
Acronyms and abbreviations

BCG	Bacille Calmette-Guérin vaccine (for tuberculosis)
CDC	Centers for Disease Control and Prevention (USA)
CIF	cost, insurance and freight
CIP	carriage and insurance paid*
CFR	cost and freight*
CPT	carriage paid to*
DAF	delivered at frontier*
DDP	delivered duty paid*
DDU	delivered duty unpaid*
DEQ	delivered ex quay*
DES	delivered ex ship*
DTP	diphtheria–tetanus–pertussis vaccine
EPI	Expanded Programme on Immunization
ETA	estimated time of arrival
EXW	ex works*
FCA	free carrier*
FAS	free alongside ship*
FOB	free on board*
GLP	good laboratory practice
GMP	good manufacturing practice
GPV	Global Programme for Vaccines and Immunization
HBsAg	hepatitis B surface antigen
HBV	hepatitis B Virus
HIV	human immunodeficiency virus
IBRD	International Bank for Reconstruction and Development
ICB	international competitive bidding* *
ICC	International Chamber of Commerce
IDA	International Development Association
IFPMA	International Federation of Pharmaceutical Manufacturers Association
IMR	infant mortality rate

* See definitions in INCOTERMS, Part VI.D.

** See discussion in Part I.A.

ISO	International Organisation for Standardisation
ITB	invitation to bid
L/C	letter of credit
LCB	local competitive bidding**
LIB	limited international bidding**
MOH	Ministry of Health
NCA	national control authority
NCB	national competitive bidding
NCL	national control laboratory
NID	national immunization day
NRA	national regulatory authority
OPV	oral polio vaccine
PATH	Program for Appropriate Technology in Health
PO	purchase order
QA	quality assurance
QC	quality control
RFQ	Request for Quotation**
TT	tetanus toxoid
UCP	Uniform Customs and Practice for Documentary Credits
UN	United Nations
UNICEF	United Nations Children's Fund
USFDA	United States Food and Drug Administration
VAT	value added tax
VII	Vaccine Independence Initiative
VSQ	Vaccine Supply and Quality
VVM	vaccine vial monitor
WHO	World Health Organization
W/V	weight to volume

** See discussion in Part I.A.

Glossary

Accountee	A legal term used in banking to describe the party who is responsible for paying an amount guaranteed through a commercial “letter of credit”.
Agent	A supply term for an independent contractor authorized by a manufacturer to promote and sell the manufacturer’s products within a designated geographic area. Often an agent will contract to represent several manufacturers of non-competing products.
Air waybill	A shipping document issued by air freight carriers that contains a description of the commodity being shipped, shipping instructions, terms and conditions of the shipment and applicable transportation charges.
Batch	A manufacturing term meaning a single, uniform and homogeneous quantity (of vaccine) produced from one compounding formulation, in one manufacturing and production operation and which has received entirely the same processing treatment. Used interchangeably with (production) Lot.
Batch number	See “lot or batch number”.
Beneficiary	A legal term used in banking to describe the party who is entitled to collect funds guaranteed by a commercial letter of credit upon presentation of stipulated documents, usually shipping and quality assurance documents.
Bid	A procurement term describing an offer for goods or services submitted or received in response to an Invitation to Bid.
Bidder	An individual or organization making an offer to sell goods or services, usually in response to an Invitation to Bid or another form of solicitation.
Bid security	A procurement term describing a financial instrument that is sometimes used to guarantee compensation to the prospective buyer for inconvenience and expense if a winning bidder rescinds his offer after the bid is closed and an award is made to him. Each bidder provides an amount stated in the bidding documents with their bid submission; bid security is refunded promptly to all unsuccessful bidders.

