

### 1. Overview

- 1.1. The Identity Management and Registration Section (IMRS) of the Division of Programme Support and Management (DPSM) maintains a Stockpile at Geneva HQ (CHEPRO Warehouse) of standardized materials and equipment intended to support rapid deployment to emergencies and registration activities in the field across the globe.
- 1.2. Operations have the possibility to procure items required for registration activities from the IMRS Stockpile which ensures timely delivery, better prices from bulk procurement and consistent quality of registration equipment.

### 2. Direct Procurement & Serialization

- 2.1. With the exception of Security Paper and Ration Cards<sup>1</sup>, unless previously agreed with IMRS, all items can also be procured directly by operations by raising a Requisition through HQSMS Budapest.
- 2.2. Nevertheless, any direct request of **serialized items** MUST be cleared in advance with IMRS ([HQIMRS@unhcr.org](mailto:HQIMRS@unhcr.org)) to ensure the correct numbering series are used for these items:

- |  |   |
|--|---|
| - Control Sheet (00001328)             | - Wristbands Blue (00008058)              |
| - Fixing Tokens Green (00008350)       | - Wristbands White (00008057)             |
| - Fixing Tokens Pink (00008348)        | - Wristbands Yellow (00008056)            |
| - Fixing Tokens Yellow (00008349)      | - Wristbands (Barcoded) Blue (00008561)   |
| - Registration Form English (00001337) | - Wristbands (Barcoded) White (00008559)  |
| - Registration Form French (00004919)  | - Wristbands (Barcoded) Yellow (00008560) |

- 2.3. Failure to clear/add the correct serialization at HQSMS Requisition level, under **Line Description** for the corresponding item, will result in the REQ/PO to be put on hold/cancelled until the appropriate series are detailed.
- 2.4. **Shipping/Transport** charges require a separate line (i.e. 00006523 – Transport Arrangements and Forwarding Services) to be specified in the Requisition. These are calculated based on volumetric (weight/dimension) and destination of shipment.
- 2.5. Please contact Procurement Service (PS) focal points based in the Global Service Center, Budapest, for price consultation and transport **quotations**. Kindly copy IMRS ([HQIMRS@unhcr.org](mailto:HQIMRS@unhcr.org)) in this request. Please also note a Transport PO may be requested from the UNHCR Transport team by Procurement in case supplier offers too high rates or cannot deliver to certain countries.
- 2.6. For planned registration/verification exercises, Field Operations are advised to place direct orders 2-3 months ahead of time, and to replenish their local stocks as applicable and needed.

<sup>1</sup> Security Paper (00007489) and Ration Cards (00001326 and 00004918) serve as unique UNHCR identity and entitlement documents. Due to their highly sensitive nature and anti-fraud specifications it is essential that these items are procured on a centralized manner to account for/resolved any counterfeit or forgery issues arising.

### 3. Stockpile Ordering Procedures

- 3.1. Field operations covered by a (Senior) Regional Registration Officer should obtain full clearance for their registration methodologies and orders for materials from the respective (Senior) Regional Registration Officer prior to placing the order. Budget details should also be cleared by Programme/Admin/Finance personnel prior submitting the order.
- 3.2. For items ordered from the IMRS Stockpile, operations shall reimburse IMRS for the equipment costs and cover the transport costs<sup>2</sup>.
- 3.3. Requests for shipment from the HQ registration stockpile should be submitted on the latest format of the "Registration Material Order Form.xls", by e-mail to [HQIMRS@unhcr.org](mailto:HQIMRS@unhcr.org), and copied to the respective (Senior) Regional Registration Officer and the Desk.
- 3.4. The following information are mandatory in order to process the request:

1. **Contact Details:** Country, Requestor's Name, Title, Phone and Submission Date.
2. **Requested Items:** Select available stockpile items from the drop-down menu.
3. **Quantity:** Enter quantity needed noting numbers must correspond to full boxes of material. Please refer to packing unit measures on page 4.
4. **Budget Information:** Populate chartfield combination, both for Registration Material and Equipment –these will automatically populate onto Tab 2, 'Transfer of Funds Request'. Please note the account is linked to individual Item IDs in MSRP thus no changes are required when entering material codes.
5. **Special Shipment Requirements:** Standard goods dispatch is DAT (Delivered at Terminal), with Packing List and Airway Bill e-mailed on the day of departure. Operations with special shipment/documentation requirements are required to provide accurate information when sending the order. Please note failure to provide this information upon submission of the request could result in delays delivering the material.
6. **Delivery Address and Name of Addressee** section must be completed in full – that is, the place where shipment is to be delivered and the person who should be contacted by the carrier on arrival of the shipment at the airport.
7. **Persons to be copied on the shipment notification:** Fill in names and emails of UNHCR colleagues to be copied on the shipment notification and documentation (i.e. Flight details, AWB no., Packing List, etc.)
8. **Transfer of Fund Request (or BTF):** Move to Tab 2 on the Excel and enter the name, title and signature of Authorizing Officer.
9. **Submission Files and Format:** Transfer of Fund Request must be submitted signed in pdf. high quality/readable format along with an Excel copy of the Order document in lieu with DFAM requirements to process the transfer.
10. **Rows deletion** is highly recommended to remove blank spaces, increase document quality and account only for items ordered both at 'Details' and 'Transfer of Funds Request' tab.

