**APPROVED**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ‘\_\_\_\_’ 2014

**TERMS OF REFERENCE**

**for storage operation and transportation services on the territory of the Republic of Kazakhstan on shipment of drugs, medical devices and medical equipment purchased by the UNDP Project "Support to capacity development of the National Center of Tuberculosis Problems of the Ministry of Health of the Republic of Kazakhstan in implementation of grants of the Global Fund to Fight AIDS, Tuberculosis and Malaria’’.**

**GENERAL INFORMATION:**

Project "Support to capacity development of the National Center of Tuberculosis Problems of the Ministry of Health of the Republic of Kazakhstan in implementation of grants of the Global Fund to Fight AIDS, Tuberculosis and Malaria’’ is a part of the framework Programme for TB control to increase the level of quality of work for the control of multidrug-resistant tuberculosis in Kazakhstan, which was launched by National Center Tuberculosis Problems (NCTP) and funded by the Global Fund to fight HIV/AIDS, Tuberculosis and Malaria (GFATM). Within the mentioned project, United Nations Development Programme (UNDP) assists NCTP in procurement of drugs, medical devices and medical equipment and their subsequent delivery to health facilities located in Almaty and other regions of the Republic of Kazakhstan.

**OBJECTIVE:**

Conclusion of the Contract for provision of transportation, storage, packing quality control during goods distribution and transportation by road of medical purposes consignments, including loading and unloading operations on the territory of the Republic of Kazakhstan and Almaty, with subsequent transfer of the goods to health facilities.

The Contract will be signed for a period of seven (7) months with possibility of extension up to the end of the project, subject to satisfactory performance by the Contractor of its obligations.

**THE LIST OF SERVICES:**

1. Transportation of the goods from the warehouses of temporary storage (SVH) and customs clearance points to Contractor’s own (or rented) storage space.

2. Verification of the goods received for quantitative correspondence to shipping documents, goods packaging quality control for the security, integrity and availability for storage and subsequent transportation.

3. Storage of the goods according to the manufacturer's specifications, including storage in special temperature conditions (up to + 20-+ 25 ° C) within required period, needed the goods distribution in accordance with **Appendix 1**.

4. Maintain correct warehouse inventory of goods, supplied within the Project.

5. Distribution of the goods to RK health institutions in accordance with the distribution plan, provided by UNDP (see **Annex 2, 4**); transfer of the goods is based on Acceptance Acts. Conditions of carriage are the following:

• Transportation in desired temperature conditions (from (-20) up to (+ 20 + 25) ° C) and without temperature control;

• Delivery time up to 15 working days;

• Fragile goods.

6. Upon completion of the goods delivery to the destination, the Contractor shall provide UNDP Procurement Coordinator with a scanned copy of the shipping document signed by the authorized representatives of the Consignee, indicating the fact of receipt of the goods by the Consignee. Original shipping document must be sent to the address of UNDP Procurement Coordinator by courier or delivered in person by representatives of the Contractor.

7. Monthly report to UNDP Procurement Coordinator of warehouse records, including the date of receipt, the date of transfer and storage remains of the goods (quantity and expiration date) for each item. While receiving, the goods shall be accepted by the quantity and goods packaging quality on the territory of Contractor’s warehouse based upon the goods Supplier’s supporting documents in the presence of an NCTP authorized person and UNDP Procurement Coordinator. Once the verification is done, three-sided Acceptance Act is signed.

**When receiving the goods, the Contractor shall control:**

1) Completeness and integrity of the packaging, compliance of packaging and labeling to regulations, the availability of instructions for medical use of the drug / medical equipment in English / Russian;

2) Compliance of the quantity received to the quantity specified in the accompanying document (invoice or packing list).

3) Compliance of product series (batch) with a series (batch), specified in an accompanying document (invoice or packing list).

For medicines and other products with shelf life expired, an Act shall be drawn in the presence of an NCTP authorized person and UNDP Procurement Coordinator. These products are stored separately from other goods and not subject to distribution until appropriate measures to return or exchange products are taken.

