



USAID
FROM THE AMERICAN PEOPLE

USAID/OFDA Proposal Guidelines Pharmaceutical Annex F

Request for Approval to Purchase Veterinary Pharmaceuticals

Veterinary pharmaceuticals and vaccines (e.g., bacterins, vaccines, serum and anti-serum) are USAID/OFDA restricted goods. As such, partners must submit a formal request (on NGO letterhead in two pages or less) for approval to purchase any of these commodities with OFDA funds. The letter must include the following information:

1. Name of the country and title of the program where the veterinary commodities will be used.
2. The reason for the use of veterinary commodities in the program, approximate numbers, species and animal disease / conditions that will be treated.
3. Name and complete address of the intended supplier and rationale for the selection of this supplier. **NOTE:** The NGO must accept responsibility for the quality, efficacy and safety of products from the supplier.

The following must be included with the letter requesting approval and must be in English:

- Spreadsheet listing the name of each essential veterinary pharmaceutical, including: intended use; strength / dose; quantity; unit cost; extended cost (in USD) and total cost (in USD) [Please see “Pharmaceuticals Annex D” for a template that can be used]
- Documentation that the proposed supplier is licensed to sell veterinary pharmaceuticals and biologicals in the country where the program is being implemented.
- Documentation from the supplier on letterhead stationary that all veterinary medications meet international standards for quality, safety and efficacy, and that all medications have a minimum of 12 months expiration period from the time they are received by the program.
- Documentation from the authorized government ministry that the NGO is allowed to bring these medications into the country without imposition of duties, fees, handling charges, etc. Generally this may be accomplished through a signed letter on letterhead from the Ministry in the host nation responsible for pharmaceuticals (MoH, Customs, etc.).]