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

# Logistics Assessment

Procurement

| **Final Checklist for Procurement Assessment Activities** | **Done** | **Comments** |
| --- | --- | --- |
| 1 | Establish a list of items, services and equipment (even if are tentative) required for:* Project Activities development
* Operational support (office, communication, fleet, facilities, etc)
* Include program teams in the planning process
 | [ ]  |  |
| 2 | Determine the different markets and supplier availability for the items identified, taking in consideration the desired criteria; Quality/price/reliability/capacity/packaging and marking/delivery time | [ ]  |  |
| 3 | Evaluate possible procurement sources from local, regional and international manufacturers, suppliers and vendors. Ensure that goods are not anticipated from another source (in-kind, regional stockpile, etc) | [ ]  |  |
| 4 | Based on your organization guidelines/policy, the context and the type of intervention consider appropriate purchasing strategy. | [ ]  |  |
| 5 | Based on the above, evaluate the resources needed to succeed; extend and composition of the team, facilities and logistic budget.  | [ ]  |  |

*This template is designed to assist on gathering information about procurement, enabling a structured and comprehensive process with the aim to facilitate informed decisions. It is divided in two main sections, one related to the procurement and its context and a second one inquiring into potential suppliers´ capabilities.*

*The composition could be not exhaustive and/or may not fully relevant, skip the section(s)/question(s) that are not applicable in the assessed context or modify them as per your convenience.*

|  |
| --- |
| **Local Regulation Assessment**  |
| **National Legislation** | [ ]  National | **Is the authority in charge to enforce the law fully operational?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| [ ]  Regional | **Name any other authority entitled to enforce the law (if any)** |   |
| [ ]  Local | **Organization lawyer name and contact (if any)**  |  |
| **Applicable Taxes** | [ ]  Value Added Tax | VAT Tax %: |  |  |
| [ ] Sales Tax | Sales Tax %: |  |  |
| [ ] Other kind of Tax  | Other Tax %: |  | Other Tax Name: |  |
| **Minimum mandatory documentation**  | **Purchaser**  | **Supplier/Provider** |
| [ ] Proof of registration in country  | [ ] Proof of company registration |
| [ ]  Power of attorney to represent the organization | [ ] Audited financial statement |
| [ ]  Passport of legal representative | [ ] Insurance policy |
| [ ] Other:  |  | [ ] VAT number |
|  | [ ] Other: |  |
| **Additional or common customs to be respected** |  |
| **Any other relevant information** |  |

|  |
| --- |
| **Market Circumstances Assessment**  |
| **Type of suppliers on the market**  | [ ]  Retailers | [ ]  Multipurpose [ ]  Specialized in:  |  | Sufficient number to guarantee real competition?  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| [ ]  Wholesalers | [ ]  Multipurpose [ ]  Specialized in: |  | Sufficient number to guarantee real competition?  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| [ ]  Manufactures/Producers  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Agriculture  | [ ]  Chemical | [ ]  Commerce  | [ ]  Construction  |
| [ ]  Financial services | [ ]  Food  | [ ]  Forestry  | [ ]  Tourism  |
| [ ]  Mining  | [ ]  Engineering  | [ ]  Media  | [ ]  Oil and Gas |
| [ ]  Shipping  | [ ]  Textile  | [ ]  Transport  |  |

 |
| Other: |  |
| **Notable market trends** | [ ] Temporary shortage of some items  | [ ] Appearance of new products from abroad |
| [ ] Sudden closure of suppliers | [ ] New norms or purchase conditions |
| [ ] Significant prices increasing | [ ] Other |  |
| [ ] Reduced timeframes for public markets opening | [ ] Other |  |
| **Nearest market from where stock is required** | Travel distance (km) |  | Travel time (hrs) |  | Travel constraints (if any) |  |
| Dependency | [ ] Highly dependent: if the nearestmarket collapses, all surrounding markets will be impacted  |
| [ ] Interconnected: If one market has short shortages the others may be impacted, but can still support  |
| [ ]  Independent: markets do not impact each other |
| **There is any commodity subject to be a monopoly or under government unique control?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | If yes, describe: |  |
| **Do supplier use any form of long term contracts.** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | Main external source from where suppliers obtain goods:  |  |
| **Any other relevant information** |  |

|  |
| --- |
| **Local Supplier Assessment** |
| **Supplier Name:** |  | Is there a contract already in place with supplier?  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| **Contact Details:** |  | If yes, please indicate end date (DD-MM-YYYY): |
| **Supplier Location** |  |
| **GPS Coordinates (DDD.dddddd):** |  |  |
| **Items (in stock or in pipeline).** *Here there is a list of the most common procured items. Consider to increase or delete as per your convenience* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| [ ]  | **Item in Stock** |

 |

|  |  |
| --- | --- |
| [ ]  | **Item in Pipeline** |

 |

 |
| **Water and Sanitation (WASH)** |
|

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Water Tank kits |
| [ ]  | [ ]  | Bladder |
| [ ]  | [ ]  | Pipe + fittings |
| [ ]  | [ ]  | Tap stands+ fittings |
| [ ]  | [ ]  | Buckets |
| [ ]  | [ ]  | Water quality testing Kit |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Water pumps |
| [ ]  | [ ]  | Waste pumps |
| [ ]  | [ ]  | Generators |
| [ ]  | [ ]  | Jerry cans |
| [ ]  | [ ]  | Water purification tablets |
| [ ]  | [ ]  | Hand Wash dispenser |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Vector control spray |
| [ ]  | [ ]  | Latrines slabs |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |

