**Annex I**

**Check-list for technical requirements**

**(19-2017-ITB-UNDP-GF-HIV/AIDS-LTA -** **Provision of customs clearance, warehousing and transportation services of goods purchased under Program funded by the Global Fund)**

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| **Detailed list of the evaluation criteria/sub-criteria** | **Statement of compliance**  **Yes / No** | **Remarks** |
| **1. Availability of storage facilities in Dushanbe and regions in good conditions meeting the regulatory construction norms and legal documentation for storage** |  |  |
| 1.1 Availability of the warehousing premises with the minimal area for storage in:   * Dushanbe city not less 450m³ including storage of sensitive pharmaceuticals in cold room; * Khatlon region not less 60 m³ * Sughd region not less 60 m³ * GBAO not less 30 m³   *In case of unavailability of the regional storages, the Service provider shall establish such storage facilities in the above regions meeting the TOR requirements during 60 (sixty) days period, if awarded contract. The Service provider intention should be supported by Service provider’s formal letter of intent on the subject matter.* |  |  |
| 1.2 Overall compliance of structure, size and compliance of the proposed storage facilities with the current national legislation and norms (construction norms and regulations, normative inter-departmental documentation, etc.) applied for storage of pharmaceuticals and other health products |  |  |
| 1.3 Overall compliance with hygiene norms and regulations established by MOHSPP of RT for storage of pharmaceuticals and other medical products |  |  |
| 1.4 Availability of the safe equipment and means in all storage facilities including regional storages (24 hours guarding, video alarm system, safe doors, metal bars, locks) to ensure safe storage of medicines and health products (particularly for specially controlled substances) |  |  |
| 1.5 Availability of duly certified fire control system. (the respective certificate of compliance needs to be enclosed to the Bid) |  |  |
| 1.6 Availability of climate control equipment (air-conditioners, heating system, ventilation and air circulation system, refrigerators, freezers, thermometers, hydrometers) to ensure temperature regime required for various categories of goods and appropriate humidity level:  a. freezer: from -25 оС to – 10 оС not less than 2 m³  b. refrigerator: from +2 оС to +8 оС (obligatory regime) – not less than 20 m³  c. in cool place: from +8 оС to +15 оС (obligatory regime) – not less than 20 m³  d. room temperature: from +15 оС to +25 оС (obligatory regime) not less than 400 m³  e. humidity level should not exceed 60% |  |  |
| 1.7 Availability of back-up power supply system (diesel generators, solar panels, etc.) in case of electricity cut-offs from the central grid |  |  |
| 1.8 Availability of sufficient number of shelves, pallets, furniture, metal safes/cases to ensure appropriate storage conditions as per the volumes of goods specified above in the document |  |  |
| 1.9 Availability of temporary storage warehouse facilities with the required conditions to store pharmaceuticals and other health products duly certified by the Customs Service of Republic of Tajikistan |  |  |
| **2.** **Previous experience in providing similar (customs clearance/warehousing/transportation) services not less than 3 years** |  |  |
| **3. Availability of licenses from Customs Service of Republic of Tajikistan and proven capacity to conduct customs clearance and store goods in the temporary storage warehouse facilities** |  |  |
| **4. Availability of effective license for pharmaceutical activities** |  |  |
| **5. Availability of effective license for special controlled substances (narcotics, psychotropic and precursors)** |  |  |
| **6. Legally certified ownership of the storage premises or lease agreement.**  *In case if the Service provider is a state-owned entity the respective document certifying that the Service provider is permitted to let on its storages on lease and provide other required services should be submitted in the Proposal.* |  |  |
| **7. Availability of appropriate machinery (forklift and/or transplant) for transportation of goods within and outside storage facilities** |  |  |
| 7.1 Availability of at least 1 truck with carrying capacity of not less than 10 tons  7.2 Availability of at least 1 truck with carrying capacity of not less than 1,5 tons  7.3 Availability of at least 1 truck with carrying capacity of not less than 500 kg with cold chain equipment (adjustment of temperature +2C + 8C)  7.4 Availability of at least 1 truck with carrying capacity of not less than 500 kg (adjustment of temperature +25C. max +30С) |  |  |
| **8. Availability of sufficient and qualified staff (human resources) to ensure required quality control, storage, loading/unloading, management and keeping of records of the stored and distributed goods and materials (the list of personnel, job descriptions and CVs of staff are to be enclosed to the Bid)** |  |  |
| 8.1 Availability of a chief storekeeper (or similar position) with working experience not less than 3 years |  |  |
| 8.2 Availability of at least five people responsible for control and record of cargos, quantitative control of supplied goods, checking package integrity, manual loading/unloading, unpacking and consolidation of goods batches with working experience of not less than 2 years |  |  |
| 8.3 Availability of a customs clearance specialist to provide customs clearance for the goods arriving within the framework of international technical aid in accordance with customs legislation – with similar work experience not less than 3 years and having corresponding qualification certificate of the State Customs Committee |  |  |
| 8.4 Availability of a specialist responsible for obtaining necessary permission documents to execute cargos in the Ministry of Health of the Republic of Tajikistan with similar working experience of not less than 1 year |  |  |
| **9. Availability of the Logistics Information Management System (software) used for records keeping and registration of goods and materials in store and stock cards which comply with the national and international warehouse and inventory management standards and practices** |  |  |
| 9.1 The used LMIS should meet the following minimum functional requirements:  9.1.2 Recording of all health and non-health products including such data as product’s specifications, expiry date, batch number, quantity and price;  9.1.3 Generation of the reports on stock balance, consumption rate for both all distributed items and specific item within the required reporting period;  9.1.4 Generation of the reports on distribution of the items to particular beneficiary within a given reporting period;  9.1.5 Generation of the waybills with inclusion of the following data: full specifications of a product, unit of measure, quantity, batch number, unit price, date of dispatch, date of receipt;  9.1.6 Provided function to generate the required reports in MS Excel format |  |  |
| **10. Absence of any debts, tax obligations or any other liabilities** |  |  |
| 10.1 Written confirmation from the notary or other relevant authority that the facilities are not under encumbrance/arrest and are not exposed to any other restriction/limitations |  |  |

Signature of Bidder:

Name:

Title:

Stamp