

Arranging Gavi-funded Yellow Fever Supply Shipments to Laboratories

25 February 2020

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for every child

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Following the November 2018 Board decision on “Gavi Support for Yellow Fever Diagnostic Capacity”, **Gavi requested UNICEF** to collaborate for procurement and distribution of Yellow Fever Diagnostics and appointed it **as a procurement agency to support Gavi’s work on creation and operation of a mechanism for procurement and distribution of YF diagnostics.**



List of commodities available through UNICEF for eligible countries under “Gavi Support for Yellow Fever Diagnostic Capacity” project currently includes the following:

- Reagent Bundles
- PPE – Lab Coats
- PPE – Disposable Gloves
- PPE – Surgical Masks
- PPE – Goggles
- Elisa Washers
- Elisa Readers
- PCR Machines
- Biosafety Cabinets

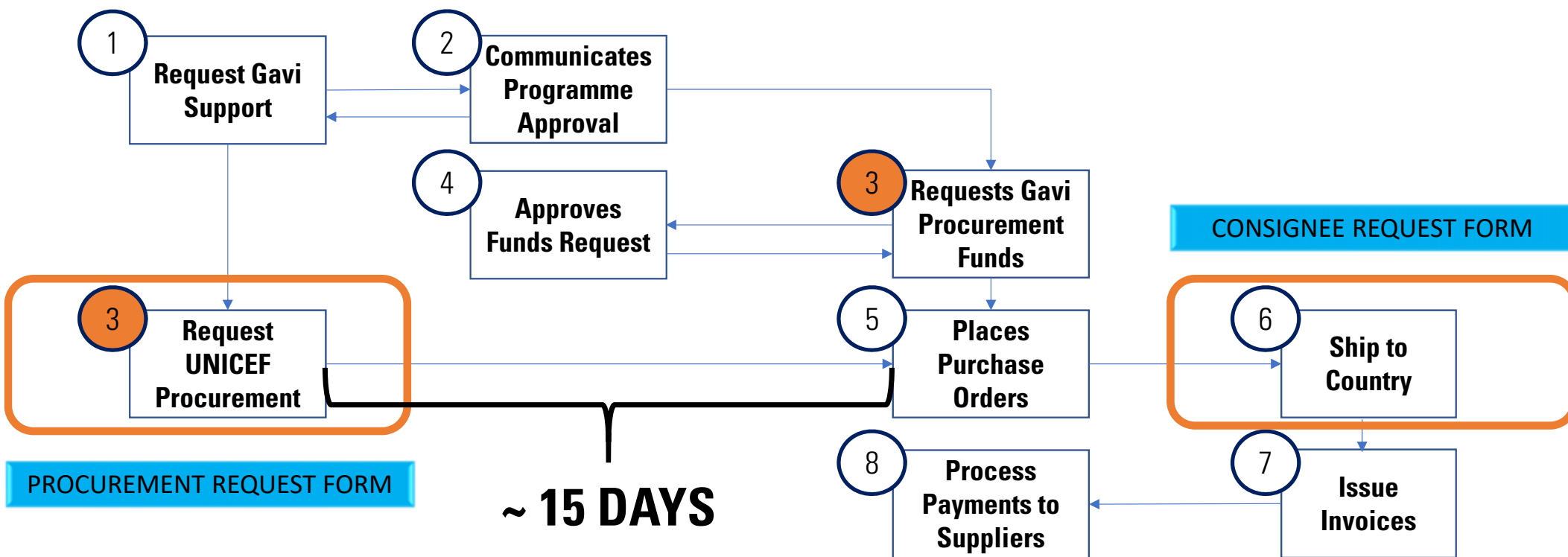
Process Flow to Arrange Gavi-funded YF Supplies to Laboratories



Countries



Suppliers



Consignee Request Form – A setup document, **to be completed once**



REQUEST FOR NEW CONSIGNEE CODE/SHIP-TO-PARTY CODE

All fields marked with * need to be filled in order to have a new consignee code created.

