



USAID | DELIVER PROJECT

FROM THE AMERICAN PEOPLE

Public Health Procurement Guide and Product Catalog 2010





June 1, 2009

MEMORANDUM

TO: USAID Population/Health Officers

FROM: GH/PRH/CSL, Mark Rilling

SUBJECT: Public Health Procurement Guide and Product Catalog 2010

The *Public Health Procurement Guide and Product Catalog 2010*, a resource for Missions and Bureaus, explains the procedures for estimating requirements for contraceptives and condoms, and other essential health commodities (Contraceptive Procurement Tables [CPTs]). The guide also includes the guidelines for budgeting and ordering contraceptives through USAID.

The *Public Health Procurement Guide and Product Catalog 2010* includes the following:

- 2010 CPT forms
- freight percentage estimates report
- average lead times by country report
- commodity disposal guidelines
- catalog with product information and price list.

You can access your shipment and account information on-line at the USAID | DELIVER PROJECT web site—deliver.jsi.com—in the My Commodities section.

If you have any problems accessing this site, please email askdeliver@jsi.com.

Primary Contacts

Commodities Security and Logistics Division
Office of Population and Reproductive Health
Bureau for Global Health



Bonita Blackburn, Team Leader,
Central Contraceptive Procurement
Tel: 202.712.1231
Fax: 202.216.3404
bblackburn@usaid.gov

Mailing Address:
GH/PRH/CSL
USAID
Rm. 3.06- 186 RRB
1300 Pennsylvania Ave., NW
Washington, DC 20523

USAID | DELIVER PROJECT



Lesley Stewart, Procurement Coordinator,
Task Order 1
Tel: 703.310.5247
Fax: 703.528.7480
lesley_stewart@jsi.com
Trisha Long, CPT/PipeLine Program Officer
Tel: 703.310.5005
Fax: 703.528.7480
trisha_long@jsi.com

Mailing Address:
USAID | DELIVER PROJECT
John Snow, Inc.
1616 Fort Myer Dr.
11th Floor
Arlington, VA 22209-3100
General questions: askdeliver@jsi.com

**PUBLIC HEALTH
PROCUREMENT GUIDE
AND PRODUCT
CATALOG 2010**

USAID | DELIVER PROJECT

The USAID | DELIVER PROJECT, Task Order 1, is funded by the U.S. Agency for International Development under contract no. GPO-I-01-06-00007-00, beginning September 29, 2006. Task Order 1 is implemented by John Snow, Inc., in collaboration with PATH, Crown Agents Consultancy, Inc.; Abt Associates; Fuel Logistics Group (Pty) Ltd.; UPS Supply Chain Solutions, Family Health International; The Manoff Group; and 3i Infotech. The project improves essential health commodity supply chains by strengthening logistics management information systems, streamlining distribution systems, identifying financial resources for procurement and supply chain operation, and enhancing forecasting and procurement planning. The project also encourages policymakers and donors to support logistics as a critical factor in the overall success of their health care mandates.

RECOMMENDED CITATION

USAID | DELIVER PROJECT, Task Order 1. 2009. *Public Health Procurement Guide and Product Catalog 2010*. Arlington, Va.: USAID | DELIVER PROJECT, Task Order 1.

ABSTRACT

USAID's *Public Health Procurement Guide and Product Catalog 2010* is an annual publication of current contraceptive and condom ordering procedures for Missions and a catalog of condoms and contraceptives provided by USAID. It includes USAID contraceptive ordering procedures and guidance on how to use logistics data and forecasts to calculate contraceptive requirements.

The USAID *Public Health Procurement Guide and Product Catalog 2010* is published annually. For the most current product information, please visit the My Commodities page of the USAID | DELIVER PROJECT website at deliverjsi.com.

USAID | DELIVER PROJECT
John Snow, Inc.
1616 Fort Myer Drive, 11th Floor
Arlington, VA 22209 USA
Phone: 703-528-7474
Fax: 703-528-7480
Email: askdeliver@jsi.com
Internet: deliverjsi.com

USAID
Bonita Blackburn
GH/PRH/CSL
1300 Pennsylvania Ave., NW
Third Floor, Ronald Reagan Building
Washington, DC 20523-3601
Phone: 202-712-4539 • Fax: 202-216-3404
E-mail: bblackburn@usaid.gov
Internet: www.usaid.gov

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ACRONYMS

AIDS	acquired immunodeficiency syndrome
BOYS	beginning of year stock
CA	cooperating agency (USAID)
CCP	Central Contraceptive Procurement
CF	Commodity Fund
COP	Country Operational Plan
CP	Congressional Presentation
CPT	Contraceptive Procurement Table
CSL	Commodities Security and Logistics Division, Office of Population and Reproductive Health, Bureau of Global Health (USAID)
CY	calendar year
EOYS	end of year stock
FY	fiscal year
IPPF	International Planned Parenthood Federation
JSI	John Snow, Inc.
LMIS	logistics management information system
MAARD	Modified Acquisition and Assistance Request Document
NGO	nongovernmental organization
OYB	Operating Year Budget
PEPFAR	President's Emergency Plan for AIDS Relief
PRN	Office of Population and Reproductive Health (USAID)
RHInterchange	Reproductive Health Interchange
RO	Requisition Order
STI	sexually transmitted infection
UNFPA	United Nations Population Fund
U.S.	United States
USAID/W	U.S. Agency for International Development/Washington

TERMS

consignee	Organization that will receive a shipment of contraceptive commodities.
maximum	The level of stock above which inventory levels should not occur, under normal conditions.
minimum	The level of stock at which actions to immediately replenish inventory should occur, under normal conditions.
PipeLine	Pipeline monitoring and procurement planning software developed by the DELIVER project and now distributed by the USAID DELIVER PROJECT.

