

TERMS OF REFERENCE

Name of service:	Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan.
Project number and name:	Ensuring sustainability and continuity of services for key populations and people living with HIV in the Republic of Kazakhstan
Duty station:	Almaty city. Further, the Cargo must be delivered to warehouses of final addressees in 17 regions of the country. The number, addresses of warehouses and the list of persons responsible for accepting the goods are indicated in Appendix No. 1
Period:	Not more than 10 working days from the date of receipt of the goods. The period for completing the assignment is October - November 2021.

1. General Information

Within the framework of the project, UNDP will support the development of the capacity of the Republican State Enterprise on the REM "Kazakh Scientific Center of Dermatology and Infectious Diseases" (hereinafter - Kazakh Scientific Center of Dermatology and Infectious Diseases) in the procurement of medicines, medical supplies and medical equipment in accordance with UNDP rules, regulations, policies and procedures as required in accordance with the approved procurement plan and budget agreed between UNDP and Kazakh Scientific Center of Dermatology and Infectious Diseases.

Purpose of services: Current terms of reference is aimed to ensure logistic and transportation services for the Cargo. The Contractor shall accept, store, sort, and deliver the Cargo to the regions of Kazakhstan (in accordance with Annex 1) on the terms set forth in this document.

2. Scope of work

The Cargo will consist of 1,798,000 lubricants packaged in 604 boxes and of 3,154,320 condoms, packed in 439 boxes.

Description	Quantity	Cargo details
Personal water-based lubricant 4.3 ml / sachet	1,798,000	4.3 ml in an aluminum bag (sachet), 100 sachets per pack, 10 packs on a tray, 3 trays per box. Total 3,000 packs per box. Total 604 boxes Total net weight: 7,731.4 kg Total gross weight: 11,489 kg Volume: 39.32 m ³
Male condom 53 mm standard H.s code: 4014.10.10	3,154,320	Total 439 boxes = 439 pallets Box size: 1020 x 360 x 320 mm. 1 box of 7200 condoms (50 packs of 144 condoms each) Shipping net weight: 10,799.4 kg Shipping weight gross: 12,601.3 kg Total volume: 56.87 m ³

*Please note that these weight and dimensions are for reference only and may be adjusted at the time of actual kitting, but fundamentals will remain the same.

Major activities expected to be undertaken by the Contractor:

1. The Contractor provide a warehouse in Almaty for acceptance, stacking and storing of the Cargo.

2. The Contractor accompanied by UNDP representative must verify the quantities and check for damage to the packaging with the provision of photographic materials.
3. The Contractor shall keep the cargo in the warehouse in the appropriate storage conditions.
4. After inspection the Contractor shall deliver the cargo to all destination points, according to Annex No. 1 within maximum 10 calendar days.

3. Expected outputs

#	Deliverables	Expected duration	Coordination and approval	Payment
1	Acceptance, stacking and storage of contraceptives	Within 10 calendar days after acceptance and inspection of Cargo to the Warehouse in Almaty	Head of Governance Unit and Project Manager	100% upon the completion of services and the provision of financial documents for payment
2	Verification of the quantities and check for damage to the packaging with the provision of photographic materials.			
3	Distribution of contraceptives by the regions and delivery to 17 regions of Kazakhstan, according to Annex No. 1			

4. Institutional arrangements:

The Contractor bears full responsibility for the accuracy and legality of the information provided and for the timely provision of services.

- Coordinates its actions with the project manager
- Collaborates with the expert team of the project.
- Ensures unconditional fulfillment of the requirements specified in this request for quotation.

5. Special Notice:

- The cargo should be stored in a dry, well-ventilated place, out of direct exposure to heat and sunlight. Average temperature for storage should be 30° C.
- The Contractor must provide Cargo insurance by the time of contract award from the moment of receipt of the Cargo and until the transfer of the Cargo to the final recipients, the Contractor is fully responsible for the safety of the Cargo.
- The Cargo must be transported safely, expeditiously and in accordance with the appropriate temperature mode indicated in the products' instructions. The Contractor will be responsible for taking all necessary steps to ensure that all transport units are always in good operational condition.
- The Contractor shall not transship any Cargo in whole or in part without the prior written consent of UNDP.
- The Cargo is to be handed over to the third party indicated in the UNDP consignee list provided to the escorts/drivers (Annex 1). The drivers should have with them sealed acts of goods transfer and acceptance certificates in 2 originals, indicating number of items, according to Annex 2 . Where none of the persons in the recipient list are available, the UNDP focalpoint should be contacted immediately for further instructions.

