



**REGIONAL NETWORK FOR PHARMACEUTICAL PROCUREMENT AND  
SUPPLY MANAGEMENT  
“CARIPROSUM” 2008 Annual Meeting**

*Belize City,  
February 27 and 28<sup>th</sup>, 2008*

**Acknowledgements/Disclaimer**



**European Union**

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## Background

The pharmaceutical procurement process is a fundamental component of the Health System. Access to medicines is still a challenge in most of the countries. The Cariprosum was created in November 2004 with the participation of National Procurement Authorities (NPA) of Caribbean Countries with the mission of *“To promote the continuous availability of affordable pharmaceutical products meeting standards in safety, quality and efficacy, for Caribbean public health program and services, through inter-country and regional cooperation”*.

CARIPROSUM network is an opportunity to enhance the TC in the Caribbean, to consolidate the partnership and to look for **common solutions or interventions** in the field of the **Procurement**. The agenda is presented at Annex 1.

## Objective

The main objectives of the annual meeting of CARIPROSUM was to propose a set of indicators to monitor the performance of the Procurement Agencies member of the network and to list standard documents and forms to be used as reference by Procurement Authorities.

## Agenda

Representatives from the countries (BAH, BAR, BLZ, DOR, GUY, JAM, PPS for OECS, SUR and TT) pointed out the main challenges faced during the procurement process and interventions (Anexx 2).

A presentation of the recommendations issued after the last CARIPROSUM meeting and after the PAHO Strategic Fund sub regional workshop by the PAHO sub-regional advisor.

*The first working session* focused on the identification and definition of performance indicators following the methodology proposed by COHAN, keeping in mind the mission and the scope of work of CARIPROSUM network;

A draft table of indicators of performance adopted by the participants is in annex. The document still must be consolidated (including technical card for facilitating the use of each indicator) by COHAN before to be disseminated to countries.

*The second working session* focused on the standard documents and forms that should be used by Procurement Authorities in order to harmonize the tools and norms used by the same.

The harmonization of GPP has been endorsed by the CARICOM Secretariat in its Health Agenda (CCH III). CARIPROSUM propositions are already backed by a political commitment, which should ensure sustainability of the recommendations agreed upon.

## **Results, Conclusions and Recommendations**

In addition, countries participants listed and agreed on standard documents and forms that they should use in a perspective of harmonization and of adherence to Good Procurement Practices (Annex 3).

The Documents listed below have been considered of the utmost importance by the participants, who have been committed to make a better use of:

### **1 - Standard Bidding Documents:**

*Including Cover letter invitation to tender, Instruction to bidders: (as a package), General conditions, Form of tender, Method to submit the bid*

### **2- Tender document:**

**3- Vendor Registration Form and Certificates: Certificate of Pharmaceutical Products, Batch Certificates, Statement of Licensing Status in the country of origin:**

### **4 - Supplier Evaluation Report / Form, GMP assessment reports**

### **5 - Criteria for Evaluation of Tenders:**

*Including Price and discounts; Supplier Past Performance (SPP); Quality; Lead time; Local supply (warehousing capacity); Payment terms; Minimum requirements to be qualified for bidding based on a scoring process.*

In addition, CARIPROSUM members recognized the Donated Goods Policy as part of the CARIPROSUM principles. (The Donated Goods Policy, capturing the recommendations of WHO, is one of the products of the meeting)

CARIPROSUM confirm the Caribbean Regional Drug testing Laboratory (CRDTL) as the QC Lab of reference in the region; PAHO presented the result of the assessment of the Lab (Sept 2007). In addition, members proposed to invite CRDTL Representative as an observer to the next meeting.

Invitation to the next meeting could be extended to the Antillean Netherlands.

It was suggested to have the next CARIPROSUM meeting in one of the country for the next bid opening.

**Next steps:**

Next CARIPROSUM Meeting proposed to be in **Guyana (alternatively in Trinidad) in October 2008**. Objectives:

- 1- Monitor the **implementation of the indicators by countries** and the adoption of recommended standard document. **Validation of the indicators based on country experience.**
- 2- Elaboration of a **work plan for the CARIPROSUM network** based on the problem / strengths and priorities identified during the sessions.
- 3- Draft of **CARIPROSUM position paper** (including the plan, matrix of indicators) will be discussed.
- 4- **Code of Ethics** to be adopted by Procurement Authorities.



