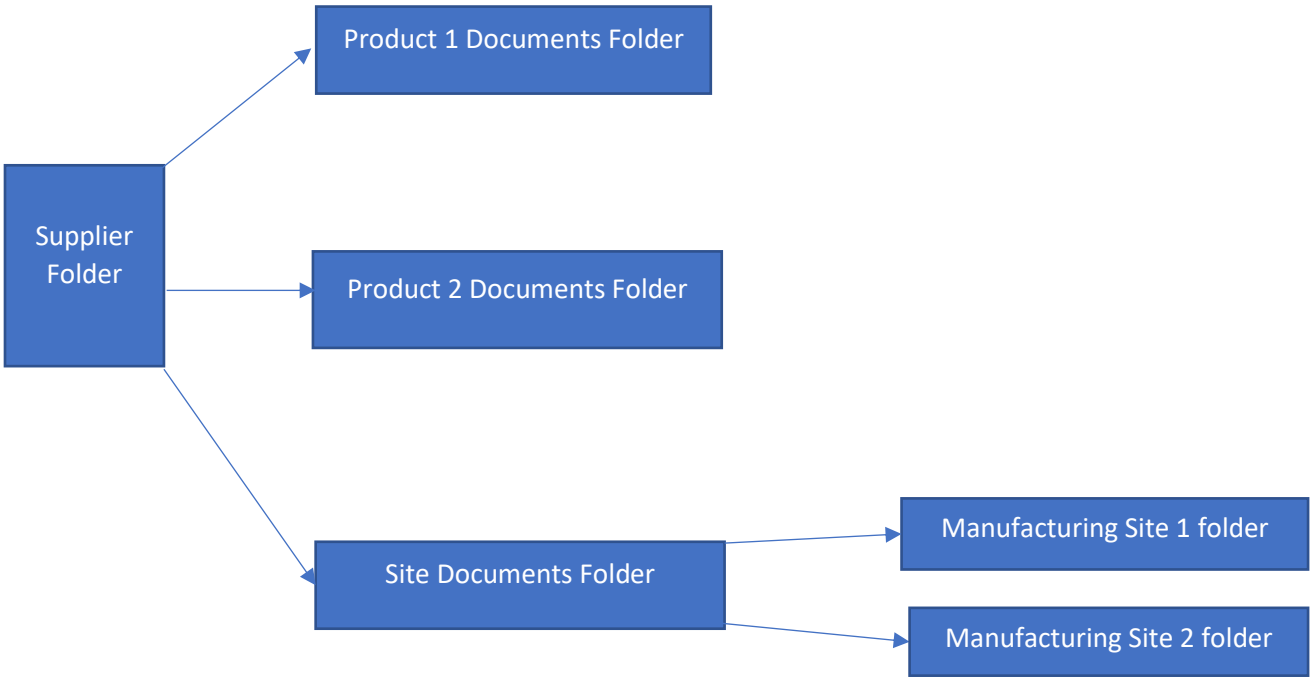
1. After the commercial offer is submitted send a request to Chinedum Ogbonna (email - cogbonna@unicef.org) for the link to the UNICEF Supplier Document Library on SharePoint; include following: full name and address of bidder, INN descriptions of products of interest, their respective manufacturing sites (name, physical address, city & country) and contact details of person(s) in the company that should have access to the SharePoint library.
2. The Product **(Annex 2f – Abridged Finished Pharmaceutical Product Questionnaire)** and the Manufacturer (Annex **2a UNICEF Technical Questionnaire for manufacturers)** questionnaires are the basis of the UNICEF technical evaluation.
3. Please ensure you upload the Manufacturers questionnaires in their original format. i.e., please DO NOT upload printed/scanned versions.
4. In the UNICEF Supplier Document library, each supplier has its own folder, which contains Named Product folders (for each INN and strength) and Site documents folder. Only one Site Documents folder is allocated to each supplier, and it contains a Product Mfg. Site Locator (excel file) and Manufacturing site folders 1,2...etc.) as depicted in figure 1 below.

Figure 1: Supplier folder structure



Please note that product folders are created for each product strength (for e.g., Amoxycillin 250mg and Amoxycillin 500mg) and you need to upload documents into respective Product documents and Site documents folders even if they are similar or have been already uploaded in the other product folder having different strengths e.g., you need to again upload the same documents (if applicable) in each

strengths folder for e.g., Amoxycillin 250 mg and Amoxycillin 500 mg for e.g. even if API, mfg. site is same for both the strengths.

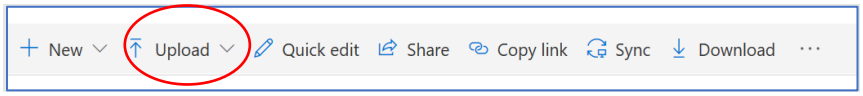
5. *For each* Named Product folders (*for each INN and strength) please upload the required documents as mentioned in the Table 1 below in the section "Product Documents".*
6. *Product Mfg. Site Locator (excel file located in Site Documents folder) needs to be completed. This file is used for locating specific Manufacturing Site (e.g., 1 or 2 or 3) for a specific product and its strength. The product and its mfg. site must match with the details mentioned in the Product*
7. *For each manufacturing site – please upload the required documents as mentioned in Table 1 below in the section "Site Documents (for each mfg. Site)".*
8. Please upload only pdf or Word doc or Jpeg (for pictures/ Images) files in Product documents and Site documents folder. Do not upload any "zip folders" or "folders" in Product documents and Site documents folder. (e.g., COA's or stability reports for 3 batches should be scanned as one file).
9. If you do not have any Annex (for product or site or other documents) to upload for any reason, please mention the specific reason for the same on a word /pdf file and upload the same in that respective Annex upload. e.g. Not Applicable or Will submit the document later (by XXXX date) or Document cannot be provided or not available or any other reason as applicable.

