

## **EXCLUSIVE WAREHOUSE STORAGE SPACE AND SERVICES WITHIN SUVA AND LAMI AREA**

### **Warehouse/Storage Space**

- Space requirement of between 300- 400 m<sup>2</sup> with well secured impervious side walls.
- The floor must be industrial concrete, flat and polished floor(crack-free) that will accommodate heavy duty operations in the warehouse.
- The warehouse has a clear height of 7-10 meters which allows for maximum space utilization , and ventilation.
- Floor loading capacity of 3 - 5 tons.
- It has a lighting system that is adequate and appropriate for pharmaceutical goods. Availability of an electrical power grid and backup power supply
- Humidity and Temperature control and monitoring systems are required and systems, such as air conditioners and/or fans, must be in place to maintain temperatures within the manufacturer's approved storage conditions at all times.
- The outlay should have sufficient space for receiving and loading for distribution of goods.
- There is a washroom with a steady and adequate water system.

### **Pallets and Storage**

- 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.
- Main door access provision should be approx. 3.0m height x 3.0m width with proper locking system.
- A dedicated space of approx. 50m<sup>2</sup> to serve as the temperature control room.
- Racks arranged to ensure that pallets are positioned at least 30 cm away from walls and other racks.
- Dedicated area for holding products that are expired or no longer usable

### **Security and safety**

- The warehouse should have insurance cover for any unforeseen accidents and damage or theft.
- Storage space must ensure supplies are stored in dry, clean and well-ventilated areas with temperatures maintained at between 20<sup>o</sup>- 30<sup>o</sup>C. Adequate air circulation to avoid concentrations of fumes or gasses and to prevent condensation of moisture on products or walls.
- 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.
- Within the warehouse, 24/7 monitoring by CCTV with 6 months recording back-up.
- 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.
- 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**

- 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.
- 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.
- The compound where the warehouse is situated should have a space for offloading 20ft and 40ft containers.
- There should be adequate electrical points, preferably a 3 phase chargeable port/system.
- Vehicles or other means of transportation should be able to easily access the area for receiving and distributing goods.
- The warehouse external grounds have space for temporary storage for 20 and 40 footer containers, preferably with power supply for refrigerated containers.
- The warehouse service provider provides 20 hours per month of labor for cleaning the warehouse, unloading the container, packing the container, picking and packing.
- Provide a labor rate for human resource requirements for additional hours other than 20 hours per month.
- The warehouse service provider provides 24 hours per month high mast forklift services for warehouse activities.

### **Minimum eligibility criteria:**

- Warehouse location should be in Suva or Lami, Fiji Islands
- Locally registered business company with a valid and renewed business license for logistics services
- Valid and renewed TAX registration
- Minimum 5 years experience in warehousing, inventory management and handling of medical supplies.
- Awareness of and/or experience with UN agencies or other international organizations activities