---

<sup>2</sup> Additional information on recovery procedures is contained under section 6 and 7 of the present guidelines.

#### **4. Release of registration materials and equipment from the stockpile**

- 4.1. IMRS Stockpile holds limited **ICT equipment** exclusively for use in registration/verification activities. For queries related to ICT equipment, including Procurement and ICT Emergency Stockpile Deployment, please refer to UNHCR Intranet [ICT Services](#)<sup>3</sup> and [Procurement Services](#)<sup>4</sup> sections. All ICT equipment costs can be viewed by ICT focal points on the [Central ICT Management Tool](#)<sup>5</sup> (CIMT) under the e-Catalogue section or in the latest Pricelist available from the *Resources* section of the PS Intranet page.
- 4.2. To ensure that IMRS can provide consistent and timely support to all operations, the quantity of **laptops** per order needs to be limited to 30 pieces. Operations who require larger quantities (e.g. for verification exercises) must initiate direct procurement arrangements or inform IMRS at least 2 months in advance, so the Registration Stockpile can initiate replenishment procurement accordingly.
- 4.3. Whilst shipping times may vary according to the location, **standard items/orders** can normally be released from the HQ warehouse for dispatch within 5-8 working days.
- 4.4. **Emergency request** can be released within 48 to 72 hours of the request, providing that all necessary documentation is duly received. (e.g. subject email 'Registration Order, Country, Emergency Level X').
- 4.5. If certain **items are not available**, IMRS will inform the requesting office accordingly and will provide estimated arrival times (ETA) based on incoming PO information for delivery/release to/from HQ Warehouse.

#### **5. Specific materials and equipment**

- 5.1. **ID card** printing equipment can be dispatched to operations only when the initial introduction of ID card issuance has been cleared with the Snr. Regional Registration Officer and the Snr. Legal Adviser of the respective Bureau. ID card issuance<sup>6</sup> must be supported by an agreement with the host country (MoU or other). A copy of the MoU and of the agreed ID card layout should be sent to IMRS. In operations where no MoU is in place and refugees are recognized under UNHCR Mandate, a copy of any letter sent to the Government to inform of the issuance of these cards should be provided to IMRS.
- 5.2. To avoid possible fraud and in order to keep the same standard and consistency of ID cards and consumables across all UNHCR global operations, the same re-transfer printing **technology** and **products** have been **standardized** (HID/FARGO).
- 5.3. The complete list of FARGO printers and consumables available from the Registration Stockpile and under Frame Agreement (FA) can be found in pages 14-15 of these guidelines.
- 5.4. For additional information, please see **FARGO Id Printer Information Note** and **ID Cards Consumables Calculation** sheets available from the Registration Stockpile Intranet page.

---

<sup>3</sup> UNHCR Intranet: <https://intranet.unhcr.org/en/support-services/ict-operations/ict-services/ict-procurement.html>

<sup>4</sup> UNHCR Intranet: <https://intranet.unhcr.org/en/support-services/procurement-service/ITciscoprocurement.html>

<sup>5</sup> Central ICT Management Tool [https://cimt.unhcr.org/apps\\_Login/apps\\_Login.php](https://cimt.unhcr.org/apps_Login/apps_Login.php)

<sup>6</sup> Please see Chapter 5 of Registration Guidance, 5.3 Documentation, for additional information on ID card issuance procedures, design specifications, features and information:  
<https://www.unhcr.org/registration-guidance/chapter5/documentation>

5.5. **Biometric Identity Management System (BIMS)**. Operations can order biometric equipment:

- a) From the IMRS registration stockpile. The same reimbursement procedures as for other registration items will apply or;
- b) Directly through HQSMS Budapest (i.e. placing a HQSMS Requisition).

