



unicef 

for every child

UNICEF Procurement of COVID-19 Diagnostic Tests

UNICEF Supply Division
Copenhagen, October 2020

UNICEF COVID-19 Diagnostics Procurement

To date Supply Division procured COVID-19 diagnostics

for 63 programme countries

from 12 diagnostics manufacturers

total worth US\$ 45,373,838.39

UNICEF COVID-19 Diagnostics Portfolio

Molecular (RT-PCR) tests with WHO EUL status

Manual Use

Automated use

Diagnostic tests
11 products

Lead Time
2 weeks + 3
weeks
delivery

Isolation Kits
4 products

Lead Time
2 weeks + 3
weeks
delivery

PCR Analyzers & Extractors

Lead Time
4-6 weeks +
3 weeks
delivery

cobas® SARS-CoV-2 (Roche)*
Aptima® SARS-CoV-2 (Hologic)
RealTime® SARS-CoV-2 (Abbott)
Xpert® Xpress SARS-CoV-2 (Cepheid)*

Serological tests With WHO EUL status

Rapid Diagnostic Tests (RDTs)

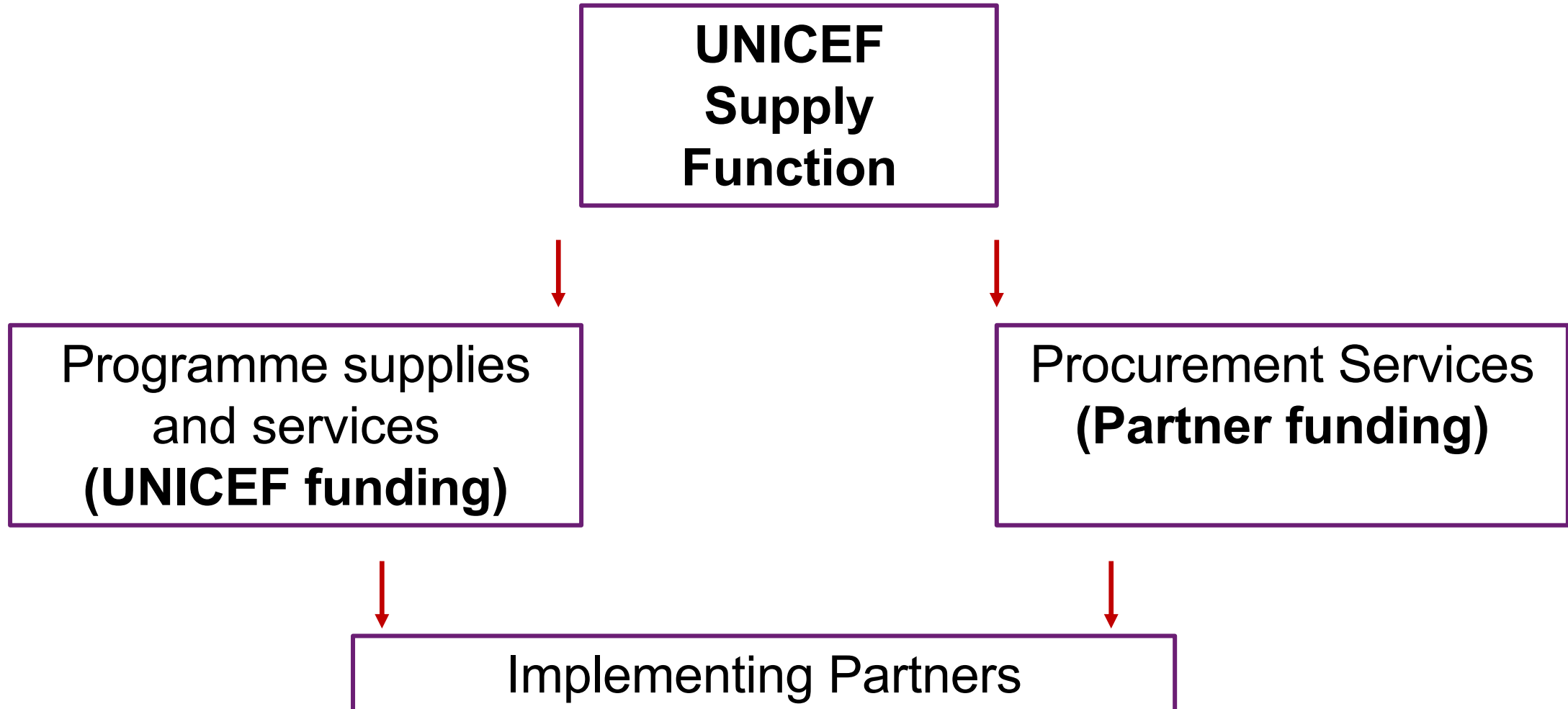
1. STANDARD Q COVID-19 Ag Test (SD Biosensor)
Incl. sterile swab
24 months shelf life
2-30 C deg
US\$4.97 / test
2 + 3 weeks lead time