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**Agenda**

**Wednesday 27 February 2008:**

- 08h00 - 08h30 Registration of participants
- 08h30 - 08h45 Welcome Remarks:  
- *Dr Beverley Barnett, PWR Belize.*  
- *National Health Authority (MoH Belize)*
- 08h45 - 09h00 Introductions of Participants and specific expectations of the meeting
- 09h00 - 09h15 Objectives of the meeting - Overview and adoption of the agenda - *Dr Christophe Rérat, PAHO Sub Regional advisor in Medicines (CPC Office);*
- 09h20 - 09h50
- 1- CARIPROSUM Mission and Objectives: Follow up of the recommendations issued after the Sub Regional PAHO Strategic Fund Meeting and the last CARIPROSUM Management Committee – *Dr Christophe Rérat, PAHO CPC;*
  - 2- CARIPROSUM network as a component of the CCH III Agenda of CARICOM (*Ms Beverly Reynolds*);
  - 3- Presentation of COHAN: mission, national responsibilities, achievements and its role as WHO Collaborating Centre. (*Ms Paula Diaz*)
- Coffee break**
- 10h15 – 11h00 Challenge faced by countries during the Procurement Process (*Countries cases*)  
Assessment of Belizean Procurement Authorities: overall findings, outcomes and recommendations to optimize the current procurement process and procedures according to the diagnostic established; discussion (*COHAN*)
- 11h00- 12h30 Baseline indicators of process to evaluate the core functions of a Procurement Agency (*COHAN*)

### ***Lunch Break***

13h15 – 14h30 Baseline indicators of process: discussion and consolidation of the proposition with the input of National representatives.

### ***Coffee break***

14h30 - 17h15 Development of indicators to be used by Procurement Authorities to monitor their performance. Justification of criteria (pertinence, applicability). Discussion. (COHAN)

### **Thursday 28 February 2008**

08h30 - 09h50 Working sessions: Identification of a set of standards documents, forms and reports to be used by the Procurement Authorities to follow GPP; (2 Working groups):

### ***Coffee break***

10h10 - 11h15 Working session continue. Validation of the proposition after the plenary. Consensus to post National Documents or forms on the PAHO CPC website

11h15 - 12h00 Donations and inter country exchange of pharmaceuticals. Challenges faced by countries and proposition. (Country)

### ***Lunch Break***

13h15 – 14h00 1- Assessment of the CRDTL: Presentation of key recommendations (Dr Christophe Rérat, PAHO CPC)  
2- Presentation on the “Better Medicines for Children Project” implemented by WHO. Opportunities to do the survey in the Caribbean with the support of the Procurement Authorities. (Dr Christophe Rérat, PAHO CPC)

14h00 - 16h15 CARIPROSUM position paper: Harmonization of Good Procurement Practices (GPP) to be submitted

to next Caucus MoH Meeting (Working Groups: Group 1 working on Donation Policy; Group 2 working on a set of core norms and criterias relating to GPP to be adopted by countries).

Adoption of the resolution by CARIPROSUM members.

16h30 - 16h50

Conclusion and next steps for CARIPROSUM  
*Ms Beverley Reynolds (CARICOM) and Christophe Rérat (PAHO);*

## Annex 1. List of Participants

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## **Annex 3. STANDARD DOCUMENTS FOR CARIPROSUM**

### **1- STANDARD BIDDING DOCUMENTS**

#### **A) Cover letter invitation to tender**

Define period of contract, closing date of the bid, who you address the package to and place

#### **B) Instruction to bidders: (as a package)**

Mandatory: eligibility to participate (methods and format to submit bids, tax compliance...) and responsiveness to the bid.

Evaluation of bidders, criteria applied: Prequalification, past performance, price & discount, offers, support documents

Basis of award

Validity of the bid

Correction , review of their errors and amendment of tenders

Submission of samples

Late tenders conditions

Registration number of medicines in country of origin

Statement on currency of the bid submitted and conversion guide

Disqualification of the bidders

Financial information

Performance bond (~ 10% of the award)

#### **C) General conditions:**

Obligation for the bidder to fulfill

Specific conditions

*As for reference, website of procurement authorities, IDB, WB will be used to consolidate this list.*

#### **D) Form of tender:**

Value of tender signed and dated by head manager or director.

Period of bid

#### **E) Method to submit the bid**

Tender on line and offers submitted per hardcopy or electronic sealed version

### **2- TENDER DOCUMENT:**

A standard form

Bid opening process (suggestion to open the bid the same day after closure); public opening as matter of transparency

Tender committee and membership be defined.

Can be governed by a Procurement Act  
Suggestion: to have CARIPROSUM meeting in one of the country for the next bid opening

### **3- VENDOR REGISTRATION FORM:**

Financial records must be provided  
Proof or document of presentation of the Company  
Standard statutory forms  
Supplier must be registered by FDA or by Government  
International status of vendor (accredited by UN Agencies, WHO)  
Company profile form  
Production of Certificate of Pharmaceutical Product (CPP), as proof that the product is commercialized in the country of origin  
If vendor is a manufacturer, GMP requirements.  
ISO Certification for medical suppliers

Business, history of client contacts

### **4- SUPPLIER EVALUATION REPORT / FORM**

Criteria to be considered:  
Price, and reliability (respect of prices proposed in the bid)  
Compliance to delivery time  
Provision of shipping document (invoice, B/L, Packing list, Certificate of analysis)  
Response to queries; fail to follow  
Cancellation of award  
Compliance to quality requirements and packaging, labeling  
Back orders, partial shipment  
Shelf life (credit time replacement)

### **5- CRITERIA FOR EVALUATION OF TENDERS:**

Price and discounts, rebates  
Supplier Past Performance SPP  
Quality  
Lead time  
Local supply (warehousing capacity)  
Payment terms

Minimum requirements to be qualified for bidding based on a scoring process.