- |   |
|---|
| <ul style="list-style-type: none"><li>- Fingerprint Scanner DactyScan (00007320)</li><li>- Iris Scanner IriShield BK2121U (00008029)</li><li>- USB Hub 3.0 (00007938)</li><li>- Webcam Logitech C525 (00004233)</li></ul> |
|---|

5.6. For **direct BIMS procurement** please note:

- a) BIMS equipment is to be sourced from different suppliers, thus various delivery times and customs documentation will apply.
- b) Iris and Fingerprint scanners production time is above 3-4 weeks (exc. Transport / Clearance times), with longer periods for higher quantities. Please clarify this information at the time of quotation.
- c) All items will require separate transport lines on the requisition (one for each item).
- d) Requisitions placed for smaller quantities of biometric hardware will entail a higher unit cost than ordering from the IMRS Stockpile.

5.7. **USB Hubs 3.0 and Webcams** can be procured locally. It is however recommended to confirm that the specifications of the webcams are compatible with BIMS software<sup>7</sup>.

5.8. **BIMS/Rapp/GDT servers** are not part of the Registration Stockpile; issuance and deployment of field servers depend on a need assessment. Based on this information, IMRS in consultation with DIST and with the operation will assess whether it is necessary to deploy field servers to the operation. Please contact BIMS support team at [primes\\_support@unhcr.org](mailto:primes_support@unhcr.org) for further information.

5.9. **Customization** of registration materials is possible upon request/clearance. IMRS can assist with the definition of customized specifications and identification of potential suppliers. Procurement of customized items will normally have to go through a tendering process, which will require additional lead time, before Procurement Service Budapest can place an order to a vendor. On average, offices should expect a timeframe of minimum 2 to 3 months for customised orders.

## 6. **Shipment and transport costs**

6.1. Goods are normally shipped by airfreight. Standard goods dispatch is DAT (Delivered at Terminal), with Packing List and Airway Bill e-mailed on the day of departure.

6.2. Dispatch by Express Courier services are very costly and should only be requested in exceptional circumstances.

6.3. All shipping charges are calculated based on volumetric (weight/dimension) and destination of shipment.

---

<sup>7</sup> Technical and functional BIMS support team at HQ level can be contacted through [primes\\_support@unhcr.org](mailto:primes_support@unhcr.org) with the reference "BIMS" in the subject line.

- 6.4. The HQ General Services Section in Geneva will arrange the shipment shortly after the request has been received by IMRS, and will send an e-mail notification with Packing List details and Airway Bill (AWB) to the receiving office, to facilitate customs clearance procedures on arrival of the shipment at its destination.
- 6.5. If the receiving office has **special requirements** regarding the dispatch or documents specifications for customs clearance, these must be indicated on the Order Form submitted to IMRS in lieu with point 3.4 of this guideline.
- 6.6. All transport costs will be charged to the budget of the requesting office. The invoice will be processed by HQ/GSS, against the budget codes provided by the operation on the Order Form.
- 6.7. In cases where the **transport invoice exceeds USD 4,000**, IMRS will issue a Requisition with the budget codes given, for issuance of a Purchase Order by HQSMS Budapest, and settlement of the invoice by the Finance Section. Unless informed otherwise, no action is required on the part of the field operation.

## **7. Reimbursement for material and equipment and cut-off date**

- 7.1. For items requested from the IMRS stockpile, offices in the field should not raise a Requisition, but use the Registration Material Order Form, tab 2, Transfer of Funds Request.
- 7.2. The costs for items ordered from the HQ stockpile will be recovered from the operation through a Journal Voucher, initiated by IMRS.
- 7.3. IMRS will initiate the respective reimbursement due by the operation, by submitting a transfer of funds request to the Finance Section Budapest, debiting the budget indicated on the Order Form.
- 7.4. Close to the end of Q3, beginning of Q4 and in lieu with 'Instruction on Procurement Deadlines for the Financial Year-end', IMRS will set up a **deadline for recoveries** for the year budget.
- 7.5. The cut-off date is established to allow a minimum of 2 weeks before the deadline of requisition creation to ensure:
  - a) Consolidated procurement for serialized items<sup>8</sup> can be placed by IMRS
  - b) Procurement through HQSMS directly by the operations.
- 7.6. For operations submitting orders **after the deadline** and in **urgent** need of the items, the Stockpile will ship the equipment and deferred the cost recovery for next year. Operations will be contacted in mid-January to provide updated chartfield. Transport costs (freight) will be covered with current year's codes, provided carrier invoice is received/paid within the vouchers payments deadline<sup>9</sup>

---

<sup>8</sup> And/or for items which require a minimum order quantity (MOQ) to be met.

<sup>9</sup> As detailed in 'Instruction on Procurement Deadlines for the Financial Year-end'.