2. Panbio™ COVID-19 Ag Test (Abbott)
Incl. sterile swab
12 months shelf life
2-30 C deg
US\$5.00 / test
2 + 3 weeks lead time

- Governments and Development Partners using their own or other mobilized resources (e.g., development bank financing, etc.) should continue to use UNICEF's Procurement Services ordering channel.
- Governments should contact their local UNICEF Country Office to submit a request, using PS_form.
- Other development partners should contact psid@unicef.org and similarly fill in this form detailing their request.

Procurement Services ordering process

Channels for UNICEF supply assistance



Operational costs

- PS is **non-profit** and costs are recovered through a handling fee.
- A range of **handling fees** are set, based upon economies of scale as a percentage of unit prices.
- The handling fees vary by **commodity** and **country categorization** (Least Developed Countries/non-LDC) and range between 3% and 8.5%*. >>for COVID Dx :set as a max of 4% for LDC and 4.5% for non-LDC
- A **minimum handling fee** of USD 300 is applicable.
- **6% contingency buffer** is added to cover market and foreign exchange fluctuation; unused balances are returned or re-programmed for new transactions (at partners' instruction).

Our main partners

- Governments
- International development agencies
- Other UN agencies
- Non-governmental organizations (NGOs)
- Academic and philanthropic organizations



Requests are not accepted from individuals, private or commercial entities

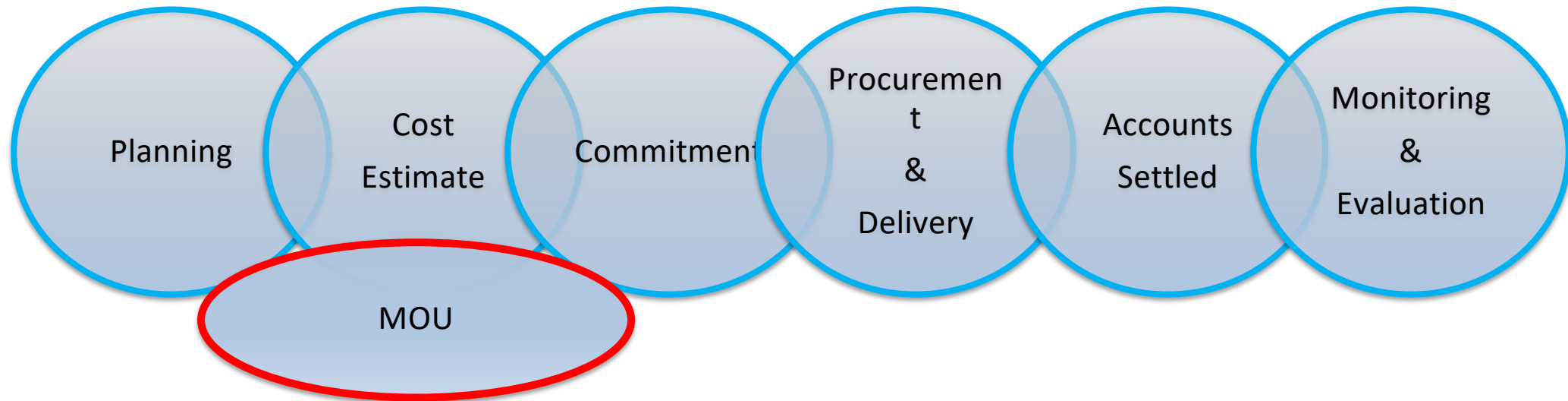
Procurement Services ordering process - Modus Operandi



