



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

TERMS AND CONDITIONS OF AGREEMENT
FOR THE SUPPLY OF

ESSENTIAL MEDICINES

1. Products should have a minimum of 75% of their shelf-life on the date of dispatch. The shelf life requirement is subject to change to the requirements of the authorities in which UNHCR is placing the order for.
2. Language used for writing labels, leaflets and other documents shall be in English. Any additional requirements would be informed well in advance.
3. Packing should be strictly made suitable for the chosen mode of transportation. Poor packing resulting in the failure of the delivery of goods in original condition, being have to be held at the customs or any other consequences that protracts the planned delivery of goods will not be tolerated.
4. Accompanying invoices should be prepared as per the purchase order including batch number, manufacturing and expiry date of each item.
5. Each product must be accompanied by a leaflet/label in its immediate container including the following data (immediate information available for the user before administering or using the item):
 - a) The name of the product, brand and generic/INN
 - b) Pharmaceutical dosage form and routine administration
 - c) Qualitative and quantitative composition of active ingredient(s)
 - d) Quantity of container.
 - e) Dosage and administration (direction for use)
 - f) Clinical pharmacology, indication(s), warning precautions, contraindications, side and adverse effects.
 - g) Handling and storage requirements
 - h) Batch number, manufacturing and expiry date
 - i) Name and address of the manufacturer.
 - j) Country of origin.
6. Once the shipment is ready for dispatch, the supplier should send the concerning shipping advice, packing list, invoice, certificate of origin and certificate of analysis to the respective UNHCR operation and the HQ. The goods may be shipped after UNHCR confirms the documents are in order.

Failure to comply with all of the above will result in the goods being returned to the supplier, at their own expenses.