## 8. Damage / Return Procedure

- 8.1. Sometimes, maintenance or repair support may be required from suppliers and other external contractors. In other instances, delivered equipment/material may present faulty design or layout that fail to conform to the technical specifications of the contract.
- 8.2. Operations are encouraged to report faults and breakdowns to IMRS as soon possible to enable central management, appropriate follow up of repairs/faults, and contract/FA and services monitoring/compliance.
- 8.3. Scenarios under which warranty will be voided are available for Iris and Finger print scanners under *Related Documents* on the main Registration Stockpile [page](#)<sup>10</sup> in UNHCR Intranet.
- 8.4. To assist repairing damaged equipment, the following information are mandatory to ascertain the eligibility for support and extended coverage (warranty status):

1. **Contact** details (name, title, contact email and telephone, etc.)
2. Relevant colleagues to be put on copy in the **notification**/communication.
3. **Type** / name of the product/material affected (e.g.: DactyScan84c, IriShield BK2121U, FARGO HDP5000 Printer Ration Cards UNHCR/WFP, etc.)
4. **Serial Number** / **UNHCR Asset ID** (when applicable) of the product/material
5. **PO No.** (if available). For item(s) ordered from the Registration Stockpile, PO information will be able on CHEPRO Packing List.
6. **User/location**: UNHCR, partner, government, etc.
7. **Description** of the fault or error (specified if hardware, software, layout). If possible, the operation should include pictures, screen-shots, error messages, etc.
8. Additional optional information (Software used, operating system, etc.)
9. Information on whether **back-up** equipment is available and what are the operational implications, as a breakdown could mean the service the equipment was providing will come to a halt.
10. Detailed return **Shipment Requirements** for custom clearance (original AWB, Packing List, Invoice, Gift Certificate, etc.)

- 8.5. Upon receipt of the above information, IMRS would liaise with Procurement Service Budapest and suppliers/support team copying relevant colleagues for their direct follow up and inputs.
- 8.6. The support team will then decide whether to return the product back because it is not possible to fix the problem remotely or contact the customer and start a support procedure (via phone, skype or e-mail) to solve the issue.

---

<sup>10</sup> Registration Stockpile: <https://intranet.unhcr.org/en/protection-programme/identity-management-registration/registration-stockpile.html>

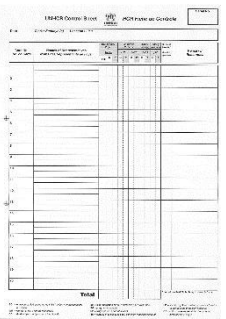
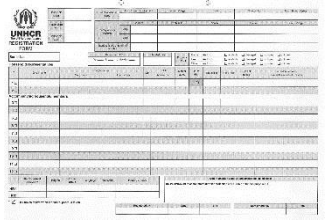
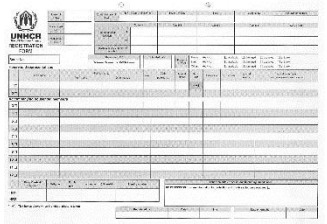
- 8.7. Generally, in case of product return under warranty, the support team will provide a RMA/RGA number (one for each device) and the instructions for the shipment. Once the support team has received the material, it will evaluate the type and nature of the failure / fault. If the product is out of warranty, an estimate of repair costs will be provided. In the event of a customer's damage, some tests and analysis will be made and an estimate of repair costs will be provided.
- 8.8. Regarding RMA /RGA number: The RMA (Return Merchandise Authorization) or RGA (Return goods authorization) number is usually valid for a month starting from its grant date. If the manufacturer (or distributor or retailer) support team does not receive the material (or info about it) it will be cancelled and a new one will have to be requested. RMA /RGA number(s) should always be mention on the documents.
- 8.9. Shipping instructions: the device should be ship with all of its parts (i.e. including USB Cable and power supply if present) in its original packaging (if operation has it and is still in good conditions) or in a suitable one to prevent damages during transport.
- 8.10. Operation should ensure adequate packaging, with plenty of protection material (eg: bubble wrap film, air cushion, polyethylene parts). Polystyrene/Styrofoam should not be used for this purpose as it releases small parts which can damage the equipment.

