



Request to Use a Non-Pre-Qualified Pharmaceutical Wholesaler

Implementing partners often wish to purchase pharmaceuticals from local sources using USAID/OFDA funds, i.e. non-prequalified pharmaceutical wholesalers. This practice is problematic because the safety, efficacy and quality of the pharmaceuticals from these sources cannot be guaranteed.

Please note: The collection and submission of the information required may add weeks if not months to the approval process, depending on the responsiveness of the wholesaler. No USAID/OFDA funds for the purchase of human or pharmaceuticals may be awarded unless the wholesaler is approved.

It is assumed that the implementing partner will approach USAID/OFDA prior to the submission of a proposal that includes pharmaceuticals to be sourced from a non-pre-qualified pharmaceutical wholesaler.

1. **In order to approve a non-pre-qualified pharmaceutical wholesaler – the following information must be provided:** English language translations of all documents submitted:
 - a. Complete address and contact information.
 - b. Website if available.
 - c. Product catalog and price list
 - d. Organizational chart
 - List of principals and their titles.
 - e. Government documents authorizing the sale of pharmaceuticals
 - Current license / permit.
 - f. Quality assurance program SOPs
 - Identify individuals responsible for quality assurance of pharmaceuticals
 - g. Explanation of how products are selected for sale.
 - h. Is the wholesaler able to provide computerized invoices, packing lists with batch numbers and delivery notices?
 - i. Is the wholesaler able to provide Certificates of Analysis for each batch of each medicine sold?
 - j. Does the expiration policy allow a minimum of 12 months dating prior to expiration for all pharmaceuticals sold?
 - k. Photographs of:
 - Exterior of warehouse
 - Signage
 - Delivery dock
 - Shipping dock
 - Storage areas
 - Windows
 - Cold storage
 - Temperature monitors
 - Shelving systems
 - Pest control