Bill of lading	A shipping document issued by a carrier (usually an ocean freight line) to a shipper that provides a written receipt for the goods, describes the conditions on which transport is made and includes a written commitment to deliver goods at a stated destination to the lawful holder of the Bill of Lading.
Biologicals	A term used in medicine, immunization and regulatory circles describing products that have been produced with living organisms; for example, vaccine and certain laboratory materials.
Biologicals committee	A regulatory/quality assurance term referring to a subgroup of the national medicines control body with special responsibilities and expertise in vaccines and other biologicals.
Buffer stock	A term used in vaccine supply to describe extra quantities of stock kept on hand to cover unanticipated shortages – 25% above expected usage is common.
Bulk vaccine	A manufacturing term that describes the homogenous container of finished vaccine before it is packaged into vials or ampoules. See “final bulk”.
Buyer	Also referred to as Purchaser. A procurement/contractual term used to define one of the parties to a purchase transaction; normally Buyer and Seller. The Buyer does not necessarily have to be the recipient or consignee.
Campaign	See “mass campaign”.
Census data	Statistics gathered about individuals in a national population; primarily numbers. Used by immunization programmes to estimate annual vaccination requirements and, thus, determine the amount of vaccine needed to meet these requirements. The most important numbers are births cohorts (individuals born in a particular year) and birth rates.
Certificate of free sale	See “lot release certificate”.
Certificate of inspection	A document often required with shipments of perishable or other goods; certification attests to the good condition of the merchandise immediately prior to shipment.
Certificate of no objection	See “no objection certificate”.
Certificate of origin	A shipping and import document declaring and certifying the country of origin of the merchandise; required by certain foreign countries for tariff purposes. It sometimes requires the signature of the consul of the country to which it is destined.
Clean report of findings	A certificate issued by an inspection company stating that no discrepancies were found between specified criteria and the vaccine as prepared for shipment. Pre-shipment inspection at the manufacturer’s facility is recommended for vaccine shipments. Some importing countries require routine (cursory) visual inspections at the port of loading.

Cold chain	A system to ensure the potency of a vaccine from the time of manufacture until it is given to a child or adult by maintaining the temperature of the vaccine within the correct range for the vaccine. All vaccines are sensitive to too much heat and some are sensitive to freezing.
Cold chain monitor	A device, usually a printed card, that is included with shipments of vaccine to indicate if the temperature has remained within safe bounds.
Commercial invoice	A shipping document issued by the Seller, that identifies the Buyer, and provides a description of the goods, the agreed price, delivery and payment terms, shipping date, mode of transport and an assigned invoice number.
Commercial merit	A procurement term that represents a judgement as to whether or not, or how well, a company making an offer or bid meets requirements for stability, financial viability, good references, etc.
Commodity	Any piece of tangible property, supplies or equipment that is the subject of a procurement activity; commonly used to describe consumable products.
Competitive bidding	Procurement process in which clearly stated product specifications and contract requirements are issued to multiple suppliers to solicit pricing and performance responses (bids). The purpose is to generate competition among several suppliers which theoretically elicits the lowest possible prices. There are several types of competitive bidding procedure. See limited international bidding, international competitive bidding and local competitive bidding.
Consignee	A term used in shipping goods that describes the party to whom something is entrusted, e.g. the “ship-to” party.
Contractual merit	A procurement term that represents a judgement as to whether or not, or how well, a bid matches the contract requirements of the Purchaser such as payment terms, delivery date, etc.
Relationship	banks when they have formally agreed to perform services for each other. (ir should be under letter “R”, not under “C”
Coverage	A vaccination programme term for the estimated number of individuals actually vaccinated as a percentage of the target population.
Defects - critical, major, minor	Quality assurance terminology used in evaluating vaccine appearance, packaging and packing through visual examination and comparison with a precise description of requirements. The examination results in a classification of any defects according to importance. There are published standards for how many defects can be allowed in a particular lot size under different assumptions.