6. Qualification requirements

The Contractor may be a company/organization that is duly registered and meets the following requirements:

- Availability of warehouse not lower than class B;
- At least 3 years of experience in provision of logistic services
- At least 3 years in carrying out activities related to warehousing, transportation and insurance of goods in the Kazakhstan market with the provision of evidence POs/contracts (indicating to whom and when the goods were delivered, with the contact information of the Customer).

7. Recommendations to for submitting an offer

1. The offer should be in Kazakhstani tenge according to the quantities as per each destination mentioned in the price schedule all-inclusive of the services listed further. Offers should include cost for loading/unloading/stacking, provision of escort persons and to ensure safe delivery of medical kits to the final destinations. All costs pertaining to the efficient delivery of Cargo at the right time to the right destinations should be included in the offer. No costs other than those included in the offer will be accepted.
2. The offer must clearly indicate the number of transport means dedicated per each region and the estimated time for delivery, and the total delivery time for the whole Cargo.

8. Payment terms

Payment shall be made only upon delivery and acceptance of the cargo at all 17 destinations and submission of an invoice stating the exact quantities delivered. The invoice must be accompanied by originally signed transport waybills duly signed and stamped (indicating number of units received) by UNDP official/consignee, the Act of acceptance signed by the representatives, in accordance with Annex 2 and of the recipient side in the regions according to the contact list provided by UNDP.

The UNDP payment condition is within thirty (30) calendar days by bank transfer from the date of receipt by UNDP's designated paying office of the original invoice and all other supporting documents specified. UNDP does not make payments in advance of delivery. Under no circumstances shall UNDP be liable to pay interest on amounts not paid within this period.

9. Selection criteria

Service providers will be evaluated based on the lowest bid method. The opportunity to provide services will be provided to the service provider whose offer has been evaluated and determined as:

- 1) Compliant with the requirements of this document.
- 2) Offering the lowest cost of service.

Details of the required documentation and the forms required to be completed by the Supplier are provided in the Request for Quotation.

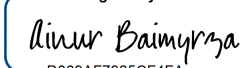
Initiated by:

DocuSigned by:

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Kamila Gaitova
 Project Manager

Date: 05-Sep-2022

Approved by:

DocuSigned by:

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Ainur Baimyrza
 Head of Governance Unit

Date: 05-Sep-2022

Annex 1.

	Lubricants			Condoms	
№	Region	Total items	Total in boxes 1000 pcs.	Total items	Total boxes 144 pcs. in by
1	Akmola		-	23 040	160
2	Aktobe	260 000	260	317 520	2 205
3	Almaty	12 000	12	70 848	492
4	Atyrau	12 000	12	29 232	203
5	East Kazakshtan	70 000	70	228 528	1 587
6	Zhambyl	20 000	20	97 632	678
7	West Kazakhstan	12 000	12	70 992	493
8	Karaganda	280 000	280	457 200	3 175
9	Kostanay	179 000	179	277 056	1 924
10	Kyzylorda	21 000	21	74 160	515
11	Mangistau	12 000	12	53 712	373
12	Pavlodar	179 000	179	315 936	2 194
13	North Kazakhstan	11 000	11	78 624	546
14	Turkestan	30 000	30	58 752	408
15	Almaty city	160 000	160	270 720	1 880
16	Nur-Sultan city	280 000	280	355 248	2 467
17	Shymkent city	260 000	260	375 120	2 605
TOTAL		1 798 000	1 798	3 154 320	21 905

Annex 2.**АКТ ПРИЕМА-ПЕРЕДАЧИ ТМЦ / ACT OF GOODS TRANSFER AND ACCEPTANCE**

Передающая сторона / The goods are transferred by

Принимающая сторона / The goods are accepted by

г. Алматы / Almaty

Место приема-передачи / Place of transfer and acceptance

Дата приема-передачи / Date of transfer and acceptance

№	Наименование/ Title	Общее кол-во, шт. / Total Quantity
1	Презервативы/ Condoms	
2	Лубриканты/ Lubricants	

Подписанием настоящего акта стороны подтверждают фактическое количество, целостность товаров и их упаковки / By signing this Act, the Parties confirm the actual quantity, integrity of the goods and their packaging

**Передающая
Сторона / The
goods are
transferred by:**

ФИО / Name

Должность/ Title

**Подпись/Signature
М.П./Stamp**

**Принимающая
Сторона / The
goods are accepted
by:**

ФИО / Name

Должность / Title

**Подпись/Signature
М.П./Stamp**