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| MISSION |  | REGION |  |
| DATE |  | COMPILED BY |  |
| EMAIL |  | PHONE |  |

# Rapid Logistics Assessment

Procurement

| **Final Checklist for Road Assessment Activities** | **Done** | **Comments** |
| --- | --- | --- |
| 1 | Establish a list of items and equipment required for:* Beneficiaries/customers
* Programmes needs in response to emergencies
* Prepositioning of stocks (if needed)
 | [ ]  |  |
| 2 | For each items/equipment, determine clear, precise and accurate specifications: physical attribute, technical specifications, and intended use. | [ ]  |  |
| 3 | Based on your organization guidelines/policy, consider appropriate purchasing criteria:  Quality/availability/price/reliability/capacity/ packaging and marking/delivery time | [ ]  |  |
| 4 | Identify possible procurement sources from:1) local manufacturers, suppliers and vendors; 2) manufacturers, suppliers and vendors from neighbouring countries and region; 3) international or global procurement and existing supply agreements; 4) humanitarian logistics and relief items hubs and stockpiles; 5) bilateral in-kind contributions and donations by companies and states6) borrowing from other stocks and donations. | [ ]  |  |
| 5 | Based on the above, evaluate vendor performance | [ ]  |  |

### Where can you find information on procurement?

In the LCA- chapter “Local supplies market” you will find list of suppliers (food and others)

Organisations’ procurement guidelines, rules and regulations.

Government Chambers of Commerce

Other humanitarian organisations

Yellow pages

### Useful tips:

Make sure that the supplier is licensed and registered.

Preferably source locally rather than import, taking into account quantity and quality available.

Get feed-back from other clients.

Develop pre-supply agreement (frame agreements) for essential commodities and high turn-over commodities (strategic commodities)

Ensure inspection and documentation of goods received

Maintain clear documentation of all steps in the procurement process for memory and audit purposes

Enact simplified emergency procurement procedures to speed up the procurement process (Before activating any emergency procurement procedures, first check the donor requirements and restrictions for specific projects) and if appropriate:

Increase limits of approval and authorisation for purchases.

Increase checks signatory limits.

Suspend the requirement for multiple quotes-authorise single or sole-source purchases where justifiable.

Suspend sealed and public bidding procedures (if this is part of your normal process).

Decentralise procurement to enable larger-scale procurement at the field level.

Immediately process payments due to vendors, as any delay in payments might hinder the delivery of goods.

Relax check-run dates for emergency purchases to help with immediate payments

| **Suppliers Assessment and Procurement Needs** |
| --- |
| **Local Suppliers Assessment** |
| **Supplier:** | **Contact Details:** | LTA in place? [ ] Yes [ ] No | If yes, please indicate end date |
| What items do they have in stock or in the pipeline | [ ] S = Stock [ ] P= Pipeline |
| [ ]  **Water and Sanitation (WASH)** | [ ]  **SHELTER** | [ ]  **FOOD** |
| Water Tank kits [ ]  [ ]  | Tents [ ]  [ ]  | Wheat Flour [ ]  [ ]  |
| Bladder [ ]  [ ]  | Shelter kits [ ]  [ ]  | Corn Flour [ ]  [ ]  |
| Pipe + fittings [ ]  [ ]  | Blankets [ ]  [ ]  | Oil [ ]  [ ]  |
| Tap stands+ fittings [ ]  [ ]  | Rubhall/ wiikhall [ ]  [ ]  | Beans [ ]  [ ]  |
| Buckets [ ]  [ ]  | Kitchen sets [ ]  [ ]  | Sorghum [ ]  [ ]  |
| Water pumps [ ]  [ ]  | Hygiene kits [ ]  [ ]  | Plumpy Nut [ ]  [ ]  |
| Waste pumps [ ]  [ ]  | Tarpaulins sheets [ ]  [ ]  | CSB [ ]  [ ]  |
| Generators [ ]  [ ]  | Tarpaulins roll [ ]  [ ]  | High Energy Biscuits [ ]  [ ]  |
| Jerry cans [ ]  [ ] Collapsible? [ ] Y [ ] N | Construction tools [ ]  [ ]  | Salt [ ]  [ ]  |
| Water purification tablets [ ]  [ ]  | Mosquito nets [ ]  [ ]  | Rice [ ]  [ ]  |
| Water quality Testing Kit [ ]  [ ]  | Lanterns [ ]  [ ]  | Sugar [ ]  [ ]  |
| Latrines slabs [ ]  [ ]  |  | Lentils [ ]  [ ]  |
| Hand Wash dispenser [ ]  [ ]  |  |  |
| Vector Control sprayer [ ]  [ ]  |  |  |
| **Other in stock:** | **Other in pipeline:** |
| How often do they replenish their stocks? |  |
| What (other) services can this supplier provide? | [ ]  Transport [ ]  Customs clearance [ ] Packaging/ marking[ ]  Other:  |
| Has this supplier been working with other humanitarian organisations / relief operations before? | [ ] Yes [ ] No | If yes, please give details: |
| Any additional information: e.g. access, availability of additional storage facilities etc. |  |