Direct purchase	Used in EPI systems to mean purchasing vaccine (and other items) directly from a manufacturer rather than through UNICEF or another third party. More broadly used to describe purchasing an item from a pre-selected source without considering competitive offers.
Domestic preference allowance	A term used in World Bank procurement documents to describe a competitive advantage, expressed in a percentage, that is sometimes given to local manufacturers of goods competing for contracts against international sources. It is not appropriate for vaccine procurement because there are very few local manufacturers who meet quality requirements.
Entity	A business and legal term to describe something that exists and functions as a separate and distinct body, for example, a corporation, a ministry of health or a committee.
Estimate of procurement requirements	A judgement or approximate calculation of future commodity needs; quantification based on forecast of use plus buffer stock requirements less existing stock and undelivered purchases.
Expanded Programme on Immunization (EPI)	A programme initiated by the World Health Organization in 1974 and adopted by many countries since then. It is aimed at achieving universal childhood immunization against six initial target diseases: diphtheria, tetanus, pertussis (whooping cough), polio, measles and tuberculosis. The basic EPI vaccines are BCG (Bacillus of Calmette and Guérin for immunization against tuberculosis), DTP (diphtheria–tetanus–pertussis and variations), measles and OPV (oral polio vaccine). EPI-Plus adds yellow fever and hepatitis B to the initial target diseases.
Expiry date	A supply term for a date established by the manufacturer that appears on a drug or vaccine, beyond which the manufacturer will not guarantee the potency, purity, uniformity or bio-availability of the product.
Fast Track Registration	An expedited registration/licensing process for new pharmaceuticals or vaccines that have been offered by successful bidders. Actual requirements must be set by the licensing NCA, but in general, bidders are not required to submit their own clinical and toxicological analysis but may rely on previously published literature and proof of registration and approval in the country of origin.
Final bulk (vaccine)	A manufacturing term that describes the final homogenous vaccine present in a single container from which the final vials or ampoules are filled, either directly or through one or more intermediate containers.
Final lot	A manufacturing term that describes a collection of sealed final containers (vials or ampoules) that are homogeneous with respect to the risk of contamination during filling. A final lot is filled from a single container in one continuous working session.

Forecast of use	A term used in vaccination programmes to describe a rational projection of future commodity demand based on different factors including population, birth rate and past consumption data.
Good manufacturing practice (GMP)	An organized set of activities and performance standards covering personnel, premises and equipment, animal quarters and care, production, labelling, lot processing records and distribution records, quality assurance and quality control. A facility where GMP is followed can be relied upon to consistently produce good quality products that conform to established specifications because it maintains high standards of performance and adheres to written procedures.
Immunization policy	Commonly used to describe the delivery strategies, schedules, guidelines and recommendations that a country and/or immunization initiative or programme are following.
Immunization session	An EPI expression that refers to a time interval starting from removal of a quantity of vaccine from storage, through its administration to individuals and ending at disposal or re-storage of the remaining quantity.
Immunization strategy	A term relating to how vaccination will be carried out; the two main strategies are routine immunization (infants and children are vaccinated according to a standardized schedule for delivery of specific antigens at specific ages) and mass campaign (see below).
INCOTERMS	International rules for the interpretation of the most commonly used terms in foreign trade published by the International Chamber of Commerce (ICC). The terms most commonly associated with vaccine procurement are:
CIP	Carriage and insurance paid to (...named place of destination). Seller must clear goods for export and pay all costs and transportation plus insurance necessary to deliver to destination named by Buyer. Buyer bears all risks from the time goods are delivered into custody of the first carrier.
CPT	Carriage paid to (...named port of destination). Seller must clear goods for export and pay for all costs and transportation necessary to deliver to place of destination named by Buyer. Buyer bears all risks from the time goods are delivered into custody of first carrier.
CIF	Cost, insurance and freight. Seller pays these costs. Old term, but still seen in practise.
Inspection criteria	In the context of vaccine procurement and quality assurance, a term for the set of instructions and related specifications against which an inspection agent will examine a shipment of vaccine, usually before it leaves the manufacturer's site.
International Chamber of Commerce (ICC)	A nongovernmental organization that serves world business by harmonizing trade practices, formulating terminology and establishing guidelines for importers and exporters.