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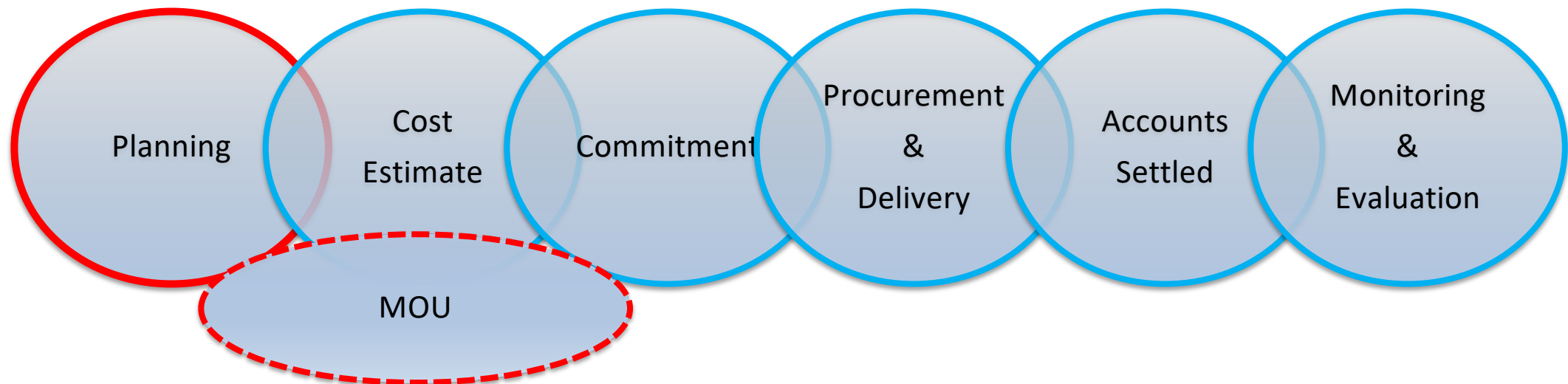
There are six operational steps in the standard PS process

Partner signs [Memorandum of Understanding \(MoU\)](#) which outlines UNICEF Procurement Services processes and sets out the terms and conditions for individual transactions



Planning

- **Request for Cost Estimate** is planned between the partner, Country Office and/or Supply Division.
- **Specifications** are identified via the online Supply Catalogue (www.supply.unicef.dk).
- The request should include **delivery schedules** and **quantities**.



Request form (1 of 2)

SECTION A: REQUESTOR				
Fields marked * in Section A are mandatory				
*Organisation:	<input type="text"/>			*Type of Organisation
*Contact Name:	<input type="text"/>			Please select from drop down menu below
*Contact Title:	<input type="text"/>			<input type="text" value=""/>
*Address:	<input type="text"/>			
*Telephone:	<input type="text"/>	Fax:	<input type="text"/>	
*Email:	<input type="text"/>	Date:	<input type="text"/>	
*Project Name:	<input type="text"/>			
*Funding Source:	<input type="text"/>	Allocated Budget:	<input type="text"/>	
If applicable, kindly advise on the Grant/Loan Expiry Date :				
*Do you have a signed Memorandum of Understanding with UNICEF:	<input type="text"/>			
*Which of the following UNICEF focus areas does your request support:	<input type="text"/>			
*Have you previously procured via UNICEF:	<input type="text"/>			
If known, please specify your UNICEF Partner code:				
<input type="text"/>				
SECTION B: LIST OF REQUIREMENTS				
Please refer to the UNICEF Supply Catalogue - available on-line at https://supply.unicef.org catalogue for information on the supplies you require.				
Please provide detailed specification for all items not included in our catalog.				
Item No.	UNICEF Material Number	Item Description	Unit (if applicable)	Quantity

