Instructions:

In order to process your request, please complete sections A-D and return this form to your respective your procurement focal point or generic Request for Proforma Invoice email address (see below).

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Contact details - Please complete steps A.1-A.3 | | | |
| 1. Customer details (requestor) | | | |
| Organization Name: |  | Customer ID (if known) *If you don’t have a Customer ID, please fill out Customer Registration Form and Login Form* | |
| Funding source: Domestic Resources:  Global Fund:  World Bank:  WAHO:  Other (please specify):  Loan/Credit/Grant Agreement Number (If applicable, i.e. World Bank-funded):  Project Closing Date (DD/MM/YYYY): | | | |
| Contact person first name: | Last name: | | Title: |
| E-mail: | Telephone (include country code): | |  |
| **A.2 Consignee details\*** (if different from A.1) | | | |
| Organization Name: | | | |
| Address: | | | |
| Contact person first name: | Last name: | | Title**:** |
| E-mail: | Telephone (include country code): | |  |
| Preferred seaport/airport of goods delivery: | | | |
| **A.3 Additional parties to be notified** (if different from A.1 and A.2) | | | |
| Organization Name: | | | |
| Address: | | | |
| Contact person first name: | Last name: | | Title**:** |
| E-mail: | Telephone (include country code): | |  |
| *\*Goods will be delivered to nearest port/airport if nothing else specified* | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **B. Requested items** | | | | | | |
| **Item No** | **UNFPA item identification code** (item description if item is not in UNFPA’s Catalog) | **Quantity** | **Unit of measurement** (i.e. vials, cycles, tablets, pieces etc.) | **Remarks** (e.g. special requests) | **Mode of transportation**  (choose one): | |
| 1 |  |  |  |  | Sea/Land | Air |
| 2 |  |  |  |  | Sea/Land | Air |
| 3 |  |  |  |  | Sea/Land | Air |
| 4 |  |  |  |  | Sea/Land | Air |
| 5 |  |  |  |  | Sea/Land | Air |
| 6 |  |  |  |  | Sea/Land | Air |
| 7 |  |  |  |  | Sea/Land | Air |
| 8 |  |  |  |  | Sea/Land | Air |
| 9 |  |  |  |  | Sea/Land | Air |
| 10 |  |  |  |  | Sea/Land | Air |
| 11 |  |  |  |  | Sea/Land | Air |
| 12 |  |  |  |  | Sea/Land | Air |
| 13 |  |  |  |  | Sea/Land | Air |
| 14 |  |  |  |  | Sea/Land | Air |
| 15 |  |  |  |  | Sea/Land | Air |
| 16 |  |  |  |  | Sea/Land | Air |
| 17 |  |  |  |  | Sea/Land | Air |
| 18 |  |  |  |  | Sea/Land | Air |
| 19 |  |  |  |  | Sea/Land | Air |
| 20 |  |  |  |  | Sea/Land | Air |
| 21 |  |  |  |  | Sea/Land | Air |
| 22 |  |  |  |  | Sea/Land | Air |
| 23 |  |  |  |  | Sea/Land | Air |
| 24 |  |  |  |  | Sea/Land | Air |
| 25 |  |  |  |  | Sea/Land | Air |

|  |  |
| --- | --- |
| **C. Special order requirements** (if applicable) | |
| **Pre**-shipment inspection (please check if applicable)  Note: Pre shipment inspection can only be carried out for certain products. | *(Remarks:*     ) |
| **Post**-shipment inspection (please check if applicable)  Note: In the event that the Customer conducts post-shipment inspection or testing on products provided by UNFPA, the results of any such inspection or testing shall not be enforceable against UNFPA. Please refer to para 11.2 of the UNFPA service conditions for further information. | *Remarks:*      *(Remarks:*     ) |
| Other special import or export requirements (please indicate any special documents or translations required): | |
| Requirements for INCOTERMs other than CIP (Port of Destination): | |
|  | |
| 1. **Special packaging/product requirements \*** (if applicable) | |
| **\*Please note that special requirements e.g. customized foils, packaging, language printing, etc. result in longer delivery times and higher prices. Where applicable, the customer will need to provide artwork in a file format as requested by supplier, pantone codes for the colors, and exact text to be put on inserts/packaging.** | |
| Customized packaging (please check if applicable)  *Note: Please indicate type of package customization in section B under the “Remarks” Column* | |
| Language on packaging and/or insert (please check if applicable)  Language: | |
| **Male Condom related customization:**   1. Customized condom foil (please check if applicable) 2. Condom flavor/scent (please check if applicable) 3. Condom color (please check if applicable)   *Note: Please indicate any specific details in section B under the “Remarks” Column* | |

UNFPA Contacts:

Request for Proforma Invoices:

General Information:

[requestUNFPA@unfpa.org](mailto:requestUNFPA@unfpa.org)

[procurement@unfpa.org](mailto:procurement@unfpa.org)