

Instructions for Technical Document Submission

Technical Unit, Medicines and Nutrition Centre UNICEF Supply Division, Copenhagen.

Technical offers are required to be uploaded to a specific OneDrive folder designated for each supplier. If you have not received a link to your OneDrive folder, please contact sd.nutritionsupplies@unicef.org. You will be given a secure link to one nominated email address. Where your organization does not have a Microsoft compatible email address, UNICEF will create the link so it is open. In order to keep this link secure, please do not share it.

The list of documents required in the *Interagency Specialized Product Questionnaire* should not be merged into a single pdf document. Submissions should follow the approach below to simplify navigation through the submission and facilitate future tender submissions for both suppliers and UNICEF.

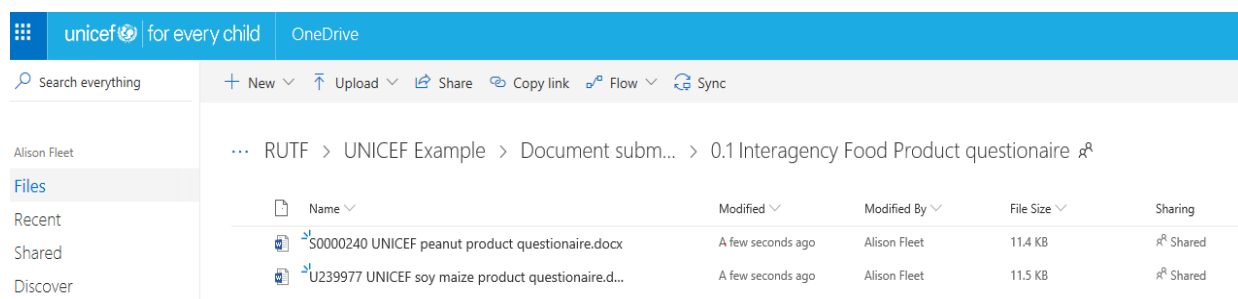
Instructions for Submitting Technical Documentation for Tenders.

1. In the *Interagency Specialized Product Food Questionnaire* there is a section to enter the UNICEF material number as denoted by SXXXXX or UXXXX. (see below)

Product information
























BRAND NAME (if applicable)
Agency product reference number (if applicable)

2. Each different product offered must have a separate questionnaire filled in and uploaded. The questionnaires should be saved in the allocated folder and labelled with the following structure **UNICEF number - Supplier name -Product main ingredient - Name of document:** (see below)



3. The list of documents to upload are located on page 12 of the questionnaire. These need to be uploaded for each product offered into the allocated folder, unless the information is common to more than one product. (see examples of folders below).

... Nutrition Tenders > RUTF > UNICEF Example > Doc

 Name	
 0.1 Interagency Food Product questionnaire	
 0.2 IMQQ (Interagency manufacturer quality questionnaire)	
 01. Technical Data Sheet - product specification	
 02. Finished product's full CoA	
 03. Non GMO certificate	
 04. Sachet and carton label artwork	
 05. Primary packaging specs and CoA including OTR and WV...	
 06. List of countries where product is registered, registration...	
 07. List of countries where patent is applicable	
 08. Production process chart or figure	
 09. Proceedure for fortification, calibration feeder proceedure	
 10. Results of calculation of variation	
 11. Trend analysis for nutrients and tracer nutrients	
 12. Report for validation of heat treatment process, with micr...	
 13. Example of certificate of analysis as requested for each ba...	
 14. Protocol and results of the stability study	
 15. Protocol and results of the efficacy study	
 16. Protocol and results of the acceptability study	
 17. Annex 1 -A and B Monitoring plan of ingredients, raw mat...	
 18. Annex 2 -A and B Checks performed during processing	
 19. Annex 3 A and B Checks performed for finished product r...	
 20. Certificates - conformity, origin, non radioactivity, Halal, m...	

4. In addition to these documents the **Company environmental policy** and **Employment / corporate policy** should be uploaded in the Document Submission Folder directly.

Labelling and naming of documents

5. For each product document, and other product specific documents must labelled in the following manner **UNICEF number - Supplier name -Product main ingredient - Name of document**
See the example below (in this example, UNICEF is the 'supplier'):

unicef for every child

OneDrive

Search everything

Open

Share

Copy link

Download

Delete

Move to

Copy to

Rename

Flow

Version history

Alison Fleet

Files

Recent

Shared

Discover

Recycle bin

...

RUTF

>

UNICEF Example

>

Document subm...



>

01. Technical Data Sheet - product specification

	Name	Modified	Modified By	File Size	Sharing
	S0000240 UNICEF peanut Technical data sheet.docx	A few seconds ago	Alison Fleet	11.5 KB	Shared
<input checked="" type="checkbox"/>	U239977 UNICEF Soy Maize Technincal Data Sheet....	A few seconds ago	Alison Fleet	11.5 KB	Shared

Another example:

... RUTF > UNICEF Example > Document subm... > 02. Finished product's full CoA

Name	Modified	Modified By	File Size	Sharing
 S0000240 UNICEF peanut CoA.docx	A few seconds ago	Alison Fleet	11.5 KB	Shared
 U239977 UNICEF Soy Maize CoA.docx	A few seconds ago	Alison Fleet	11.5 KB	Shared