

## ANNEX 2 – INSTRUCTIONS FOR TECHNICAL PROPOSALS AND OFFERS

This annex is intended to ensure that technical dossiers are submitted in a manner that they can be easily identified, stored, retrieved, and assessed in an efficient manner. All technical documents MUST be UPLOADED to a UNICEF SharePoint site as per instructions in Annex 3. For your SharePoint site to be established, send email to [mpodobnikar@unicef.org](mailto:mpodobnikar@unicef.org) with full name and address of the bidder and INN descriptions of products of interest.

### 1. UNICEF Technical Questionnaire for Pharmaceutical Manufacturers:

All Proposers that are manufacturers shall fill in the UNICEF Technical Questionnaire for manufacturers (**Annex 2a**). Fill in One Technical Questionnaire per manufacturing SITE where FPPs offered are manufactured.

### 2. UNICEF Technical Questionnaire for Pharmaceutical Wholesalers:

All Proposers, who are not manufacturers, are required to fill in the UNICEF Technical Questionnaire for wholesalers (**Annex 2b**).

The bidder must provide evidence that they are authorized by the FPP manufacturer and/or marketing authorization holder to offer their product(s) to UNICEF tender.

### 3. UNICEF Technical offer form (Annex 2f) and the UNICEF Technical commitment declaration form (Annex 2g)

All proposers that are offering WHO PQ medicines or medicines with Marketing Authorization from SRA shall fill the UNICEF Technical offer form (Annex 2f) and UNICEF Technical commitment declaration form (Annex 2g) for each FPP offered in this tender. All supportive documents requested in the Technical offer form should be submitted.

**Note:** The bidder is required to sign a letter of authorization permitting UNICEF access to information from these agencies.

### 4. Letter of authorization permitting UNICEF and PAHO to access information submitted to the tender (Annex 2i)

Proposers, by participating in this RFP, are deemed to permit access to a limited number of designated UNICEF, WHO and PAHO staff to relevant information related to all current and future product dossiers to facilitate technical evaluation of products submitted to this RFP.

### 5. Clarifications and additional information

The bidder may be requested to clarify or provide additional information and/or documentation to facilitate technical evaluation.

### 6. About all technical documents

- Documents that are NOT originally in English language MUST be accompanied by an accurate professional English translation and certified as a true translation of the original
- No handwritten documents will be accepted
- All documents/filled forms shall have no interlineations, erasures, or overwriting. Any necessary corrections shall be initialled by the person or persons signing the bid
- Declaration of Equivalence (**Annex 2k**) -To be filled only for products that have SRA market authorisation but without English labelling and to be completed ONLY by the Marketing Authorisation Holder.

### 7. All submitted documents should be named appropriately for easy identification and retrieval