International competitive bidding (ICB)	A procurement method that is initiated with a widely advertised notice of the bidding opportunity. Sealed bids are required based on clearly stated product specifications and performance expectations. Submissions are evaluated on their technical, commercial, contractual and financial merit, with awards going to the Supplier making the most advantageous and cost-effective offer. All bids are final and no negotiation is allowed, except in regard to minor contractual points, after selection of a winning bid. The objective of the ICB is to provide all eligible prospective bidders with an equal opportunity to participate in the competition. Also known as open or unrestricted bidding.
International shopping	A term used by the World Bank and others to describe a procurement process that relies on informal quotations and catalogue pricing to establish a minimum level of competition. See “request for quotation”.
Invitation to bid (ITB)	A procurement term that describes the formal written document used to solicit offers for the supply of specified goods and/or services. In addition to detailed specifications, it contains contractual conditions that apply to the proposed procurement and instructions to the Bidders. Used with international competitive bidding (open/unrestricted bidding) and limited international bidding (restricted bidding).
Labelling	Used in the context of vaccines and medicines to describe written text on vials or ampoules, on boxes containing vials or ampoules and in accompanying leaflets. Labelling is considered an important part of the product and changes must be approved by the licensing authority.
Lead time	A procurement term that describes the time interval needed to complete a procurement cycle. It begins when the need for new stock is recognized and ends when that stock is received and available for issue. Alternate definition: Time from order to delivery; e.g. manufacturing and shipping time.
Letter of credit	An arrangement by banks for settling commercial transactions; specifically, a written promise by a bank given to the Seller in accordance with the instructions (and cash deposit) of the Buyer to pay up to a given sum of money within a prescribed time limit when and if the Seller presents specified documents that give evidence of his performance.
Licensed vaccine	In the context of importing countries, a vaccine that has been evaluated and formally approved by the national control/regulatory authority of the country of manufacture and by the national control/regulatory authority of the country where it will be used. In the context of vaccine producing countries, a vaccine that has been evaluated and formally approved by the national control authority for production and use in that country. Licensing implies a quality standard based on verified good manufacturing practices, quality assurance data and appropriate regulation.

Limited international bidding (LIB)	A procurement term describing the bidding process that limits participation to international and domestic suppliers that have been pre-qualified or pre-selected in some manner by the Purchaser. See “restricted tender”, “pre-qualification” and “licensed vaccine”.
Local competitive bidding (LCB)	A procurement method that follows the same format as international competitive bidding, but is limited to local participants.
Lot	A supply term that can be used in two ways: production lot (see “batch”) and shipping lot.
Lot or batch number	A manufacturing term that describes the series of numbers or letters or both established to record production and control of a single, uniform and homogeneous quantity of drugs, chemicals or biologicals produced from one formulation, in one manufacturing and production operation and which has received entirely the same processing treatment.
Lot release	A regulatory activity employed in both manufacturing and non-manufacturing (purchasing) countries that independently checks each lot of vaccine to determine/confirm that it is in compliance with the regulations of the country. In manufacturing countries this step is done by the NRA/NCA (of the manufacturing country) prior to shipment; in non-manufacturing (purchasing) countries this step is done by the NRA/NCA (of the purchasing country) prior to distribution. In most cases, the NRA/NCA of a purchasing country does not perform additional laboratory testing but relies upon the quality assurance documentation provided by the manufacturer and the lot release certificate provided by the NRA/NCA of the manufacturing country.
Lot release certificate	A regulatory term describing a certificate issued by the national control authority of the country of manufacture that states the lot number being shipped has been tested by the government’s laboratory or checked in some other manner and found to be in conformity with the regulations of the country of manufacture and is released for sale. In some cases this document may be titled “certificate of free sale”.
Manufacturer’s representative	A supply term used to describe a direct employee of a vaccine manufacturer with responsibility to promote the use of, provide information on and sell the manufacturer’s products. In some cases, the representative also facilitates importation.
Marking	A term used in packing and shipping for the application of numbers, letters, labels, tags, symbols or colours for handling and identification during shipment and storage.
Mass campaign	In the context of immunization programmes, vaccination of large numbers of individuals against a specific disease within a very short time. Primarily used for epidemic situations and disease eradication.