\*\*\*

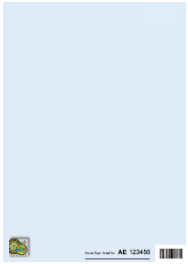



Please see below list of items available from the IMRS Stockpile  
**Items and unit costs are listed as of page 8.**







## LIST OF REGISTRATION MATERIALS with basic specifications





**Note: All unit costs are subject to change. IMRS can confirm the latest cost before the items are shipped**







Item	Use	Technical Specifications	Country of Origin	MSRP Item ID	Packing Unit	Unit Cost
<p><b>Control sheet</b></p> 	<ul style="list-style-type: none"> <li>- Used to capture basic information at the household level, when individual registration is not feasible, or as passenger manifest for relocation</li> <li>- Data collected includes name of head of household, gender and age breakdown, specific needs within the household.</li> <li>- Max. number of households per sheet: 20</li> </ul>	<ul style="list-style-type: none"> <li>- A4 format</li> <li>- Three self-carbonising copies</li> <li>- Bilingual (English/French)</li> <li>- Serial number on each sheet</li> </ul>	Switzerland	00001328	<b>1,400</b> sheets/box	USD 0.10
<p><b>Registration Form (English)</b></p> 	<p><b>English version</b></p> <ul style="list-style-type: none"> <li>- Used for registration at the individual level</li> <li>- Data collected includes names, DOB, specific needs for each individual of the household, country of origin information, ration card no. etc.</li> <li>- One household/case per form</li> </ul>	<ul style="list-style-type: none"> <li>- A4 format</li> <li>- Three self-carbonising copies</li> <li>- Serial number on all copies</li> <li>- Barcode on the top page</li> </ul>	Switzerland	00001337	<b>1,200</b> forms/box	USD 0.15
<p><b>Registration Form (French)</b></p> 	<p><b>French version</b></p> <ul style="list-style-type: none"> <li>- Used for registration at the individual level</li> <li>- Data collected includes names, DOB, specific needs for each individual of the household, country of origin information, ration card no. etc.</li> <li>- One household/case per form</li> </ul>	<ul style="list-style-type: none"> <li>- A4 format</li> <li>- Three self-carbonising copies</li> <li>- Serial number on all copies</li> <li>- Barcode on the top page</li> </ul>	Switzerland	00004919	<b>1,200</b> forms/box	USD 0.15







Item	Use	Technical Specifications	Country of Origin	MSRP Item ID	Packing Unit	Unit Cost
<b>Security paper</b> 	<ul style="list-style-type: none"> <li>- Paper with anti-forgery features</li> <li>- Security paper can be used for issuing asylum-seeker certificates, attestations, and protection letters</li> <li>- The paper can be laminated for extra protection</li> </ul> <p><b>All orders <u>must</u> be placed through IMRS.</b></p>	<ul style="list-style-type: none"> <li>- A4 paper 125g/m2 with security features: watermark, UV fibre threads, secure hologram</li> <li>- Serial number, barcode and hologram are on front page</li> </ul>	Ukraine	00007489	1,500 sheets/box	USD 0.15
<b>Fixing token (GREEN)</b> 	<ul style="list-style-type: none"> <li>- Facilitates the fixing of a population</li> <li>- Can be used at border, transit or reception centres</li> <li>- Can also be used for emergency assistance distributions etc.</li> </ul> <p><b>- Local printing should be considered</b></p>	<ul style="list-style-type: none"> <li>- 90 x 40 mm</li> <li>- Strong quality paper with forge-proof pattern</li> <li>- Serial number and barcode</li> </ul>	Switzerland	00008350	1,500/box	USD 0.05
<b>Fixing token (PINK)</b> 	<ul style="list-style-type: none"> <li>- Facilitates the fixing of a population</li> <li>- Can be used at border, transit or reception centres</li> <li>- Can also be used for emergency assistance distributions etc.</li> </ul> <p><b>Local printing should be considered</b></p>	<ul style="list-style-type: none"> <li>- 90 x 40 mm</li> <li>- Strong quality paper with forge-proof pattern</li> <li>- Serial number and barcode</li> </ul>	Switzerland	00008348	1,500/box	USD 0.05
<b>Fixing token (YELLOW)</b> 	<ul style="list-style-type: none"> <li>- Facilitates the fixing of a population</li> <li>- Can be used at border, transit or reception centres</li> <li>- Can also be used for emergency assistance distributions etc.</li> </ul> <p><b>Local printing should be considered</b></p>	<ul style="list-style-type: none"> <li>- 90 x 40 mm</li> <li>- Strong quality paper with forge-proof pattern</li> <li>- Serial number and barcode</li> </ul>	Switzerland	00008349	1,500/box	USD 0.05

