**Technical Requirement Submission Form for RFQ-25-006 – Exclusive Warehouse Storage Space and Services**

The selected vendor shall provide full, prompt, accurate, and expert product/services to UNFPA in accordance with the UN policies, procedures, and guidelines.

Please place a tick if the product meets the technical requirements mentioned below:

| No. | Specification | Vendor Response(Yes/No) | Comments |
| --- | --- | --- | --- |
|  | **Warehouse/Storage Space** |  |  |
| 1 | Space requirement of between 300- 400 m2 with well secured impervious side walls |  |  |
| 2 | The flooring must comprise a level, polished, industrial concrete surface, devoid of fissures, and capable of sustaining rigorous warehouse operations. |  |  |
| 3 | The warehouse has a clear height of 7-10 meters which allows for maximum space utilization , and ventilation. |  |  |
| 4 | Floor loading capacity of 3 - 5 tons. |  |  |
| 5 | The facility is equipped with a lighting system that meets the requirements for pharmaceutical goods. An electrical power grid and a backup power supply are available. |  |  |
| 6 | Humidity and temperature control and monitoring systems are mandatory. Systems, including air conditioners and/or fans, must be implemented to ensure temperatures remain within the manufacturer's approved storage conditions at all times. |  |  |
| 7 | The layout must include ample space for the receipt, loading, and subsequent distribution of goods. |  |  |
| 8 | A lavatory facility equipped with a consistent and sufficient water supply is available. |  |  |
|  | **Pallets and Storage** |  |  |
| 1 | Built with a 4 level pallet safe bin racking system. Each bin should have 1.5-meter height and width of 1.3m (180 - 200 bins). Racks should be installed according to standard measurement to allow movement of forklift within the racking system. |  |  |
| 2 | Main door access provision should be approx. 3.0m height x 3.0m width with proper locking system. |  |  |
| 3 | A dedicated space of approx. 50m2 to serve as the temperature control room. |  |  |
| 4 | Pallet racks are arranged to maintain a minimum clearance of 30 cm between pallets, walls, and other racks. |  |  |
| 5 | Dedicated area for holding products that are expired or no longer usable |  |  |
|  | **Security and safety** |  |  |
| 1 | The warehouse should have insurance cover for any unforeseen accidents and damage or theft. |  |  |
| 2 | Storage space must ensure supplies are stored in dry, clean and well-ventilated areas with temperatures maintained at between 200- 300C. Adequate air circulation to avoid concentrations of fumes or gasses and to prevent condensation of moisture on products or walls. |  |  |
| 3 | Inventory Security – 24 hours a day and 7 days a week security to monitor access to the warehouse of both inside and outside of storage space including fenced perimeter of the warehouse yard. The boundaries and entrance to the facility are secured and controlled at all times. |  |  |
| 4 | Within the warehouse, 24/7 monitoring by CCTV with 6 months recording back-up. |  |  |
| 5 | The warehouse has standing safety procedures. Fire safety for the warehouse storage such as fire extinguisher, fire alarms, smoke detector and access to fire hose for fire safety. |  |  |
| 6 | The warehouse should have a clean environment and pest control services to prevent rodents. Nets are installed along the louvers to prevent birds and other animals from perching or nesting inside the warehouse area. |  |  |
|  | **Equipment and resources** |  |  |
| 1 | To have static storage racks - 4 level pallet safe bin racking system as mentioned above.Each bin should have 1.5-meter height x 1.3m wide. Racks should be installed according to standard measurement to allow movement of forklift within the racking system. |  |  |
| 2 | The warehouse should make available resources such as forklifts and personnel to allow for receiving, stock put away, devanning supplies from containers and packing supplies into containers. |  |  |
| 3 | The compound where the warehouse is situated should have a space for offloading 20ft and 40ft containers. |  |  |
| 4 | There should be adequate electrical points, preferably a 3 phase chargeableport/system. |  |  |
| 5 | Vehicles or other means of transportation should be able to easily access the area forreceiving and distributing goods. |  |  |
| 6 | The warehouse external grounds have space for temporary storage for 20 and 40 footercontainers, preferably with power supply for refrigerated containers. |  |  |
| 7 | The warehouse service provider provides 20 hours per month of labor for cleaning thewarehouse, unloading the container, packing the container, picking and packing. |  |  |
| 8 | Provide a labor rate for human resource requirements for additional hours other than 20 hours per month. |  |  |
| 9 | The warehouse service provider provides 24 hours per month high mast forklift servicesfor warehouse activities. |  |  |
|  | **Minimum eligibility criteria:** |  |  |
| 1 | Warehouse location should be in Suva or Lami, Fiji Islands |  |  |
| 2 | Locally registered business company with a valid and renewed business license forlogistics services |  |  |
| 3 | Valid and renewed TAX registration |  |  |
| 4 | Minimum 5 years experience in warehousing, inventory management and handling of medical supplies. |  |  |
| 5 | Awareness of and/or experience with UN agencies or other international organizations activities |  |  |

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| Name, title and signature | Date and place |