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| DAMIANBASE_ENG_PT | **Title :** | **Evaluation of Offers Received** | | | |
| **Number:** | P-Q 007 | Version : | | 01 |
| Date of start of application : | 01/10/2016 | Pages : | |  |
| Written by :  Tine Demeulenaere  QG  Date July 14, 2016  (signature) | Reviewed by :  Corinne Pouget  Date :  (signature) | | Validated by :  Alex Jaucot  Date : November 25, 2016  (signature) | |

1. **Principles and Objectives**

DFB wants to select the best possible medicines for her beneficiaries, and between good quality choices, the cheapest one. DFB not having the capacity, technical nor financial, to do its own product audits, relies on other’s audits: Quamed and Quamed database for suppliers and manufacturers, WHO prequalification program (PQ) and GDF temporary qualification for Antituberculosis drugs (ATT). WHO-PQ is considered best.

1. **Responsibilities**

Person responsible for procurement and logistics (PLD) for restricted tender requesting specifically WHO-PQ sources for ATT if available; for making table with products, sources and prices; for minutes of meeting of source selection team.

QA-GDP responsible person (QG), volunteer pharmacist (VP), medical advisor (MA) for discussing the data and choosing sources by consensus. If doubt and no consensus QG will request more information to an expert pharmacist through Quamed. If still no consensus, QG will decide. When resource implications are important, project manager, country representative and general director will be implicated in the discussion.

1. **Process to follow**

PLD will update ‘Collecte des besoins’ form (Annex 1) with most recently paid prices and send to countries by early September .

Country representatives will fill with their expected needs and check with their project manager (for budget) and their medical advisor (for medical soundness and if it coincides with expected patients and project planned). After consensus between those three, project manager forwards Collecte des besoins form to PLD.

PLD sums up needs of all countries (Total needs form, Annex 2) and launches restricted tender to preselected (Quamed audited) distributors with accompanying letter (Annex 3) requesting WHO PQ for ATT products and asking for answer by November 1. She/he will do this by early October.

Early November she/he will make a table with ATT, suppliers, prices, and cells coloured according to quality guaranty level (Annex 4). For checking the quality guaranty level , the OR compare the offer with the information available on the WHO-PQ list . In case of ATT with no WHO-PQ sources, PLD will search for an alternative source with the help of the MSF publication on MDR drugs and the Quamed database/pharmacists.

Between November 14 and early December, selection team will meet and decide on sources.

For ATT, WHO-PQ sources are chosen whenever exist. For ATT with no qualified source, they will choose among the alternative good quality sources identified or decide to accept the risk, e.g. if product was used in the past with good outcomes.

For non-ATT drugs, PLD will check the quality guaranty level with the help of the Quamed database/pharmacists or other official SRA websites. Among 2-3 possibilities of the same quality level, they will choose the cheapest, or occasionally, the second cheapest if it comes from a supplier where most other products will be bought.

If choices have important budget implications (>15% in medicines budget or >10.000 euro extra compared to ‘Collecte de besoin’ form), decisions will be shared and input requested from country representative, project manager and general director. Selection team (QG is no consensus) will keep the ultimate power to decide.

OR will write minutes of the decisions made and why.

1. **Documents and forms in annexe**

Annex 1 F001 P-Q- 007 Collecte des besoins form (with most recent prices available)

Annex 2 F002 P-Q- 007 Total needs form

Annex 3 F003 P-Q- 007 Accompanying letter to suppliers for restricted tender

Annex 4 F004 P-Q- 007 ATT offered table

1. **Distribution and retrieval**

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| --- | --- | --- | --- | --- |
|  | Distributed to |  | Retrieved from |  |
| Name | Signature | Date | Signature | Date |
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1. **History of Modifications**

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| Date | Reason of modification |
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