Item	Use	Technical Specifications	Country of Origin	MSRP Item ID	Packing Unit	Unit Cost
<b>Wristband (White)</b> 	- Used for fixing a population to avoid multiple registration, to identify eligible individuals for various activities (transport), etc.	- Flexible plastic with strong plastic one-way fixture (breaks when opened). - Serial number UNHCR logo	USA	00008057	500/box	USD 0.07
<b>Wristband (Yellow)</b> 	- Used for fixing a population to avoid multiple registration, to identify eligible individuals for various activities (transport), etc.	- Flexible plastic with strong plastic one-way fixture (breaks when opened). - Serial number & UNHCR logo	USA	00008056	500/box	USD 0.07
<b>Wristband (Blue)</b> 	- Used for fixing a population to avoid multiple registration, to identify eligible individuals for various activities (transport), etc.	- Flexible plastic with strong plastic one-way fixture (breaks when opened). - Serial number & UNHCR logo	USA	00008058	500/box	USD 0.07
<b>Barcoded Wristband (White)</b> 	- Used for fixing a population to avoid multiple registration, to identify eligible individuals for various activities (transport), etc.	- Flexible plastic with strong plastic one-way fixture (breaks when opened) - Serial number UNHCR logo - Includes barcode that can be scanned with barcode reader	UK & Ireland	00008559	500/box	USD 0.12
<b>Barcoded Wristband (Yellow)</b> 	- Used for fixing a population to avoid multiple registration, to identify eligible individuals for various activities (transport), etc.	- Flexible plastic with strong plastic one-way fixture (breaks when opened) - Serial number & UNHCR logo - Includes barcode that can be scanned with barcode reader	UK & Ireland	00008560	500/box	USD 0.12
<b>Barcoded Wristband (Blue)</b> 	- Used for fixing a population to avoid multiple registration, to identify eligible individuals for various activities (transport), etc.	- Flexible plastic with strong plastic one-way fixture (breaks when opened) - Serial number & UNHCR logo - Includes barcode that can be scanned with barcode reader	UK & Ireland	00008561	500/box	USD 0.12

Item	Use	Technical Specifications	Country of Origin	MSRP Item ID	Packing Unit	Unit Cost
<b>Ration Card (UNHCR logo)</b> 	<b>UNHCR logo</b> <ul style="list-style-type: none"> <li>- Punchable PVC ration card to record food / NFI distribution</li> <li>- With a unique serial number, to link the ration card to the household/case in the registration database or to the registration form</li> <li>- One household/case per card</li> <li>- <b>All orders <u>must</u> be made through IMRS</b></li> </ul>	<ul style="list-style-type: none"> <li>- 85 x 55 mm</li> <li>- PVC which does not tear</li> <li>- Forge proof pattern on back</li> <li>- Serial number and barcode</li> <li>- One writing panel on front, two writing panels on back</li> </ul>	Italy	00001326	2,000 cards/box	USD 0.05
<b>Ration Card (UNHCR &amp; WFP logos)</b> 	<b>UNHCR &amp; WFP logos</b> <ul style="list-style-type: none"> <li>- Punchable PVC ration card to record food / NFI distribution</li> <li>- With a unique serial number, to link the ration card to the household/case in the registration database or to the registration form</li> <li>- One household/case per card</li> <li>- <b>All orders <u>must</u> be made through IMRS</b></li> </ul>	<ul style="list-style-type: none"> <li>- 85 x 55 mm</li> <li>- PVC which does not tear</li> <li>- Forge proof pattern on back</li> <li>- Serial number and barcode</li> <li>- One writing panel on front, two writing panels on back</li> </ul>	Italy	00004918	2,000 cards/box	USD 0.05
<b>Single hole puncher HEART / ROUND</b> 	<b>Available in round or heart shape</b> <ul style="list-style-type: none"> <li>- Used to punch different parts of ration cards or family cards, to record family size, food or NFI distribution or other relevant information.</li> </ul>	<ul style="list-style-type: none"> <li>- Forged steel</li> <li>- Punches 3mm hole</li> <li>- Patterns available: round or heart shape hole</li> <li>- <b>(please <u>specify shape</u> on request)</b></li> </ul>	China	(ROUND) 00008394  (HEART) 00008399	1/box	USD 3.00
<b>Manual counter</b> 	<ul style="list-style-type: none"> <li>- Facilitates counting of individuals in large flows, at border crossing points, embarkation or disembarkation, convoy management, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Metal, 4-digit counting to max. 9,999 with reset function</li> </ul>	China	00001329	1/box	USD 2.00

