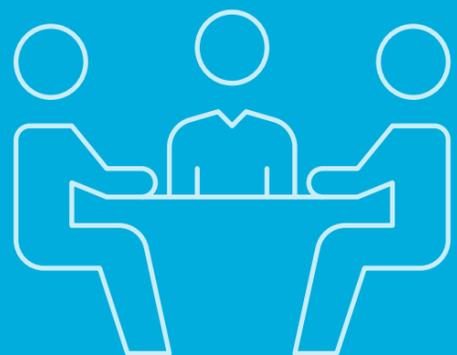


Strategic Fund: step-by-step procurement process



Sign the agreement

The health authority accepts the Strategic Fund's conditions and familiarizes itself with its rights and obligations.

The agreement is signed for an unlimited term or for a term determined by the health authority.

Plan your procurement 

1

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

 Do you need support?

The Strategic Fund provides cooperation for demand forecasting and for supply chain management.

Request an estimate 

2

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

 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.

The Strategic Fund asks suppliers for cost estimates 

3

PAHO obtains cost estimates from suppliers once it receives the list of supplies and medicines.

 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 performance.

Approve the estimate 

4

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.

 Important

Once the participating country accepts the estimate sent by PAHO, it also accepts the costs and delivery conditions established by the supplier. An additional 2.5% will be added to the cost of the supplies, to be accrued in the Strategic Fund's Capital Account; as well as 1.75% for administrative costs.

Ensure funds are available 

5

The country must transfer funds to PAHO to make the purchase.

 Do you need financial support?

You can write a letter to officially request a line of credit from the Strategic Fund's Capital Account.

The Strategic Fund places the purchase order 

6

Based on country-approved procurement authorizations, PAHO issues purchase orders (contracts) to suppliers.

 Important

Once a purchase order is placed, the contract is considered firm and cannot be cancelled. PAHO maintains ongoing communication with the country regarding delivery times and other critical aspects.

Receive the products 

7

The supplier delivers the products to the port of entry. Customs clearance and distribution is the country's responsibility.

 Important

To ensure prompt customs clearance, PAHO will send all documents in accordance with the authorities' requirements and provide additional logistic support. When making your requests, be sure to specify what these requirements are.