



Providing quality medicines for people
living with and affected by HIV and AIDS



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Dear client

Thank you for your interest in procuring commodities through SCMS. We are delighted to welcome you as a new client.

SCMS is a project of PEPFAR and administered by USAID to ensure a reliable, cost-effective and secure supply of high-quality medicines and health products for HIV & AIDS prevention, care and treatment. SCMS procures and distributes essential medicines and supplies. For more information about the commodities we procure please visit our E-catalog at <http://scms.pfscm.org/scms/ecatalog>. We provide technical assistance in forecasting, demand planning and other services that can support your procurement operations and help strengthen local supply chains. We also collaborate with in-country and global partners to coordinate efforts.

The E-catalog provides a standardized list of products procured for our clients to meet their HIV/AIDS health program needs. Whenever possible, we recommend that you choose from products listed in this catalog when placing an order with SCMS. By using the specifications found in this E-catalog you can expedite our response to your Price Request. In the event you cannot find a product you need in the E-catalog, you may request procurement of that product by providing as much product detail as you can. (Note: Products not appearing in the E-catalog may take longer to procure.)

Steps in the Process

As a first step in procuring commodities through SCMS, please become familiar with our procurement process, your role in this process, and the services SCMS can provide to you and your organization. If you would like to engage SCMS to procure commodities for HIV/AIDS programs, please complete the attached Client Toolkit and Price Request Form and ensure that you have filled out all fields marked as mandatory. [Note that the Client Toolkit works using Excel Macros; kindly allow the use of macros when opening the Excel workbook.] This information is required to prepare the appropriate price quote for you.

Once your Price Request is received, a procurement specialist will contact appropriate vendors to find the best available prices. We will then prepare a price quote for your consideration based on your requirements. The price quote will be used to confirm product specifications and will include the price and anticipated time for delivery once the order is placed with the supplier(s). SCMS charges clients the cost of the commodity, freight/delivery and 5% surcharge.

The entire process from the time we receive your inquiry to generating a price quote usually takes between two to six weeks, depending on the commodity type. Requests for products not listed in the E-catalog require significantly more effort, resources and time (several weeks or months) to identify a supplier and develop the appropriate specifications to place the order.

More specifically, SCMS may need additional time to clarify the following matters that affect the Price Quote:

SCMS Project Team

Booz Allen Hamilton | Crown Agents USA, Inc. | i+solutions | JSI Research & Training Institute, Inc. | Management Sciences for Health | The Manoff Group
MAP International | North-West University | Northrop Grumman | PATH | PHD | UPS Supply Chain Solutions | Voxiva | 3i Infotech

- *Drug registration in the country of consumption:* Are drugs under patent in the country of consumption? Do products need to be registered, or can an importation waiver be arranged? The registration requirement limits the options of eligible vendors/products thus affecting the time it takes to develop a Price Quote and deliver the products if they must be registered.
- *Vendor Pricing:* Vendors offer different prices for the same product depending on whether it will be shipped to a low, middle or high income country. It might cost time to assess which tier your country will be part of, what the relevant price is, and who the responsible distributor is.

Placing your order

Once you return your signed Price Quote to SCMS and confirm the funding, we will place the order on your behalf.

Delivery - Lead Times

Lead times for deliveries vary depending on the commodity type, mode of shipment, clearance per country and, in case of pharmaceuticals, whether the product is registered in-country. Average lead times for our main commodity types are:

Commodity Type	Weeks to generate Price Quote*	Average delivery lead time (weeks)**
ARV	2	3-23
Blood Supplies	4	10-28
Laboratory items	6	2-20
OI	6	4-23
Test Kits	2	6-15
Test Machines	6	6-23
Automobiles	6	10-23
Special Food Products	6	10-23

* Process begins once Client specifications are finalized. These are rough indications, complicating factors not included.

** Lead time depends on mode of transportation, customs clearance process etc. Lead time begins when client-signed PQ is received

SCMS will then manage the order through to delivery to the agreed destination, arranging distribution of supplies either from one of our regional distribution centers in Ghana, Kenya or South Africa or by direct shipment from our supplier. Once you receive the product, we ask you to accept delivery and then we will debit the cost to your account with SCMS. SCMS arranges settlement with the original supplier. To complete the process, you must provide a proof of delivery to SCMS.

SCMS – USAID – PEPFAR

SCMS follows PEPFAR quality standards; the ARVs we procure must be USFDA approved or tentatively approved. If you have questions regarding our quality standards or other procurement details, please read our FAQ which can be found at:

<http://scms.pfscm.org/scms/about/faq>

http://scms.pfscm.org/scms/docs/papers/FAQ_procurement_1_0.pdf

★ SCMS is a USAID contract; therefore, we encourage you to work with a member of the USAID management team at your USAID mission and Washington DC to arrange for the payment of products. There are multiple ways for USAID and SCMS to accept payment for products, and a discussion regarding payment can occur in parallel with the process of finalizing a Price Quote.

Once we receive your Price Request, we will contact you to discuss next steps. If you have any questions about completing the Client Toolkit or the Price Request, would like to receive more

information about our procurement processes and commodities, or are interested in our technical assistance offerings, please feel free to contact us.

Again, thank you for your interest in SCMS. We look forward to working with you and supporting your efforts on behalf of people affected by HIV/AIDS.

Sincerely,

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