Item	Use	Technical Specifications	Country of Origin	MSRP Item ID	Packing Unit	Unit Cost
<b>UV ink</b> 	<ul style="list-style-type: none"> <li>- Used for marking of processed individuals, by spraying invisible UV ink on the individual's fingers, to avoid multiple registrations</li> </ul>	<ul style="list-style-type: none"> <li>- Non-toxic liquid in spray bottles of 100 ml</li> <li>- Shows up under UV light for up to 5 days</li> <li>- One bottle can mark approx. 500-600 persons</li> </ul>	Switzerland	00007957	1/box	USD 7.80
<b>UV lamps</b> 	<ul style="list-style-type: none"> <li>- Used to detect invisible UV ink (see above item), to verify if an individual has been processed before</li> </ul>	<ul style="list-style-type: none"> <li>- Ultra violet fluorescent lamp</li> <li>- Battery powered (4 x AA) (not included)</li> <li>- Hand-held, completed with wrist strap</li> </ul>	China	00001332	1/box	USD 6.00
<b>Laptops and Other IT Equipment</b>						
<b>Laptop</b> 	<ul style="list-style-type: none"> <li>- Laptop for registration activities</li> <li>- Includes mouse, adapter, security lock and backpack carrier bag</li> </ul>	<ul style="list-style-type: none"> <li>- UNHCR standard laptop (Lenovo)</li> <li>- Imaged with UNHCR field image</li> </ul>	China	00007803	1/box	USD 1,350
<b>WIFI router</b> 	<ul style="list-style-type: none"> <li>- WIFI router for set up of wireless network for registration exercises</li> </ul>	<ul style="list-style-type: none"> <li>- WIFI router Linksys WRT 1900 AC dual band smart, or equivalent model</li> </ul>	China	00008611	1/box	USD 330
<b>Barcode Reader</b> 	<ul style="list-style-type: none"> <li>- Single-line laser scanner with USB connection and a pistol-type trigger for handheld operation.</li> </ul>	<ul style="list-style-type: none"> <li>- Model HONEYWELL Voyager GS9590 or equivalent</li> </ul>	China	00006539	1/box	USD 130
<b>Webcam</b> 	<ul style="list-style-type: none"> <li>- Webcam to capture individuals' photographs</li> <li>- used for registration in proGres and with BIMS (UNHCR biometric system)</li> </ul>	<ul style="list-style-type: none"> <li>- HD Webcam</li> <li>- Universal clip for mounting on laptop monitor</li> </ul>	China	00004233	1/box	USD 40

Item	Use	Technical Specifications	Country of Origin	MSRP Item ID	Packing Unit	Unit Cost
<b>Biometric Registration Equipment</b>						
<b>Fingerprint Scanner</b> 	<ul style="list-style-type: none"> <li>- Captures fingerprint data during registration</li> <li>- Compatible with UNHCR Biometrics Identity Management System (BIMS) and with BioRegistrator system</li> </ul>	<ul style="list-style-type: none"> <li>- DactyScan84c</li> <li>- Power Supply: USB 2.0</li> </ul>	Italy	00007320	1/box	USD 595
<b>Iris Scanner</b> 	<ul style="list-style-type: none"> <li>- Captures iris data during registration</li> <li>- For use with UNHCR Biometrics Identity Management System (BIMS)</li> </ul>	<ul style="list-style-type: none"> <li>- IrisShield BK2121U</li> </ul>	Korea	00008029	1/box	USD 503
<b>USB Hub</b> 	<ul style="list-style-type: none"> <li>- For use with the UNHCR Biometrics Identity Management System (BIMS), to connect several biometric devices to a laptop</li> </ul>	<ul style="list-style-type: none"> <li>- 4 port USB hub 3.0</li> <li>- “passive” USB hub, powered by the laptop</li> </ul>	China	00007938	1/box	USD 30
<b>Fargo Printer &amp; Consumables</b>						
<b>ID Card printer with laminator</b> 	<ul style="list-style-type: none"> <li>- Printer to issue ID cards to refugees and/or asylum seekers (PVC cards)</li> <li>- Permits issuance of identity document with content and layout defined by the operation / host government), with high-secure hologram lamination</li> <li>- Full information document on printer and consumables, and xls. for calculating consumables requirements, are available from IMRS and on the Intranet</li> </ul>	<ul style="list-style-type: none"> <li>- Fargo HDP5000 for dual-sided card printing <u>with single-sided laminator module</u></li> </ul>	USA	00006258	1/box	USD 3,185

<b>PRINTERS</b>	<b>Fargo part number</b>	<b>MSRP Item ID</b>	<b>Delivery Lead Time DAP Geneva from receipt of PO</b>	<b>Unit price / EXW (cheapest supplier)</b>	<b>Unit price / DAP (Geneva)</b>	<b>Supplier</b>	<b>Stockpiled</b>	<b>Comments</b>
Printer FARGO HDP5000 dual-sided	089640	00007490	1-2 Weeks	\$ 2,003.00	\$ 2,086.00	Planson	NO	
Lamination module for HDP5000 single sided	088935	00007492	2 weeks	\$ 1,102.00	\$ 1,102.00	BadgeCom	NO	
Alternative: <b>Combined printer HDP5000 dual-sided &amp; single-sided lamination module</b>	089660	00006258	1-2 Weeks	\$ 3,005.00	\$ 3,185.00	Planson	YES	Standard printer

