The Strategic Fund: step-by-step procurement process

1. Plan your procurement
   - Draft a plan to cover the annual needs of medicines and other supplies offered through the Strategic Fund. The list of supplies is available here: www.paho.org/strategicfund

2. Request an estimate
   - The request is channeled through the national PAHO Office. The estimate does not imply any commitment to procure.

3. The Strategic Fund asks suppliers for cost estimates
   - PAHO obtains cost estimates from suppliers once it receives the list of supplies and medicações.

4. Approve the estimate
   - PAHO sends the estimate to the country, including shipping costs, delivery time, and insurance to port of entry. The country has to approve the estimate in order for PAHO to make the purchase.

5. Ensure funds are available
   - The country must transfer funds to PAHO to make the purchase.

6. The Strategic Fund places the purchase order
   - Based on country-approved procurement authorizations, PAHO issues purchase orders (contracts) to suppliers.

7. Receive the products
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   - The Strategic Fund asks suppliers for cost estimates
   - The Strategic Fund places the purchase order
   - Receive the products

Sign the agreement

- The health authority accepts the Strategic Fund's conditions and formalizes itself with its rights and obligations.
- The agreement is signed for an unlimited term or for a term determined by the health authority.

Do you need support?
- The Strategic Fund provides cooperation for demand forecasting and for supply chain management.

Important
- All products offered through the Strategic Fund meet PAHO/WHO quality standards. The Strategic Fund selects quality products based on prices and the historical supplier costs.
- The Strategic Fund requests cost estimates
- The country must transfer funds to PAHO to make the purchase.
- PAHO sends the estimate to the country, including shipping costs, delivery time, and insurance to port of entry. The country has to approve the estimate in order for PAHO to make the purchase.
- PAHO asks suppliers for cost estimates
- The country must transfer funds to PAHO to make the purchase.
- The Strategic Fund places the purchase order
- Receive the products

Do you need financial support?
- You can write a letter to officially request a line of credit from the Strategic Fund's Capital Account.

Important
- Once a purchase order is placed, the country's commitment cannot be cancelled. PAHO maintains ongoing communication with the country regarding delivery times and other critical aspects.
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www.paho.org/strategicfund

Do you need support?
- PAHO national offices can provide support through the different technical and administrative areas to ensure that all relevant information is included in the request and make this step more efficient.

Important
- All products offered through the Strategic Fund meet PAHO/WHO quality standards. The Strategic Fund selects quality products based on prices and the historical supplier costs.
- An additional 3% will be added to the cost of the supplies, to be accrued in the Strategic Fund's Capital Account; as well as 1.25% for administrative costs.
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