

WHO Malaria RDT Lot-Testing Shipping Instructions

1. Lot- testing request form to be filled in by the requestor for the testing of the RDT kits
2. Lot- testing request forms to be sent to
malariardt_lt@ritm.gov.ph
and cc to malaria_rdt@who.int
3. Dispatch the kits to the assigned laboratory with details below only upon receipt of the dispatch confirmation. Make sure a copy of the completed lot-testing request accompanies the shipment.

Research Institute for Tropical Medicine
WHO Collaborating Centre
Filinvest Corporate City, Alabang, Muntinlupa Philippines
Tel. +632-8072628-32 local 254; +632-84038005
Attn. Jennifer Luchavez / Ms. Catherine Rodriguez
malariardt_lt@ritm.gov.ph, jluchavez@yahoo.com

4. Copy of the airway bill and all the documents to be sent to malaria_rdt@who.int and malariardt_lt@ritm.gov.ph for follow up and checking
5. Physical Dispatch
 - Number of tests to be dispatched will depend on the type of RDT (Pf – 100 kits, combination – 150 kits). This is already mentioned in the lot-testing request form.
 - Kits to be sent should be selected from different parts of the pallet so as to ensure greater diversity and accuracy.
 - **Goods should be dispatched by recognized international courier (FedEx, DHL, etc.) with incoterm DDP (Delivery Duty Paid)**
6. Invoicing and documentation – Sample invoice attached
 - Documents required – Invoice, packing list, lot-testing request form and airway bill
 - All documents be mailed to
 - malaria_rdt@who.int and cc to malariardt_lt@ritm.gov.ph
 - Indicate the following:
 - *On the invoice:*
 - Mention the following:
 - Diagnostic test kits for quality assessment, not for commercial use or further resale.
 - This is not pharmaceutical material.

- Not for use with animals.
 - Goods not for further sale or distribution
 - Value for custom purposes – 10 USD
 - Keep Cool: 4° C
- *On the Airway Bill:*
 - Keep Cool - 4° C
 - Packing list should be box wise (number of boxes and number of RDT kits per box must be mentioned) as well as the gross weight, net weight and the dimensions of the cartons

7. Consignees for Lab testing

The details of laboratory is as below:

Research Institute for Tropical Medicine
WHO Collaborating Centre
Filinvest Corporate City, Alabang, Muntinlupa Philippines
Tel. +632-8072628-32 local 254; +632-84038005
Attn. Jennifer Luchavez / Ms. Catherine Rodriguez
malariardt_lt@ritm.gov.ph, jluchavez@yahoo.com