

– Instructions - Request for Procurement Services Cost Estimate

SUBMIT TO:

If from Government, please submit to UNICEF Country Office at project site. If from a Non-Governmental Organization, Government Aid Agency, International Funding Institution, UN Agency, Philanthropic Organization, University or similar institution, then submit directly to Procurement Services in Supply Division, Copenhagen. If you are unsure where you should send the request, please submit to UNICEF Procurement Services.

For contact details of UNICEF Country Offices please visit <http://www.unicef.org/uwwide/region.htm>

For submission directly to UNICEF Procurement Services
E-mail: psid@unicef.org
Fax: + 45 - 35 26 94 21

You can always reach us at Tel: + 45 - 35 27 32 21 if you have any questions.

SECTION A: REQUEST

- Date:** Enter date request is submitted.
- Name of Organization and Department:** Enter the full name of the Organization and Department.
- Contact Name:** The name of a person at above organization/department that we can contact for supply related questions.
- Address:** Full mailing address of Organization/Department.
- Country:** Country where Organization/Department is located.
- Telephone:** Direct telephone number of contact person.
- Fax:** Fax number where contact person can be reached.
- Email:** E-mail address of contact person.

If you are a NEW customer, please don't forget to submit the Registration Form with your completed request form.

LIST OF REQUIREMENTS

UNICEF Material Number

Enter the Material Number for items requested. All UNICEF Standard Products are identified by a specific material number. This is usually a 6 digit number. The Material Number can be found in the Product list/Catalogue at www.supply.unicef.dk/catalogue
Example: 359341

For products not located in the UNICEF Supply Catalogue, please leave this field blank and enter a detailed item description of each item you would like to procure.

- Item Description** Enter a brief description of the specific item relating to the Material Number provided. This is just to ensure that Material Number corresponds to actual item requested. Example: MMR vaccine, vial of single doses.
- Quantity and Unit** Enter the quantity and the unit of supplies needed.
Example: 1000 doses

PROJECT DETAILS

- PROJECT NAME:** Provide the project name where supplies are to be used.
- Project Description:** Enter a brief description of the project for which supplies are to be used.
Of special importance is a description on how this project relates to children and women.
- FUNDING SOURCE:** This is an optional question used for statistical purposes. A brief one-word answer would suffice.

SECTION B: INSTRUCTIONS

- Requested Delivery Date:** Requested date supplies are to be delivered. For us to be able to meet your requested delivery date, it is imperative that your request is placed as far in advance as possible. This is especially important for vaccines and vehicles that have a long production cycle.
- Payment Terms:** UNICEF requires advance payment of the total costs listed in the Cost Estimate to UNICEF Bank Account. Payment details are provided in the Cost Estimate Offer Letter.
- Payment Currency:** Standard currency used for Procurement Services transactions is United States Dollars. However in certain cases the use of payment in local currency is possible. Payment in other currency needs to be requested at the time the request for Cost Estimate is submitted. However, payment in other currencies is not recommended as it may delay the procurement process.
- Mode of Shipment:** Enter mode of shipment requested. In general, calculate 1 week transit time for air shipment. Transit time for sea shipment will vary, depending on destination. The estimated transit time for supplies included in the Cost Estimate will be outlined in the Cost Estimate Offer Letter.
- Delivery Terms:** Enter delivery terms requested. Standard delivery terms are CIP Incoterms 2000, which means Carriage and Insurance paid to destination.
- Special Markings:** If any special markings are requested, enter details and description.

CONSIGNEE DETAILS

- CONSIGNEE:** Organization/Person to whom goods are to be sent
- Contact Name:** Person to take care of custom clearance of the goods and to be notified in advance by our freight forwarders of arrival of goods. For

air shipments a Pre-advice is sent by fax/email. For sea shipments a Bill of Lading is forwarded to consignee by courier.

- Address:** Address of consignee. If supplies are shipped by air, the goods are delivered to the major international airport closest to the project site. For sea shipment, the supplies are shipped to the sea port in the country where the project is to take place. The sea port of entry for land locked countries varies on case by case basis. For delivery by rail, goods are shipped to the major rail station. Truck shipments are delivered to bonded warehouses.
- Country:** Enter country where supplies are to be delivered to.
- Telephone:** Direct telephone number where consignee contact person can be reached.
- Fax:** Fax number where consignee contact person can be reached.
- Email:** Email address of consignee contact person.