Procedures to Purchase Human Medical Commodities including Pharmaceuticals

In order to purchase medical commodities with USAID/OFDA funds, including medical supplies, medical equipment, human or veterinary pharmaceuticals and/or rapid diagnostic tests (RDT), the following guidance must be followed in accordance with USAID's Agency Automated Directives System 312 (ADS 312). The total cost of each medical commodity list must also be reported in a separate budget line.

For requests to purchase pharmaceuticals and/or kits containing pharmaceuticals, the following is required:

1) All pharmaceuticals must be in accordance with *USAID/OFDA's Essential Medicines List (EML)* on the OFDA Resources page.

2) Partners must provide an **itemized list of the pharmaceutical products** (including any rapid diagnostic tests, and/or any kits that contain pharmaceuticals (e.g., IEHK 2011, PEP kit, UNFPA kit 3, First Aid kits, etc.) on a fillable spreadsheet such as *Annex D* on the OFDA Resources page.

  a) The list must be identified with the partner's name, project title, and list submission date. The list must include:
  - Name of the pharmaceutical–international generic name
  - Strength and dosage form
  - Intended use within the program
  - Quantity (number of 'unit of issue' to be requested)
  - Unit of Issue (i.e., bottle of 10, 30, 100 or 1000 tablets; bottle 480ml)
  - Cost per unit of issue - USD (how much does each bottle of 10, 30, 1000- cost?)
  - Extended cost - USD (quantity multiplied by cost per unit)
  - Total cost for all pharmaceuticals on the list - USD
  - Name of the pharmaceutical wholesaler where pharmaceuticals will be purchased.

  b) If a partner seeks USAID/OFDA funds to purchase **a kit that contains pharmaceuticals** (e.g., IEHK 2011, PEP kit, UNFPA kit 3, First Aid kits, Hygiene kit, NFI kit, etc.), the name of the kit, number of kits being purchased, the supplier of the kit, cost per kit, and the itemized contents list must be provided to USAID/OFDA. Note that universally standardized and recognized kits such as the Interagency Emergency Health Kit (IEHK, 2011) do not require a list of contents. However, all non-standard kits must have an itemized contents list to assure USAID/OFDA that no restricted commodities are included.

3) Submit a letter on letterhead requesting to purchase pharmaceuticals (and/or any kits that contain pharmaceuticals and/or any rapid diagnostic tests) from a **USAID/OFDA prequalified pharmaceutical wholesaler** (on the OFDA Resources page, see *Annex C* for template of letter and *Annex G* for listing of the approved USAID/OFDA prequalified pharmaceutical wholesalers).

If partners are requesting to use a **non-USAID/OFDA prequalified pharmaceutical wholesaler**, a request letter is required (*Annex E* for the letter template on the OFDA Resources page), as well as the

additional documentation requirements on safety, efficacy, and quality of the products and the wholesaler. Note that the process to approve a non-USAID/OFDA prequalified pharmaceutical wholesaler may take weeks up to months depending on the information that is provided to USAID/OFDA.

4) Partners should provide written assurance that the host government (Ministry of Health or responsible drug regulatory authority) has approved the importation, if necessary, of the proposed pharmaceuticals, <u>without tax or customs fees, and their use for humanitarian purposes</u> in the country.

For requests to purchase medical supplies and/or medical equipment, please provide the following:

A separate itemized list for each category of medical commodity requested (e.g., medical supplies on one list; medical equipment on another). Each list must be identified with the partner's name, project title, and date of submission of the list. Each list must include the following information (see *Annex D* on the OFDA Resources page for a fillable spreadsheet):

A) Medical Supplies (Consumables): Provide a detailed list of Medical Supplies with type, number of units, cost per unit and total cost for all Medical Supplies. Laboratory supplies (such as reagents, glassware, solutions, etc.) are included as a sub-section of this category. The cost must be entered on a separate line in the budget marked accordingly. Note: If Medical Supplies will be provided as gifts-in- kind (GIK), partners must include the value of the Medical Supplies in the budget and indicate the source of the commodity (i.e. UN organization, partner's own collection).
- Item name
- Quantity
- Cost per Unit - USD
- Extended cost - USD
- Total cost for all medical supplies

B) Medical Equipment (Durable): Provide a detailed list of Medical Equipment with type, number of units, cost/unit and total cost for all Medical Equipment. Laboratory equipment (such as microscopes, autoclaves, etc.) is included as a sub-section of this category. The cost must be entered on a separate line in the budget marked accordingly. Note: If Medical Equipment will be provided as gifts- in-kind (GIK), partners must include the value of the Medical Equipment in the budget and indicate the source of commodity (i.e. UN organization, partner's own collection).
- Item name
- Quantity
- Cost per Unit - USD
- Extended cost – USD
- Total cost for all medical equipment