



Procedures to Purchase Pharmaceuticals and Medical Commodities (vaccines, ORS, IV Fluids, and medical diagnostic tests)

In order to purchase human or veterinary pharmaceuticals, the following steps must be followed in accordance with the Agency's Automated Directives System 310 (ADS 310).

STEP 1: Provide an itemized list of the pharmaceuticals or other medical commodities requested. The list must include the following information:

- Name of medicine – Generic name.
- Strength (dose)
- Quantity – e.g. 10,000 tablets
- Unit cost – e.g. \$25.00 USD / 1000 tablet bottle
- Extended Cost in USD – e.g. 10 X \$25.00 USD = \$250.00 USD
- Total Cost for all meds in USD
- Name of pharmaceutical wholesaler where the pharmaceuticals will be purchased.

It is imperative that USAID/OFDA receives cost information for any medical supplies or medical equipment to support the program budget. Information that may be provided to USAID/OFDA must include the following:

- Item
- Quantity
- Unit cost
- Extended Cost
- Total Cost for all medical supplies or medical equipment

STEP 2: NGOs should provide assurance that the host government Ministry of Health (or ministry responsible drug regulatory authority) has approved the importation of the proposed medicines and use in country. For instance, pharmaceuticals must be allowed for use in the host country by the Ministry of Health, Ministry of Agriculture or other drug regulatory authority responsible for registering medicines and ensuring a safe drug supply in the host country and ensuring a safe drug supply. If a medicine is not specifically approved for importation into the country or is not registered in the country for use, it may be embargoed in customs and prevented from entering the country which may adversely impact USAID/OFDA programs