Material deviation	A procurement term that is used in evaluating bids to describe a significant and unacceptable difference from the requirements stated in bidding documents. More precisely, a material deviation is one that affects, in any way, the price, quantity, quality or delivery of the goods as required in the bid documents, or limits in any way the responsibilities, duties or liabilities of the Bidder or any rights of the Purchaser.
Merit point system	A procurement term that describes a numerical system used to evaluate and compare offers or bids. Points (based on a total of 100) are assigned according to how well an offer is judged to match requirements and preferences (which are stated by the Purchaser in the original bidding documents) and its relative standing in the range of prices offered.
Middleman	A procurement term for an independent broker who purchases product from a manufacturer or wholesaler and re-sells the product. This adds to the final cost of the product as the middleman's revenue from the transaction is the difference between his acquisition and holding cost and his sales price. Purchase of vaccine through a middleman increases the risk of receiving poor quality, mishandled or counterfeit product unless shipments are made directly from the manufacturer to the purchaser with appropriate original documentation.
National control authority (NCA)	An independent government entity responsible for establishing procedures to ensure that medicines (and biological products) intended for use in the country are safe, potent and effective.
National control laboratory (NCL)	A laboratory advisory to the national control authority.
National immunization days (NIDs)	An immunization programme term describing a type of mass campaign (see above), usually lasting one or a few days and conducted over specified time intervals (e.g. a few months per year or annually).
National regulatory authority (NRA)	See national control authority – both terms are currently in use.
No objection certificate	A shipping/import document sometimes required by a country's customs, tax or other laws certifying that domestic manufacturers of vaccine/medicine have "no objection" to the import of a competing, similar or identical vaccine/medicine.
Offer	Same as "bid" where the procurement is advertised or invited; same as "proposal" where the procurement is solicited by a "request for quotation".
Open tender	A formal procurement procedure in which bids are accepted from any interested local or international source of the required product. If it must be used for vaccine procurement, the tender invitation should include a requirement that the vaccine must be licensed by the Purchaser's NRA/NCA.

Open vial policy	A new immunization programme policy initiated by WHO advising that opened vials of some vaccines (OPV, DTP, DT, TT, HepB) may be retained and safely used on succeeding days, as long as they are kept under refrigeration and are not contaminated.
Outreach	In the context of EPI, a term for immunization services provided from mobile or temporary locations to hard-to-reach populations.
Packaging	A product's containers and coverings. In the context of vaccine, vials and ampoules are the primary packaging, boxes and bags containing several—up to 100—vials or ampoules are secondary packaging.
Packaging for bidding	A term used by the World Bank and others for organizing very large, diverse schedules of goods to be purchased into grouping of like items for bidding purposes.
Packaging (requirements)	Identifies how product should be packaged to withstand the handling and climatic conditions it will be subject to during transit. For vaccines this includes instructions on the specific temperature range in which the product must ship and whether it can or cannot be frozen as well as information on the type of packaging and strength of packaging material to be used and inclusion of cold chain monitoring devices.
Packing	Assembling of items into a unit for shipment; carton, overwrapping and insulation for protecting products against damage or deterioration during shipment.
Payment terms	In the context of vaccine purchases, a description of how, where and when payment will be made; for example, letter of credit, cash in advance, open account.
Performance security	A procurement term describing the financial instrument used to guarantee compensation to the Buyer for inconvenience and expense if the Seller does not perform, i.e., does not produce and ship the contracted goods or provide the contracted services within the stated period. The Seller puts up his own funds, often through a bank or an insurance company, to be held in reserve until the contract terms have been met.
Potency	In vaccine terminology, the specific ability of the product to give protection against disease as confirmed by appropriate laboratory tests or by adequately controlled clinical data.
Pre-qualification (of supplier)	A process of pre-approving suppliers for participation in vaccine tenders based on a judgement of reliability, technical competence and financial stability. Referenced as second-level pre-qualification.
Pre-qualification (of vaccine)	A process of pre-determining that a specific vaccine of a specific manufacturer meets stated requirements and may be considered for purchase contracts in the approving country. Licensing by the national control authority in the purchasing country automatically confers pre-qualification status. Referenced as first-level pre-qualification.

