Getting PPE Where and When It’s Needed
Guiding questions and recommendations for buying and delivering PPE during COVID-19

**PPE Quantities & Specifications**

**Key Questions:**
1. Have we accurately defined monthly needs?
2. Do we know the correct specifications?
3. Have vendors given specifications with quotes?

**Recommendations:**
- Validate quantified amounts for both CHWs & HWs
- Use WHO guidance for PPE specifications
- Increase buffer stock assumptions to compensate for shortages & longer lead times
- Understand other donors’ planned contributions

**Procurement Strategy**

**Key Questions:**
1. How can we coordinate with others for pooled procurement?
2. How many months of use are you planning to buy?
3. Have you chosen qualified vendors?

**Recommendations:**
- Favor nearby sources to limit freight costs
- Review vendors’ past performance
- Compare vendors’ lead time/price
- Diversify vendor base

**Quotations & Shipping**

**Key Questions:**
1. Does the product conform to WHO standards?
2. For how long is the price and lead time valid?
3. Does your vendor have shipping experience to your destination?

**Recommendations:**
- Ship yourself if vendor has no country history
- Procure where possible from veteran PSA’s
- Act fast when quotations are favorable; availability is changing daily

**Inbound Distribution**

**Key Questions:**
1. Is the logistics contractor experienced in your country?
2. Do you have a duty free waiver for donated imports?
3. Are suppliers sharing accurate lead times?

**Recommendations:**
- Use INCO terms (risk / cost) that suit your need
- Check past performance for origin destination pair
- Make sure the import is government approved

**Storage & Outbound Distribution**

**Key Questions:**
1. Is storage as close to recipient CHWs as possible?
2. Can you integrate product or do direct deliveries?
3. What other assets can be leveraged (e.g., postal service or ride shares)?

**Recommendations:**
- Schedule replenishment early if possible
- Try to get updates on inventory levels
- Find ways of earmarking CHW inventory; it may be kept with HW inventory

Especially in a crisis, distribution of essential medicines must continue. Wherever possible, integrate PPE into existing supply routes.

To maintain availability of essential medicines: Plan ahead. Be flexible. Order early. Expect increased lead times and buffer stocks. Increase budgets. Enhance quality assurance on arrival. Ensure flexible funds are available at sub-national levels for distribution.

**CHW:** Community Health Worker; **HW:** Health Worker; **PSA:** Procurement Service Agents

*VillageReach focus area*