Printer Fargo HDP8500 dual-sided <b>without laminator</b>	088500	00007493	1-2 Weeks	\$ 4,770.00	\$ 5,000.00	Planson	NO	Semi-Industrial printer
Lamination Module for HDP8500 dual sided	088910	00007062	1-2 Weeks	\$ 2,043.00	\$ 2,151.00	Planson	NO	
Card Flattener module for HDP8500	088911	00008429	1-2 Weeks	\$ 257.00	\$ 261.00	Planson	NO	

<b>Consumables compatible with HDP5000 and HDP8500</b>	<b>Fargo part number</b>	<b>MSRP Item ID</b>	<b>Delivery Lead Time DAP Geneva from receipt of PO</b>	<b>Unit price / EXW (cheapest supplier)</b>	<b>Unit price / DAP (Geneva)</b>	<b>Supplier</b>	<b>Stockpiled</b>	<b>Comments</b>
Polygard Overlamine 1.0 mil w/ <b>UNHCR custom hologram</b>	082605-117	00006195	8 weeks	\$ 70.60	\$ 70.60	BadgeCom	YES	UNHCR customized Laminate
Polygard Overlamine 1.0 mil, <b>Clear</b>	082601	00005449	2 - 4 weeks	\$ 33.74	\$ 33.74	BadgeCom	NO	MUST include Fargo part # in line comments REQ/PO
PolyGuard 0.6mil Overlamine, High Secure <b>Orbit, universal</b>	082603	00005449	2 - 4 weeks	\$ 70.05	\$ 70.05	BadgeCom	NO	MUST include Fargo part # in line comments REQ/PO
FARGO certified UltraCard Premium <b>PVC Cards</b> , 30 mil (MOQ- 500pcs)	082136	00006196	2 - 4 weeks	\$ 65.84	\$ 65.84	BadgeCom	YES	

<b>Consumables for FARGO HDP5000</b>	<b>Fargo part number</b>	<b>MSRP Item ID</b>	<b>Delivery Lead Time DAP Geneva from receipt of PO</b>	<b>Unit price / EXW</b>	<b>Unit price / DAP (Geneva)</b>	<b>Supplier</b>	<b>Stockpiled</b>	<b>Comments</b>
YMCKK ribbon (for dual-sided printing)	084052	00006190	2 weeks	\$ 125.00	\$ 125.00	BadgeCom	YES	
YMCK ribbon for single-sided printing	084051	00006186	2 weeks	\$ 104.50	\$ 104.50	BadgeCom	NO	
K Ribbon Premium Black	084060	00006191	2 weeks	\$ 73.50	\$ 73.50	BadgeCom	NO	
HDP Film	084053	00005532	2 weeks	\$ 68.61	\$ 68.61	BadgeCom	YES	

Cleaning kit	089200	00005533	2 weeks	\$ 24.74	\$ 24.74	BadgeCom	YES	
Cleaning roller	086004	00006192	2 weeks	\$ 20.65	\$ 20.65	BadgeCom	NO	MUST include Fargo part # in line comments REQ/PO
Cleaning card	081760	00006187	2 weeks	\$ 13.75	\$ 13.75	BadgeCom	YES	

<b>Consumables for FARGO HDP8500</b>	<b>Fargo part number</b>	<b>MSRP Item ID</b>	<b>Delivery Lead Time DAP Geneva from receipt of PO</b>	<b>Unit price / EXW</b>	<b>Unit price / DAP (Geneva)</b>	<b>Supplier</b>	<b>Stockpiled</b>	<b>Comments</b>
YMCKK ribbon (for dual-sided printing)	084812	00007061	2 weeks	\$ 98.90	\$ 98.90	BadgeCom	NO	
YMCK ribbon for single-sided printing	084811	<i>no item ID</i>	2 weeks	\$ 85.10	\$ 85.10	BadgeCom	NO	MUST include Fargo part # in line comments REQ/PO
K Ribbon Premium Black	084818	<i>no item ID</i>	2 weeks	\$ 80.50	\$ 80.50	BadgeCom	NO	MUST include Fargo part # in line comments REQ/PO
HDP Film	084800	00007064	2 weeks	\$ 60.20	\$ 60.20	BadgeCom	NO	

Cleaning kit	088933	00007093	2 weeks	\$ 19.80	\$ 19.80	BadgeCom	NO	
Cleaning roller	088932	00006192	2 weeks	\$ 21.70	\$ 21.70	BadgeCom	NO	MUST include Fargo part # in line comments REQ/PO
Cleaning card	086141	<i>no item ID</i>	2 weeks	\$ 31.50	\$ 31.50	BadgeCom	NO	