Primary container	Packaging that serves to contain the primary goods, for example, vials and ampoules are primary containers for vaccine.
Procurement agent	An individual or an organization hired to act on behalf of a purchaser.
Procurement entity	Body functioning as the Purchaser in a commercial transaction (see “entity”).
Procurement requirements	A complete description of the product to be purchased; used in the context of vaccine procurement to describe technical attributes (including manufacturing and quality assurance norms), programme specifications (including packaging, packing), shipping terms, payment terms, port of delivery, delivery date, quantity, documentation and any other relevant detail of the expected purchase.
Procurement team	In broadest terms, includes all individuals who actively contribute to a specified procurement, particularly those who cooperate together and are accountable for some part of the transaction. A typical procurement team is made up of the procurement unit, the EPI manager, and representatives from the tender board, the national control authority, the ministry of finance, and the ministry of health.
Procurement transaction	Agreements and actions of a Buyer and a Seller around a specific purchase; usually documented and legally binding.
Procurement unit	Individuals organized around procurement duties within a larger entity.
Proposal	A procurement term that describes an offer of goods or services where (1) the procurement has not been advertised, or (2) an offer to supply goods or services is made in response to a specific request for proposal (RFP). Less formal in structure and process than sealed bidding (ICB, LCB and LIB).
Public sector supply service	An organization that contracts annually with manufacturers for large quantities of product which it then supplies in smaller quantities to individual clients in the public sector on a reimbursable, but non-profit basis. UNICEF is the largest public sector supply service for vaccine.
Pull system	A term used in vaccine distribution systems to indicate that peripheral levels request deliveries of specific kinds and amounts of vaccine from a central level.
Purchaser	See “Buyer”.
Purity	A laboratory/quality assurance term describing the degree of freedom from extraneous matter whether or not harmful to the recipient or deleterious to the product. In most instances, the concepts of purity and safety coincide, and purity relates to freedom from such materials as pyrogens, contaminants and residual chemicals from the manufacturing process.

Push system	A term used in vaccine distribution systems to indicate that a central authority is sending vaccine to lower levels based on its own calculations of need rather than specific requests from the lower levels; i.e. it “pushes” vaccine to the lower levels.
Quality assurance	The combination of organized activities performed to demonstrate that a product meets quality criteria and specifications for its intended application. Quality assurance in contractual or other external situations provides confidence to the customers. In the context of vaccine, it is typically undertaken before a shipment leaves the manufacturer’s facility and/or before the product is released for use in a country. Quality assurance within the manufacturing organization provides confidence to the management.
Quality control	A manufacturing term that describes operational techniques and activities aimed at monitoring the process and eliminating causes of unsatisfactory performance. Some quality control and quality assurance actions are interrelated.
Reference box	A marker in the main text of this manual indicating the presence of related information and where it is located.
Registration	A term used in regulating vaccine; exact usage varies from country to country. It is often synonymous with Licensing but it can mean simply that the particulars about a vaccine shipment are recorded as it enters a country.
Relative potency	A laboratory/quality assurance term describing potency relative to a reference material that is estimated as the ratio between equivalent (equipotent) doses of a test preparation and a standard preparation.
Request for quotation (RFQ)	A procurement process where offers (quotations) are requested from several prospective suppliers without employing formal sealed bidding procedures. Offers can be made by telex, fax or email. Some degree of negotiation may be included.
Restricted tender	Also known as selective tender and limited international bidding. A formal procurement process that limits participation to international and domestic Suppliers that have been pre-qualified or pre-selected in some manner by the Purchaser. In vaccine procurement, a purchasing method in which participation in bidding is limited to manufacturers of vaccine that has been pre-qualified based on technical criteria through licensing with a competent NRA/NCA in the country of use. Restricted tenders may also include suppliers who have been pre-approved by the purchasing entity based on commercial criteria and a verifiable legal relationship with the manufacturer of licensed vaccine. In countries without a specific biologicals committee within the national regulatory/control authority, pre-qualification is based on surrogate approval of competent international regulatory experts.