Request form (2 of 2)

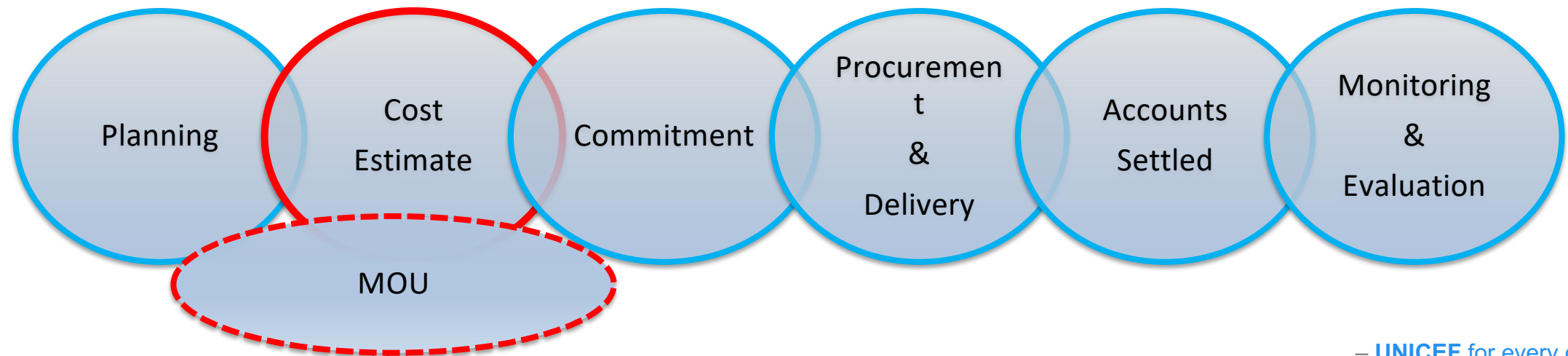
SECTION C: DELIVERY INSTRUCTIONS	
Fields marked * in Section C are mandatory	
Special Markings:	Enter specific instructions about any special markings that are required.
*Requested Delivery Date:	Please enter the required delivery date taking into account processing time. Average lead time is 6-8 weeks after the receipt of funds at Supply Division for an accepted Cost Estimate, dependent on availability and commodity.
*Mode of Shipment :	<input type="text"/> Please select from drop down menu, if two modes of transportation are required please select other and specify in the
If other please specify:	<input type="text"/>
*Delivery Terms/Place:	CIP Incoterms 2010 *Named Destination: <input type="text"/>
Specific Requirements for Custom Clearance:	Please advise if any specific requirements/documentation is required for customs clearance purposes in the receiving country (Please note that this does not guarantee that your requested documents can be provided).
*Consignee	Please enter the consignee's name.
*Contact Name:	Add the name of the person that shall be responsible for the customs clearance of the goods. This contact person shall be notified in advance of the arrival of the goods at the port of entry.
*Address:	Include the full mailing address. This information shall be used for distribution of shipping documentation.
P.O. Box:	<input type="text"/>
*City:	<input type="text"/> *Country: <input type="text"/>
*Telephone 1:	<input type="text"/> Mobile <input type="text"/>
Telephone 2:	<input type="text"/> *Fax: <input type="text"/>
*Email:	<input type="text"/>
UNICEF Consignee code:	If known <input type="text"/> UNICEF Partner code: <input type="text"/>
Please provide back up communication channels: e.g. generic consignee's e-mail, alternative e-mail and telephone.	<input type="text"/>

The request form should specify:

- **WHO** is the requestor/contact person?
- **WHAT** supplies are required (catalogue number, description and quantity)?
- **WHERE** to deliver the goods, consignee information and port of entry?
- **HOW** to transport the supplies (mode of Shipment (air/sea), special requirements)?
- **WHEN** are the goods required in country (specific dates)?