Based on the distribution plan (**Appendix №2**) or upon the request of UNDP Procurement Coordinator Contractor distributes the goods to the Consignee. Prior to sending the goods to RK health institutions, each consignment must be packed in cardboard boxes to exclude possibility of unauthorized access. Each cardboard box should be marked with information of the Consignee (name, contacts, address, etc.).

The Contractor shall ensure that the packaging of goods could prevent their damage or deterioration during transit to their final destination.

Packaging should withstand, without any restrictions intensive lifting and handling and exposure to extreme temperatures, salt and precipitation during transit and open storage. While determining the size of the packed boxes and their weight it is necessary to take into account remoteness of the final destination and the availability of powerful lifting means at all points of the goods transportation.

After the goods distribution is done, the Contractor shall inform UNDP Procurement Coordinator, the number of boxes (places) and weight for each Consignee.

Information about planned shipments of medicines, medical equipment and medical supplies from now up to March 31, 2015 is provided in **Appendix 2**.

**Note: The volume of the goods may vary from higher or lower, accurate data will be provided after receipt of packing lists from the supplier of the goods. Upon receipt of shipment date information, UNDP Procurement Coordinator shall submit to the Contractor a request for transport and further distribution of the received goods between recipients.**

**TERMS OF PAYMENT**

Taking into account the fully executed and satisfactory operation on Services provision, UNDP shall pay the Contractor the amount that is calculated according to the rates provided by the Contractor in commercial offer, participated in the tender, as well as fixed in the Contract between the UNDP and the Contractor.

The above rates are unchanged during the entire term of this Contract. Costs distribution provided in **Annex 3** contains maximum rates for each category of expenses that are to be reimbursed. The Contractor shall include in its invoices the amount of actual reimbursable costs incurred in the provision of the Services.

The Contractor shall not perform work, provide equipment, materials and supplies, or perform any other services that are not listed in the Table on costs distribution per each category (**Annex 3**) and can lead to the costs not stipulated in the present TOR and not subject to reimbursement under this Contract without the prior written consent of UNDP Procurement Coordinator, Nelly Perevertova.

Interim and final payments must be made by UNDP to the Contractor after submission of properly completed invoices, signed Certificate of Completion and the original of shipping document, signed by an authorized representative of the Consignee to: Almaty, 050000. Tole bi, 67, the UN building. Such payments shall be subject to any specific conditions and rates of reimbursement included in the costs distribution by statements (**Appendix 3**).

**GENERAL REQUIREMENTS TO THE CONTRACTORS:**

1. The certificate of registration on the territory of the Republic of Kazakhstan as a legal entity;

2. Experience in similar activities in the market for at least 3 years;

3. Valid license for the provision of freight services;

4. Own transport vehicles, corresponding to the requirements of a particular item (see p. Specific requirements to Contractors).

5. Documents confirming the right of the Contractor to manage storage facility proposed for the storage of UNDP goods (ownership, economic management, rent, etc.). This warehouse’s shall have official permission to perform functions of storage of medicines, medical products and medical equipment, issued in accordance with the laws of the Republic of Kazakhstan in the field of health care, according to the Regulation of the Government of the Republic of Kazakhstan of December 21, 2011 № 1565 "On approval of typical clauses of objects in the field of medicines, medical devices and medical equipment handling’’.

**SPECIAL REQUIREMENTS TO THE CONTRACTORS:**

1. The presence of indoor and protected storage space, which correspond to the rules of fire safety, approved for adequate storage facilities;

2. The presence of trucks and loading equipment:

• A van with carrying capacity of not less than 1 ton - at least 2 units;

* A van with carrying capacity of starting from 3 tons - at least 2 units;

• Lorry, specially equipped for the transportation of goods in special conditions of temperature - not less than 1 unit;

• Hand pallet truck - at least 2 units.