Table 1: Documents to be provided by Suppliers

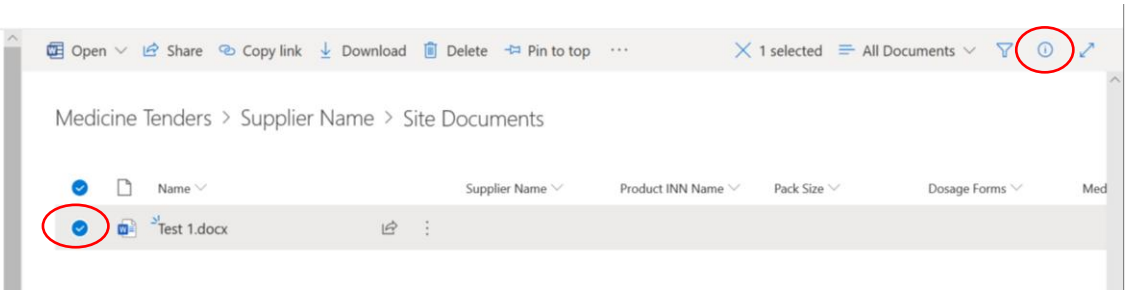
Site Documents (for each mfg. Site) (for a specific manufacturing site where the product is produced)	**Product Documents (refers to product specific documents)**
Annex 2a UNICEF Technical Questionnaire for manufacturers	**Annex 2f UNICEF Abridged Finished Pharmaceutical Product Questionnaire**
Site Master File (pdf or word document)	**Annex 2g UNICEF Technical commitment declaration form**
Manufacturing License from your National Regulatory Authority.	COA
Copy of the latest inspection report.	CoPP (Certificate of Pharmaceutical Product)
Most recent GMP Certificate(s).	Copy of product registration & market status
List of all the recent GMP inspections performed at the site.	Labelling (Primary & Secondary) – artwork, photos
Copy of relevant closing letters from the GMP inspections.	SmPC and PIL
List of products currently supplied to UNICEF.	**Annex 2i Letter of Authorization permitting UNICEF and PAHO to access information**
List of products submitted for tender.	**Annex 2j - Declaration of Similarity (if applicable)**
	Annex 2k Declaration of Equivalence (if applicable)
For Wholesalers Only	
Annex 2b UNICEF Technical Questionnaire for wholesalers (required only for wholesalers)	

Evidence from wholesalers that they are authorized by the manufacturer to distribute the product.	

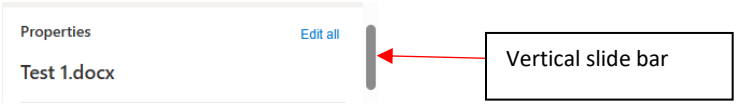
10. To upload files on our SharePoint:
    i. Click on the link provided. It will take you to your supplier folder.
    ii. Click on the appropriate type of folder for the document to be uploaded (Site Documents or Product Documents)
    iii. Click on "Upload".



    iv. Select "Files" and choose the file you want to upload.
    v. Once the file is uploaded, select the file by ticking the circle that appears on left when you mouse over the files and click on the "i" icon (*open details pane*) on the top right corner.



    vi. Using the vertical slide bar at the far right, scroll down to "Properties" and click on "Edit All".



    vii. Complete the relevant fields by entering value or choosing a relevant term from a drop-down menu.

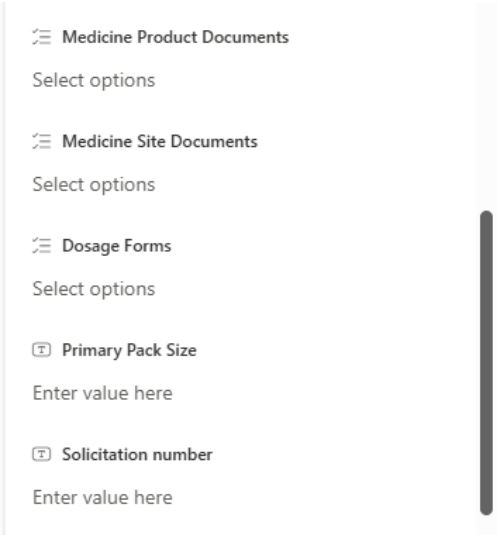
For the *Medicine Product Documents* tag the following fields only:

1. Dosage forms (select options from the drop-down menu)
2. Primary pack (enter value[1])
3. Solicitation number (enter value)

[1]When entering the Primary pack value, the following format must be used; for blister packs e.g. 10 x 10, 5 x 10 etc. & loose or bulk packs e.g. 100, 1000 etc. Also indicate a dosage form e.g. a vial, ampoule, bag etc.

For the *Medicine Site Documents* tag the following fields only:

1. Medicine Site Documents (select options from the drop-down menu)
2. Solicitation number (enter value)



viii. Click on "✓" or press Enter to save

ix. When entering the pack size value, the following format must be used; for blister packs e.g. 10 x10, 5 x 10 etc. & loose or bulk packs e.g. 100, 1000 etc. Also indicate whether it's a vial, ampoule, bag etc.



x. Click on "Save".

xi. Repeat for all the documents. These will be secured for future tenders, so the documents uploaded will remain in this file for each tender unless amended. Updates can be made if needed.

xii. When uploading documents for more than one product, please ensure that you upload the files in the correct product folder.

Updated July 2026