Safety	A quality assurance term used to characterize a vaccine’s relative freedom from harmful effect to the recipient, when correctly and appropriately administered, taking into consideration the character of the product and the condition of the recipient at the time.
Sealed Bids	A procurement process where formal bids are submitted in sealed envelopes and held unopened until an appointed date and time, then opened and read out in public with bidders in attendance. See “international competitive bidding”, “local competitive bidding”, “limited international bidding”.
Selective tender	See “restricted tender”.
Seller	A procurement term used to describe the party to a contract who offers goods, commits to seeing that they come into the Buyer’s possession and (usually) receives payment from the Buyer. The Seller does not necessarily have to be the Supplier of the goods. Used in contracts to define one of the parties to a purchase transaction; normally, Buyer – Seller. The Seller is usually the Bidder in a tender process.
Session	See “immunization session”.
Shelf life	A supply term for the length of time designated by the manufacturer that vaccine may be stored without affecting its usability, safety, purity or potency. Shelf life varies from vaccine to vaccine.
Shipping lot	A manufacturing term used to describe a collection of like items assembled together for shipment to one customer under one transport document. A shipping lot may be comprised of items (vaccine) from several different batches or production lots.
Shipping terms	A description of how goods will be shipped, who is responsible for them at each stage of the process and who pays which costs. See INCOTERMS.
Sole source	A procurement term used to describe purchasing from a single manufacturer without competition among potential suppliers; most often applies to items that are not available from any other source.
Solicitation	A procurement term for the process of inviting bids or requesting proposals for the supply of a product or service; also used to refer to the document requesting bids or proposals.
Special commitment form 1931	Used when purchasing goods with proceeds of a World Bank loan; application initiates guarantee of funds from a World Bank account to a commercial bank for the purpose of opening a commercial “letter of credit”.

Specification	Detailed, precise written description; in the context of vaccine procurement, there are two types: (1) technical specifications cover the physical properties of the vaccine such as type, relative potency, purity, thermostability, dosage, quality assurance norms and required storage temperatures; (2) programme specifications cover acceptable variables in vial size, packaging, packing, etc. and may call for a shelf life beyond the minimum established by the technical specifications.
Standard	Something that is established by authority as a rule for the measure of a quantity, weight, extent, value or quality; for example, the International Organisation for Standardisation (ISO) establishes “rules” for the vial closures commonly used for vaccine.
Standard preparation	A laboratory term used to describe a reference preparation, such as bacterial or viral antigen, or serum with a defined specific activity, that can be used in evaluating relative potency of a biological product when compared to it. There are international, national and in-house standard preparations. The reference standard (for example, virus strain) must match the product.
Supplier	A procurement term describing the party who transfers goods out of his own control to a named recipient.
Target population	A vaccination programme term for the total number of intended clients based on expected coverage rates.
Technical merit	A procurement term that represents a judgement as to whether or not, or how well, a bid matches the programme specifications and any related requirements of the purchaser; for example, vaccine and syringes packaged together. Technical specifications are normally set by a NRA/NCA through licensing, and bids that offer unlicensed products are not accepted.
Tender	A procurement process by which competing offers are requested for a particular good or service. Same as “invitation to bid”.
Tender committee	A committee of senior ministry and programme representatives, often including the ministry of finance, that oversees, guides and approves key steps in the procurement process, including final selection. Also known as tender review committee.
Tender offer	A procurement term meaning an offer for goods or services submitted or received in response to a specific invitation to bid (Tender).
Tender review committee	See “tender committee”.
Thermostability	A quality assurance term that describes the limits of a vaccine’s ability to retain potency over time at prescribed temperatures.
Uniform customs and practice for documentary credits (UCP)	A set of rules for cross-border transactions relating to letters of credit (also known as documentary credits and documentary letters of credit) codified by the International Chamber of Commerce (ICC). The latest version is UCP 500, which has been in effect since 1993.