Required information	Consignee details
Consignee:*	<i>Please indicate</i>
Contact Name:	<i>Please indicate</i>
Address:*	<i>Please indicate</i>
P.O. Box:*	<i>Please indicate</i>
City:*	<i>Please indicate</i>
Country:*	<i>Please indicate</i>
Telephone:*	<i>Please indicate</i>
Fax:	<i>Please indicate</i>
E-mail:*	<i>Please indicate</i>
Tax ID Number/ VAT Number/ Custom Registration Number	<i>Please indicate</i>
Incoterms:*	<i>Unicef to indicate</i>
Mode of shipment:*	<i>Unicef to indicate</i>
Sold-to-party code:*	UNICEF to indicate
Country Office as mailing address:*	No

For all special requirements to be printed on the consignee "code" under the section "Notes" – please provide adequate information below.

Notes		
<i>Please indicate</i>		
Name of Focal Point	Centre	Date



- ✓ National public health yellow fever reference laboratories are the ultimate destinations for yellow fever laboratory supplies and equipment supplied by UNICEF
- ✓ **National public health yellow fever reference laboratories are required to complete and return to UNICEF a Consignee Request Form, prior scheduling shipments with UNICEF**
- ✓ Information provided in the Consignee Request Forms will be transferred into UNICEF's electronic management system to automatically inform procurement and shipping documents related to a country's Gavi-funded procurement
- ✓ **UNICEF already reached out to the contact points indicated in the applications submitted by countries to Gavi with a request to complete the Consignee Request Forms**
- ✓ So far only 5 out of 20 countries that were contacted reverted with completed forms. Countries are encouraged to expedite completion of the forms to prevent any delays in ordering and shipping of Gavi-funded YF diagnostics supply
- ✓ Any questions regards to completion of Consignee Request Forms should be directed to Priscilla Kiambi by email pkiambi@unicef.org

Procurement Request Form – Needed **each time** when procurement requested



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INSTRUCTIONS TO THE USERS

1. Countries that are eligible for Gavi support under the Yellow Fever Diagnostics Initiative and that secured Gavi approvals are required to fill in this request form and to submit it to UNICEF Supply Division that is a Gavi-nominated procurement agent for the Yellow Fever Diagnostics Initiative.
2. Users are required to provide general information about the requesting organization as well as to confirm Gavi approval code and approved budget in **Section A**. All fields marked with asterisk "*" are mandatory.
3. Users are required to specify their procurement requirements in **Section B**. The requirements must be compliant with the Gavi approval in scope and quantity.
- 3.1. To fill in Section B, as their first step users must choose a required commodity group from drop menus in Column C. Based on the choice, specific products recommended by UNICEF and Gavi, with material codes and units of measure, will be returned automatically in columns highlighted in blue. DO NOT make any manual inputs or changes in columns highlighted in blue.
- 3.2. Detailed technical information about the recommended products is available in UNICEF Supply Catalogue. Users may use links provided in the worksheet "Commodity List" to enter UNICEF Supply Catalogue.
- 3.3. Any specific requirements for the products such as, for example, special lab coats measurements and alternative sizes (S, L, M); alternative gloves sizes (S, M, L); service and maintenance contract requirements for the equipment, etc - must be indicated in respective lines in column K.
- 3.4. Complete **Section B** by indicating approved (by Gavi) and requested quantity of each requested product, as well as preferred delivery date.
4. User are required to specify delivery instructions to UNICEF and their freight forwarders in Section C. Pop up boxes in some cells in Section C contain specific instructions that users must follow.
5. Completed request forms must be submitted to UNICEF via email provided in **Section D**. Should you have any difficulties or questions while filling in the template, contact UNICEF team via the same email.

Thank you!

We are looking forward to our collaboration to improve availability of quality-assured, effective and efficient diagnostics for yellow fever.