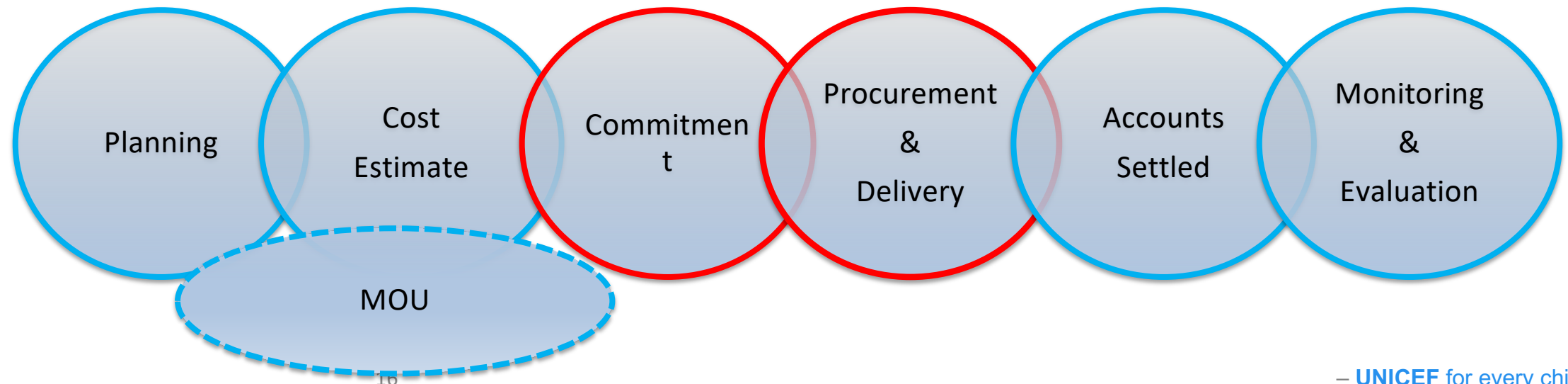
Cost Estimate

- Upon receipt of a request, a **Cost Estimate (CE)** is prepared and accompanied with guidance and instruction notes including:
 - Cost of goods
 - Handling fee
 - Freight and insurance
 - 6% contingency buffer
 - INCOTERMS (CIP)
 - Target arrival dates are indicated