United Nations Children's Fund (UNICEF)	A semi-autonomous UN agency working for sustainable human development to ensure the survival, protection, and development of children. Cooperates with governments in the developing world and promotes universal immunization against six childhood diseases, in part, by operating a global supply service that purchases and distributes vaccine as well as many other health related items. Formerly – United Nations International Children's Emergency Fund.
Unresponsive bid	A procurement term used describe an offer that does not comply with the most basic instructions and requirements stated in the bidding documents provided by the purchasing organization. For example, an unresponsive bid may be one that is not signed, is tendered in the wrong language, or does not offer the required (licensed) product(s).
Unrestricted bidding	See “open tender”, “international competitive bidding”.
Vaccination schedule	A term used in immunization programme management to describe the national plan for routine vaccination: the list of vaccines to be given, the number of doses required for each vaccine and the age at which each dose should be given.
Vaccine Independence Initiative (VII)	A financial mechanism established by UNICEF to help low- to middle-income countries purchase EPI vaccine from UNICEF. A donor pays into a revolving fund for a specific participating country and the participating country repays the fund after the vaccine is received. The cash on deposit satisfies UNICEF's requirement for cash in advance and entitles the participating country to re-order. In addition, the participating country receives assistance with forecasting annual vaccine needs. Commonly known as VII.
Vaccine vial monitor (VVM)	A small indicator dot affixed to a vaccine vial that signals with a colour change when a pre-set limit of heat exposure over time has been exceeded indicating that the vaccine should not be used.
Wastage	Wastage in immunization programmes is vaccine which has become unusable due to expiry, breakage, loss, theft, unacceptable temperature exposures, suspected contamination, patient reaction requiring that more than one dose is delivered, poor reconstitution practices, and doses discarded at the end of a session. Wastage may occur in both opened and unopened vials.
Wastage factor	In vaccination programmes, a coefficient or a correction factor which takes into account the expected wastage in calculating the amount of vaccine required to immunize a specified number of individuals. It is also known as the “index of vaccine use” or the “number of doses used per immunization”. The wastage factor is directly calculated by using the following formula: wastage factor = number of doses of vaccine used during a certain time period/number of immunizations given during a certain time period. For example: if 1500 doses of measles were

used to give 1000 vaccinations (as in the example described in the definition of wastage rate), then the wastage factor is $1500/1000 = 1.5$. The wastage factor also can be calculated if the wastage rate is known or presumed by using the following formula: $\text{wastage factor} = 1/(1-\text{wastage rate})$. Thus, again using the wastage rate of 33% (from the example described in the definition of wastage rate), the wastage factor is $1/(1-.33) = 1.5$. Therefore, to immunize 1000 children, 1500 doses of measles vaccine will be needed ($1000 \times 1.5 = 1500$ doses).

Wastage rate	<p>In vaccination programmes, the portion of vaccine used beyond the doses given to children. It is defined as: $\text{Wastage \%} = \frac{\text{doses used} - \text{children vaccinated}}{\text{doses used}} \times 100$.</p> <p>For example: 75 20-dose vials ($75 \times 20 = 1500$ doses) are used to vaccinate 1000 children. The wastage rate is $(1500 - 1000)/1500 \times 100 = 33\%$. Wastage rates are sometimes broken down into wastage occurring in closed vials due to cold chain problems and wastage occurring in opened vials during administration.</p>
Wholesaler	<p>A supply term for a dealer who purchases supplies from a manufacturer on his own behalf and re-sells them for a profit.</p>
Whooping cough	<p>Pertussis.</p>

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