipment, extensive manpower is required to pack, label, and prepare the shipments (see information on the goods and labelling). In order for goods to clear customs, the invoice and packing list must be provided to UNFPA at the time of packing (electronically with hard copies followed by courier).

Ideally, the supplier shall have staff working the same hours as UNFPA in Copenhagen (9am-5pm Copenhagen time, Monday through Friday) and a focal point for UNFPA business, available 24/7 to be able to respond to emergency requirements. Occasionally, supplier staff is required to work weekends and holidays in response to humanitarian disasters.

Bidders' warehouse location shall be preferably in close vicinity of a transport hub, allowing smooth and fast dispatch of kits. Bidders shall have a proven record of cooperation with freight forwarding companies.