3. Availability of storage facilities and special equipment for storage of medical supplies (which correspond to the rules of fire safety approved for appropriate storage facilities), including the storage of goods in a specific temperature range (from (-20) to (+20-+ 25) ° C);

4. Availability of qualified personnel:

• Warehouse Manager (or equivalent position) with experience not less than 3 years;

• Staff responsible for the goods control and record, quantity control, checking the packaging for integrity, safety and quality, manual loading/unloading, unstuffing and consolidation of shipments - at least 3 people with experience of at least 1 year;

5. The presence of alarm and fire alarm systems in the proposed storage facilities;

6 The Contractor shall provide a receipt, storage and distribution of drugs, packaging and labeling in accordance with the following legislative acts of the Republic of Kazakhstan:

**• Regulation of the Government of the Republic of Kazakhstan of December 23, 2011 № 1595 "On approval of the rules of storage and transportation of drugs, medical devices and medical equipment in conditions that ensure the preservation of their safety, efficacy and quality";**

**• Order of the Acting Minister of Health of the Republic of Kazakhstan dated November 16, 2009 № 711 "On approval of the rules of wholesale and retail sale of drugs, medical devices and equipment";**

**• State Standard of the Republic of Kazakhstan "Appropriate goods distribution practice". Basic provisions. ST RK 1614-2006;**

• And other applicable regulations of the Republic of Kazakhstan.

7. Warehouse of the Contractor shall conform to the requirements to warehouse for storage of drugs, established by the legislation of the Republic of Kazakhstan:

• Health regulations, approved by the Regulation of the Government of the Republic of Kazakhstan of January 17, 2012 № 91 "Sanitary-epidemiologic requirements to the objects in the field of drugs, medical devices and medical equipment"

• Other legislative acts in force in the field of drugs in the Republic of Kazakhstan;

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| Name | **Requirements to scope of services** | **Requirements to vehicles** |
| **Lot №1. Transport services (van).** Without temperature conditions | 1. Loading/unloading at all locations by the Contractor  2. Loading is carried out in Almaty. Goods delivery throughout the territory of the Republic of Kazakhstan is based on the Acceptance Acts.  3. Ability to accept UNDP orders by phone from 9.00 to 18.00 on weekdays.  4. Submission of the car in time and to place, assigned by UNDP, not later than the day following the date of request | 1. Load capacity from 1,000 to 3,000 kg.  2. Capacity from 15 to 25 cubic meters.  3. Covered/closed metal body (vehicle).  4. Without temperature conditions. |
| **Lot №2. Transport services (van).** Without temperature conditions | 1. Loading/unloading at all locations by the Contractor  2. Loading is carried out in Almaty. Goods delivery throughout the territory of the Republic of Kazakhstan is based on the Acceptance Acts.  3. Ability to accept UNDP orders by phone from 9.00 to 18.00 on weekdays.  4. Submission of the car in time and to place, assigned by UNDP, not later than the day following the date of request | 1. Load capacity from 3000 and higher.  2. Capacity from 25 cubic meters and higher.  3. Covered/closed metal body (vehicle).  4. Without temperature conditions. |
| **Lot №3. Transport services (small ref.).**  **With temperature regime.** | 1. Loading/unloading at all locations by the Contractor  2. Loading is carried out in Almaty. Goods delivery throughout the territory of the Republic of Kazakhstan is based on the Acceptance Acts.  3. Ability to accept UNDP orders by phone from 9.00 to 18.00 on weekdays.  4. Submission of the car in time and to place, assigned by UNDP, not later than the day following the date of request | 1. Load capacity from 1000 to 3000 kg.  2. Capacity from 15 to 25 cubic meters.  3. Covered/closed metal body (vehicle).  4. Adjust the temperature (from  (-20) to (+20 to +25) ° C). |

**The volume of purchases: Purchase of services will be made on an ad hoc basis.**

Prepared by:

UNDP Procurement Coordinator

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