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

- **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

- **Automated use**
  - **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

UNICEF Supply Function

Programme supplies and services (UNICEF funding)

Procurement Services (Partner funding)

Implementing Partners
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
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](http://www.supply.unicef.dk)).

• The request should include **delivery schedules and quantities**.
## 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:**
- If other please specify:

**If other please specify:**

**Delivery Terms/Place:** CIP Incoterms 2010, *Named Destination:

**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.

**Address:** Include the full mailing address. This information shall be used for distribution of shipping documentation.

**P.O. Box:**

**City:**

**Country:**

**Telephone 1:**

**Mobile:**

**Telephone 2:**

**Fax:**

**Email:**

**UNICEF Consignee code:** If known

**UNICEF Partner code:**

**Please provide back up communication channels:** e.g. generic consignee’s e-mail, alternative e-mail and telephone.

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13 – UNICEF for every child
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:
  
  o Cost of goods
  o Handling fee
  o Freight and insurance
  o 6% contingency buffer
  o INCOTERMS (CIP)
  o 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