

Proposal for supply requisition form WHO as per the detailed Work plan 2010-2011

Medical Supplies

1. Programs will submit all supply requisition (*pertaining to medical equipments, drugs and non-drugs, personal protective gears, reagents, test kits only*) with all the specifications/quantities and fund position (indicating the Strategic Objective, OWER, OSER etc as reflected in the WHO DPA) to DVED by 1st January. While other supplies (computers and peripherals) will be submitted to Procurement Section of the Ministry.
2. All the supply requisition (*in prescribed format*), signed by the concerned Program Officer and DVED (*in case of medical supplies*) and Procurement Section (*in case of other supplies*) will be submitted to WHO Country Office through PPD.
3. DVED to process clearance documents such as import license, BST/IDE certificates and other necessary documents as per the need of the Revenue and Customs requirements
4. Adequate time of 3-6 months is required to complete the procurement process and to deliver to supplies
5. In view of the above, all the requested to process their supply requisition at the earliest

1. SO, Top Task number (TT), Lower Task number (LT), Name of the Activity and budget (AC/VC)				
SO,	TT	LT	Name of the Activity	Budget in USD (AC/VC)
2. Operational officer (<i>In relation to the submission of final report and financial statement will be followed with the operational officer whose name is inscribed herein</i>)				
3. Title of activity, tentative dates as to when the supply is required (<i>please do keep the time provision of 3 to 6 months as specified above</i>)				

II. TECHNICAL INFORMATION

4. Justification *(Please use additional sheets if necessary)*

a. Give clear and precise statement of the problem being addressed:

b. Provide background on sequence of activities undertaken in the past in relation to this problem, including similar activities held before on the subject, and state how the proposed activity is related to the work plan. There should be strong technical justification for the work and the financial resources.

5. Objectives

- 1.
- 2.

6. Expected outcomes *(to be linked to the specific objectives)*

- 1.
- 2.

III. TECHNICAL SPECIFICATION

9. Specification details

Item No	Complete Description	Qty	Appr Costs

Signatures of the Head of Department, the Program Officer, Chief Procurement Officer DVED

**Program Officer
Program
Date:**

**Chief Procurement Officer
DVED
Date:**

**Or Procurement Officer (for supplies other than Medical supplies)
AFD**