Strategic Fund: step-by-step procurement process

0 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

1 Plan your procurement

2 Request an estimate

3 The Strategic Fund asks suppliers for cost estimates

4 Approve the estimate

5 Ensure funds are available

6 The Strategic Fund places the purchase order

7 Receive the products

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.

Important

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

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

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

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

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

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

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

Important

Important

Important

Important

Important

Important

Do you need support?

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

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.

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.

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 a 1.75% for administrative costs.

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

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.

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

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

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.

Do you need financial support?

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

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.

Important

Important

Do you need financial support?

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

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.

Important

Important

Important

Important

Important

Do you need financial support?

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

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.

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Importan

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Important

Importan