Instructions | YF Dx CO Request | Commodity List (+)

Gavi Yellow Fever Diagnostics Project - Request Form

SECTION A: REQUESTOR INFORMATION

*Fields marked * in Section A are mandatory*

Country: _____

Organization: _____

Contact Name: _____

Contact Title: _____

Address: _____

Telephone: _____

Email: _____

Gavi Approval Code: _____

Allocated Budget, US\$: _____

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SECTION B: LIST OF REQUIREMENTS

Item No.	Commodity Group	UNICEF Material Number	Item Description	Specific Product Requirements, if any	Unit of Measure	Approved Quantity	Requested Quantity	Preferred Delivery Date
1		TBC	TBC		1			
2		TBC	TBC		1			
3		TBC	TBC		1			
4		TBC	TBC		1			
5		TBC	TBC		1			
6		TBC	TBC		1			
7		TBC	TBC		1			
8		TBC	TBC		1			
9		TBC	TBC		1			
10		TBC	TBC		1			
11		TBC	TBC		1			
12		TBC	TBC		1			
13		TBC	TBC		1			

Instructions | YF Dx CO Request | Commodity List (+)

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Commodity Group	UNICEF material number	UNICEF Short Description	UoM
reagent bundles	50001733	Clinical Laboratory Bundle for YF Dx/ 400 tests	400 test
PE - Lab Coats	50001562	Coat, lab work, large size	1 each
PE - Disposable Gloves	50001802	Gloves w/o powder nitr. M, disp.box/200	box of 200
PE - Surgical Mask	50001594	Mask, surgic type/IR niestrac, disp, box/50	box of 50
PE - Goggles	50001365	Goggles, protective	1 each
ELISA Washer	50001113	ELISA, washer, 8 channel	1 each
ELISA Reader	50001312	ELISA, reader, 8 channel	1 each
PCR Machine	TBC	PCR Machine	1 each
Biosafety cabinet	50001339	Biosafety cabinet, class II, stand alone	1 each

Instructions | YF Dx CO Request | Commodity List (+)

Gavi Yellow Fever Diagnostics Project - Request Form

SECTION A: REQUESTOR INFORMATION

Fields marked * in Section A are mandatory

*Country			
*Organization:			
*Contact Name:			
*Contact Title:			
*Address:			
*Telephone:		Fax:	
*Email:		Date:	
*Gavi Approval Code			
Allocated Budget, US\$:			

Please provide an approval code here

SECTION B: LIST OF REQUIREMENTS

|--|--|--|--|--|--|--|--|

Procurement Request Form – Needed **each time** when procurement requested



Microsoft Excel interface showing a procurement request form template. The title bar indicates the file is 'Template - Gavi YF Project - Country Request Form - Saved to SharePoint'.

The ribbon includes: File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Developer, Help, Power Pivot, and Tell me what you want to do.

The spreadsheet content includes:

- Row 13: Allocated Budget, US\$: [Blank]
- Row 15: SECTION B: LIST OF REQUIREMENTS
- Table with columns: Item No., Commodity Group, UN REF Material Number, Item Description, Specific Product Requirements, if any, Unit of Measure, Approved Quantity, Required Quantity, Preferred Delivery Date.
- Rows 18-32: Data rows with 'TBC' in the Item Description column.
- Row 34: SECTION C: DELIVERY INSTRUCTIONS

A red circle highlights the 'Commodity Group' dropdown menu, which is open and shows a list of items:

- 1
- 2 Reagent bundles
- PPE - Lab Coats
- 3 PPE - Disposable Glo
- PPE - Surgical Masks
- 4 PPE - Goggles
- Elisa Washer
- Elisa Reader
- 5 PCR Machine
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

The taskbar at the bottom shows the Windows Start menu, taskbar icons for various applications, and the system tray with the date and time: 9:47 PM, 19/02/2020.

