Statement of Work: Pharmaceuticals

Samaritan’s Purse is requesting quotations for the items listed in the attached Quotation Template No. PR21-09-007 – Pharmaceuticals and Medical Supplies

Delivery Location: October Area – Aden, Yemen

**1) Required Documentation for BID**

\*Check if submitted

* Item description (drug name, dosing, strength, form, cold chain notation and where it was manufactured)
* Unit of Measure (for quoting purposes and which equals the lowest dispensable unit, i.e. a single tablet, a single vial, etc.)
* Minimum Expiry 1 year
* Supreme Counsel of Drug Permit

It is preferred for the bidder’s quotation to be submitted using the Quotation Template No. PR21-09-007. As an alternative, the bidder may use their own form so long all data in the Quotation Template is included and as defined below. Information required with Quotation submission:

* Item description: The quotation must be for the exact item as described. **No substitutes of the drug itself will be accepted; however, an alternative dosing or strength is acceptable.** Any alternatives must be quoted at the bottom of the Quotation Template and noted as such.
* Unit of Measure and Price: The quotation must include a price per single unit of measure, as in the price for a single tablet or vial.
* Packaged Unit of Measure and Price: The quotation must also include how the item is packaged and its respective price, as in tablets/bottle, tablets per strips/box, vials/pack, etc.
* Expiry: A minimum of 1 year expiry threshold is required from date of delivery.
* Cold chain: For any cold chain item, the maximum number of days the cold chain will be protected from time of shipment.
* Manufactured: must state where the medication was manufactured. Manufacturer Preference (Level 1 being most preferred to Level 4 being least preferred). Please supply quotations accordingly. This is an advisory guide to be considered before each pharmaceutical order.

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| --- | --- | --- | --- |
| Level 1 | Level 2 | Level 3 | Level 4 |
| Europe | Jordan | India | Yemen |
| USA | UAE | Egypt | Pakistan |
| Australia | KSA | Syria | China |
| Canada | Oman | Algeria | Bangladesh |
| Japan | Russia | South America |  |
|   | Eastern Europe |  |  |
|   | South Korea |  |   |

* Certificates of Authenticity (CoAs): CoAs are required for any pharmaceutical awarded. The quotation must include the bidder’s acknowledgement that the CoA is available and will be provided at time of shipment.
* Availability: Committed lead-time for product to ship after receipt of order (in calendar days). Please note the RFQ Terms and Condition requiring a single shipment.
* If chosen, must supply a sample of all pharmaceuticals. Those samples must be the same as the final pharmaceuticals delivered after purchase. This includes manufacturer name, expiry date, country of origin, type and name of drug.

**2) Required Documentation on Delivery - Payment pending delivery**

Invoice. Invoice must include:

1. a.) Item description and quantities as per the Purchase order

b.) Item batch number, manufacturing and expiry date of each item

1. Certificate of origin
2. Certificate of Authenticity (Laboratory analysis)
3. Item Description, Lot Number, Manufacture Date, Expiry Date
4. Product leaflet included with product shipped. Leaflet must include:
	1. The name of the product; brand and generic/ INN
	2. Description appearance, pharmaceutical dosage form and route of administration
	3. Qualitative and quantitative composition of active ingredient(s)
	4. Clinical pharmacology, indication(s), warnings, precautions, contraindications, adverse reactions/side effects
	5. Dosage and administration (directions for use)
	6. Over dosage,
	7. Handling and storage instructions,
	8. package quantity, technical directions for use
	9. Name and address of manufacturer

**Statement of Work: Supplies**

**1) Required Documentation for BID**

* Item description: The quotation must be for the exact item as described. **No substitutes of the supply itself will be accepted; however, an alternative supply is acceptable.** Any alternatives must be quoted at the bottom of the Quotation Template and noted as such.
* Unit of Measure and Price: The quotation must include a price per single unit of measure, as in the price for a single piece.
* Packaged Unit of Measure and Price: The quotation must also include how the item is packaged. Quotes should be at the "each" level and then the package level as well as its respective price.

**2) Required Documentation on Delivery - Payment pending delivery**

 1. a.) Item description and quantities as per the Purchase order

 b.) Expiry date of each item