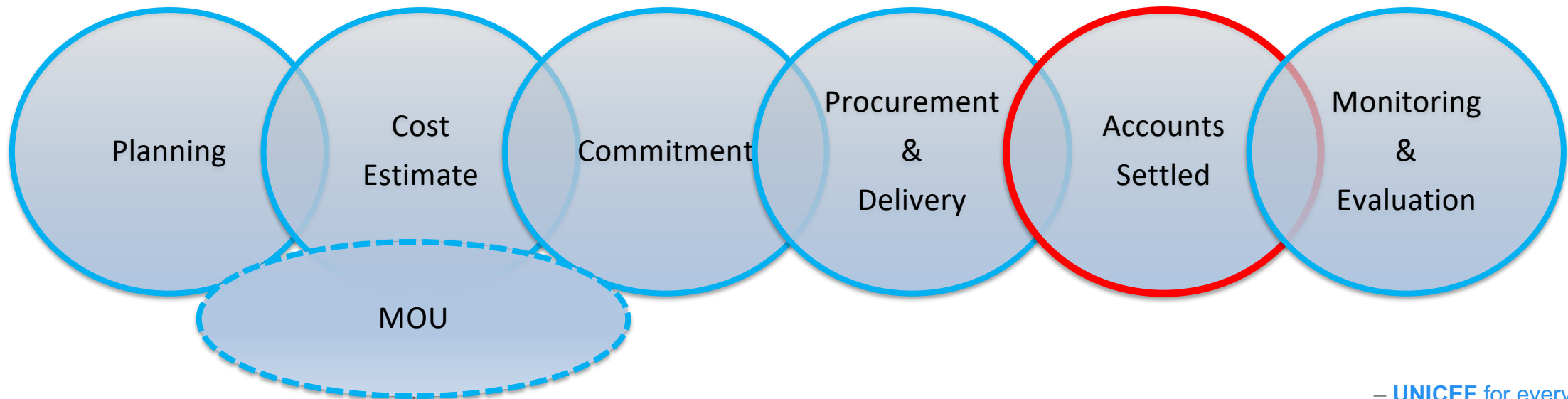
Commitment, procurement and delivery

- Partner **accepts the CE** in writing and **deposits the funds** with UNICEF
- **Signed MoU** in place
- Upon receipt of funds and a signed MoU, Supply Division can start the **procurement** activities
- Supplies are **delivered** in accordance with agreed upon terms



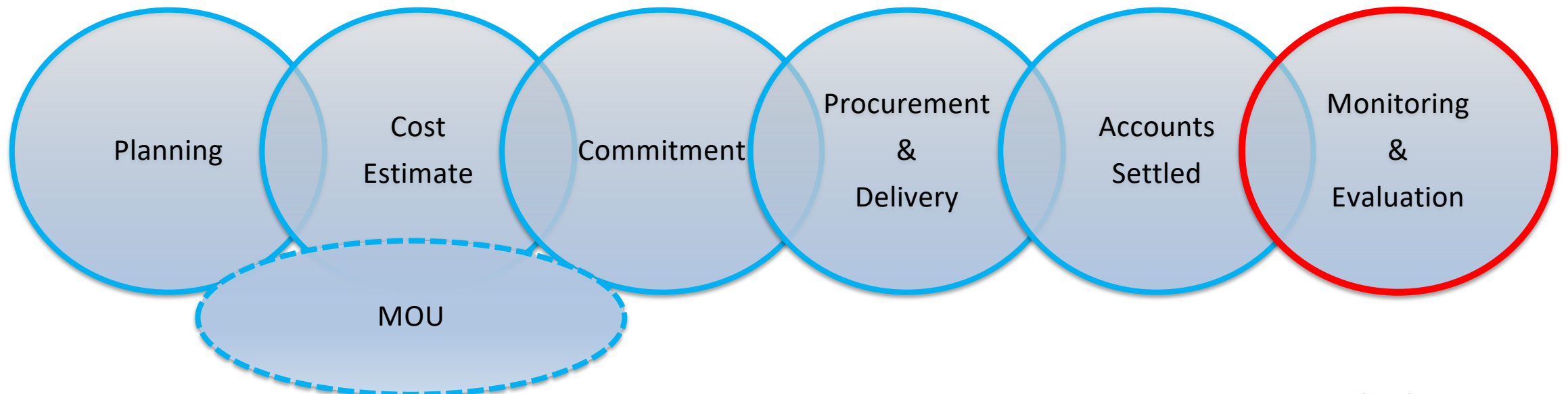
Accounts settlement

- **Invoices** to supplier(s) and freight forwarder are paid
- Financial **Statement of Accounts** is prepared and sent to the partner
- Remaining **contingency buffer** can be **reprogrammed** or **returned**, at partners' instruction



Monitoring and evaluation

- **Monitoring** of PS supplies is part of the on-going efforts of **country offices** and partners to monitor availability and accessibility of essential supplies for children.
- **Evaluation / reviews** are undertaken for specific cases and through ongoing dialogue with PS partners at various levels.



Thank You