Procurement Request Form – Needed **each time** when procurement requested



Commodity Group	UNICEF material number	UNICEF Short Description	UoM
Reagent bundles	S0001733	Clinical Laboratory Bundle for YF Dx/ 400 tests	400 test
PE - Lab Coats	S0001562	Coat, lab, w/neck, lab, disp	1 each
PE - Disposable Gloves	S0001602	Gloves, w/o powder, nitr, M, disp, box/200	box of 200
PE - Surgical Masks	S0001594	Mask, surgical, pleat, tie strap, disp, box/50	box of 50
PE - Goggles	S0001365	Goggles, protective	1 each
ELISA Washer	S0001313	ELISA, washer, 8 channel	1 each
ELISA Reader	S0001312	ELISA, reader, 8 channel	1 each
PCR Machine	TBC	PCR Machine	1 each
Biosafety cabinet	S0001339	Biosafety cabinet, class II, stand alone	1 each

supply.unicef.org/s0001602.html

unicef | for every child Supply Catalogue UNICEF Login

HOME PRODUCTS MY LIST (0) HELP

Search products by keywords Advanced search

Home > All Products > Clinical Laboratory > Laboratory Safety Supplies > Safety Supplies > Gloves, w/o powder, nitr, M, disp, box/200

PE Items Give Feedback Print

No Generic Photo Available

S0001602

Gloves, w/o powder, nitr, M, disp, box/200

Gloves, w/o powder, nitr, M, disp, box/200

Indicative Price : 7.72 USD

[Add to List](#)

General Description
Gloves, w/o powder, nitr, M, disp, box/200

Product Description
Gloves for routine clinical laboratory work
Material: nitrile
Powder free
Non-sterile
Single-use disposable
Size: medium (7 to 8)
Fits either hand
Box of 200 gloves

Instructions for use
Used in wide range of laboratory services from hospital laboratory to reference centre.
Storage: Dark, dry, protect against freezing or excessive heat
Shelf life: 60 months from manufacturing date
Manufacturers recommended waste disposal:

Packaging and Labelling
Primary packaging:
Unit presentation: 10x61 Gloves, w/o powder, nitr, M, disp, box/200

Weight - Volume
Estimated weight: 0.57kg
Estimated volume: 0.002m3

Related Products
No suitable products found

Product attributes

Shelf life

To see icon descriptions, go to "Product attribute guide"

Procurement Request Form – Needed **each time** when procurement requested



The screenshot shows a Microsoft Excel spreadsheet with a green title bar. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Developer', 'Help', 'Power Pivot', and 'Tell me what you want to do'. The 'Home' ribbon is active, showing options for Cut, Copy, Paste, Format Painter, Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet has columns A through AF and rows 34 through 54. The active cell is D39. The form content is as follows:

SECTION C: DELIVERY INSTRUCTIONS			
Fields marked * in Section C are mandatory			
Special Markings:			
Mode of Shipment:	AR		
Delivery Terms, INCOTERMS 2020:	CIP	Named Destination:	
*Special considerations for shipping that are specific to the country, if any:			
*Shipping restrictions:			
*Specific requirements for import and custom clearance process:			
*Focal point / agent for custom clearance:			
*Tax exemptions/duties:			
*Consignee Name:			
*Contact Name:			
*Address:			
P.O. Box:			
*City:		*Country:	
*Telephone 1:		*Mobile Phone:	
Telephone 2:		Fax:	
*Email:			
*Tax / VAT number:			
* Please provide backup communication channels, i.e. generic consignee's e-mail, alternative e-mail and telephone:			
Any other comments / special requirements:			

A yellow callout box is positioned over the 'Shipping restrictions' field, containing the text: "Please indicate here any country specific restrictions/constraints that must be taken into account by a freight forwarder, i.e. rainy season, elections, special holidays, etc."

The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 10:07 PM on 19/02/2020.

SECTION D: SUBMITTING YOUR REQUEST											
TO:	gavi_yfdx@unicef.org										
	UNICEF Supply Division										
	Oceanvej 10-12										
	DK-2150 Nordhavn										
	Denmark										
	Tel: +45 335500										
	Fax: +45 335500										
<p>By submission of this request form we confirm the information provided is accurate and complete. We understand that UNICEF cannot be held responsible if incorrect information was provided. Any changes to the consignee information will be communicated to UNICEF immediately.</p>											

Completed request forms must be submitted to UNICEF via email

gavi_yfdx@unicef.org

Should you have any difficulties or questions while filling in the template, contact UNICEF team via the same email

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for every child

Thank You

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