 |
| **SHELTER** |
|  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Tents |
| [ ]  | [ ]  | Shelter kits |
| [ ]  | [ ]  | Blankets |
| [ ]  | [ ]  | Rubhall/ wiikhall |
| [ ]  | [ ]  | Kitchen sets |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Hygiene kits |
| [ ]  | [ ]  | Tarpaulins sheets |
| [ ]  | [ ]  | Tarpaulins roll |
| [ ]  | [ ]  | Construction tools |
| [ ]  | [ ]  | Mosquito nets |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Lanterns |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |

 |
|  | **FOOD** |
|  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Wheat Flour |
| [ ]  | [ ]  | Corn Flour |
| [ ]  | [ ]  | Oil |
| [ ]  | [ ]  | Beans |
| [ ]  | [ ]  | Sorghum |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Plumpy Nut |
| [ ]  | [ ]  | CSB |
| [ ]  | [ ]  | High Energy Biscuits |
| [ ]  | [ ]  | Salt |
| [ ]  | [ ]  | Rice |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Sugar |
| [ ]  | [ ]  | Lentils |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |

 |
| **OFFICE** |
|

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | IT Equipment |
| [ ]  | [ ]  | Consumables |
| [ ]  | [ ]  | Stationary |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Furniture |
| [ ]  | [ ]  | Fuel |
| [ ]  | [ ]  | Electrical supplies |

 |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |
| [ ]  | [ ]  | Other: |

 |
| **SERVICES** |
| [ ]  Transport[ ]  Construction[ ]  Catering | [ ]  Equipment Maintenance[ ]  Office Services[ ]  Consultancy |

|  |  |
| --- | --- |
| [ ]  | Other: |
| [ ]  | Other: |
| [ ]  | Other: |

 |
| **Other in stock:** |  | **Other in pipeline:** |  |
| **Supplier Information** |
| **Company Identification**  | Legal name |  | Country of operation |  |
|  | Commercial Name |  | State/Province |  |
| Company type |  | City |  |
| Main subject of activity/type of business |  | Address |  |
|  | License/Registration Number |  | ZIP Code |  |
| Independent Worker  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | Time Zone |  |
| Working Language |  | Office Phone |  |
| Default Currency |  | Feedback Mechanism email |  |
| **Contact Details** **& Web Contacts** | Contact Person Full name |  | Fax |  |
| Display name |  | Web Address  |  |
| Email |  | Other URL |  |
| Phone Number |  | Other URL |  |
| Job Title |  | Other URL |  |
| **Financial Information** | Estimated Yearly Income |  |
| Bank Certificate of Solvency |  |
| **Ethics and environment Information** | Gender Balance policy in place  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| Environment care policy in place  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| Waste management policy in place  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| No child labour policy in place  |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| **Describe how often stocks are replenished** |  |
| **What (other) services can this supplier provide?** | [ ] Transport[ ]  Customs clearance | [ ]  Packaging/ marking[ ]  Kitting | [ ]  Can build to specification |
| [ ]  Other: |  |
| **Has this supplier been working with other humanitarian organisations / relief operations before?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | If yes, give details below: |
|  |
| **Has this supplier a proper complaint mechanism?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | If yes, give details below: |
|  |
| **Any additional information: e.g. access, availability of additional storage facilities etc.** |  |
| **Delivery and Documentation** |
| **Is the supplier able to provide all documentation required for the type of goods?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | **Is the supplier able to provide all certifications required for the type of goods?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 |
| **For every consignment, the Provider could send the following documents** | [ ]  Delivery Note [ ]  Packing List [ ] Commercial Invoice  | [ ] Certificate of Origin [ ] Certificate of conformity  |
| **How will the supplier handle the logistics of delivery?** | [ ]  Internal logistics department [ ]  3PL Logistics provider  | [ ] Freight agents [ ] Other  |
| **What mode of transport will the good be transported in?** | [ ] Rail  | [ ] Sea  | [ ]  Road  | [ ]  Air  | [ ] Electronically  |  |
| [ ] Other: |  |
| **Specify the lead-time for the delivery of the goods - from order confirmation up to final delivery in designated location** |  |
| **Payment** |
| **What are the accepted payment methods?** |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Bank Transfer  | [ ] Online/Credit Card | [ ]  Check | [ ] Cash |

 |
| **What are the payment terms?** | [ ]  On reception of invoice  |
| [ ]  After issue of invoice. Specify days: |  |
| **Does he require any advance payment?** |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | If yes, please specify: |  |
| **Medical and Pharmaceutical goods (if applicable)** |
| **This supplier is able to provide the following information per item?** |

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Name of Manufacturer |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | Shelf-live duration if applicable |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Origin on packing list |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | Certificate of analyses |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Certificate of Origin |

|  |  |
| --- | --- |
|[ ]   Yes |[ ]   No |

 | Certificate of conformity |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Batch number |  |  |
| Any other relevant specification: |
|  |
| **For thermo sensitive items *(between 15°c & 25°c)*, this supplier is able to provide:** |

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Temperature recorder devices |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Humidity recorder devices |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Standard package for Tropical environment |
| **For cold chain items *(between 2°c &85°c)*, this supplier is able to provide able to provide:** |

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Temperature recorder devices  |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Packaging goods to ensure the cold chain is maintained |
| **For controlled drug or drug precursors, this supplier is able to provide:** |

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Temperature recorder devices  |
|

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

 | Appropriate packaging |

### Where can you find information on market and suppliers?

*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:

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

*Get feed-back from other clients.*

*Develop pre-supply agreement (Long term 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/or ask for specific waivers or derogations) 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*