USAID | DELIVER PROJECT

A worldwide technical assistance support contract, funded by the Commodities Security and Logistics Division, Office of Population and Reproductive Health, Bureau of Global Health (USAID/GH/PRH/CSL).

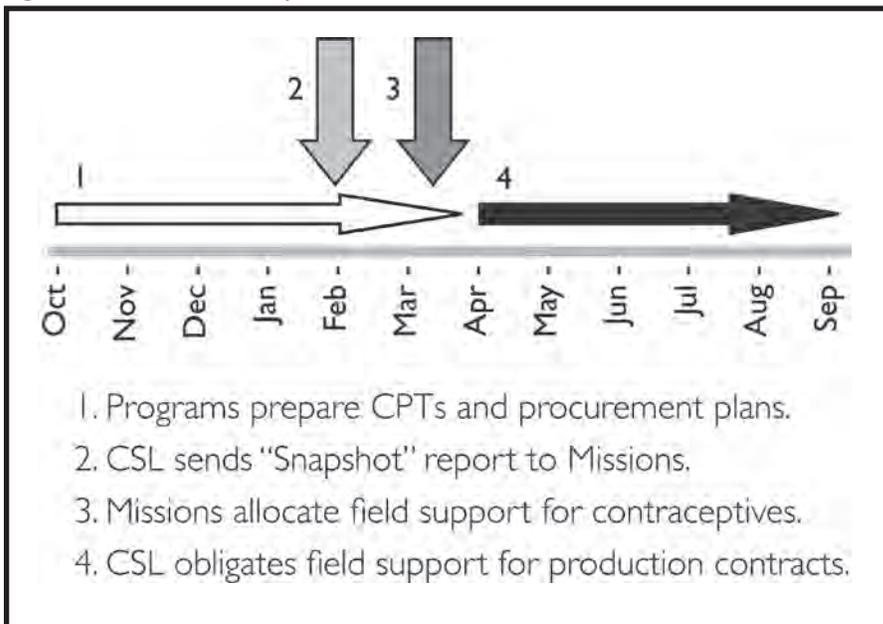
I. USAID FUNDING AND CONTRACEPTIVE PROCUREMENT PROCEDURES

Central Contraceptive Procurement Timeline

The Commodities Security and Logistics Division (CSL) is responsible for planning procurement to meet program needs. It is the Missions' responsibility to determine, in a reasonable amount of time, the quantities of contraceptives they expect to order and the level of funding they will need to allocate.

Ideally, Missions should complete the 2010 Contraceptive Procurement Tables (CPTs) between October 2009 and March 2010, including a procurement plan for changes in contraceptive orders for calendar year (CY) 2010 and new orders for CY2011. In early 2010, CSL will review the forecast information in the Mission's CPTs and propose the funding level needed to supply those contraceptives; they will always consider the Mission's contraceptive account balance. CSL will send this information to the Missions in the annual "Snapshot" report. Missions will have time to review the Snapshot report and to allocate field support for the Central Contraceptive Procurement (CCP) project, 936-3057. Missions should base field support on the CPTs, Snapshot report and their knowledge of country programs. After CSL knows the value of FY2010 field support, or other funding that the Missions plan to provide, they will use the CPTs to determine global quantities needed in CY2011 and will obligate funds for production contracts (see figure 1).

Figure 1. USAID Contraceptive Procurement Timeline



Transferring Required Funds

Missions must submit all funding requests for shipments through calendar year CY2011 to the CCP project during FY2010. This will allow enough time for CSL to set production levels for CY2011 and to plan the obligation of funds.

Missions provide funds for public health commodity procurement through various mechanisms. Funds already obligated by Missions (MAARD funds) can be provided under the conditions outlined in section II. Direct all funds for commodity procurement to the Central Contraceptive Procurement Project, 936-3057. Missions that provide funding for these commodities, including field support funding, should advise CSL by email of their funding source and how the funds will be transmitted.

Operating Year Budget Transfers and Requests for Field Support

After the CPT analysis, each Mission or Bureau will receive information about the quantity of contraceptives needed, including an estimate of their product-related Operating Year Budget (OYB) and Congressional Budget Justification (CBJ) funding requirements for contraceptive procurement. Collectively, CPTs enable CSL to estimate overall procurement levels and to plan contracting actions; this information helps to ensure the continuous flow of shipments to programs supported by Missions and Bureaus.

Note: Each Mission or Bureau is responsible for ensuring that the funding levels from the CPTs are consistent with their overall availability of funds and the funds budgeted for contraceptives and condoms in related projects.

Annually, CSL will also advise Missions of the surcharge percentage they will be assessed to cover system costs, including—

- transportation to USAID warehouses and warehousing of USAID products
- quality assurance monitoring and independent quality surveillance of commodity manufacturers
- management and maintenance of the CCP database.

The surcharge is a percentage of the total value of the commodities; it is adjusted annually based on actual charges. The surcharge value, charged to the Mission for each shipment made, must be included in the funds transferred to CSL each year. This charge is reflected in the Mission's Statement of Contraceptive Account.

Note: To calculate FY2010 funding, add 5.5 percent surcharge to the total commodity value for new contraceptive shipments, then add shipping costs. Refer to the catalog section of this document or the My Commodities section of the USAID | DELIVER PROJECT website (deliver.jsi.com) for unit prices.

Missions and Bureaus need to do the following for FY2010 field support funding:

1. Confirm funding levels.

Review funding estimates for contraceptive procurement based on the last CPT. CSL may ask you to clarify any revisions. Funding estimates must include the cost of commodities, freight, and surcharge.

Add a surcharge of 5.5 percent for new CY2010 and 2011 shipments.

2. Consider current contraceptive account balance.

Review your current contraceptive account balance before you calculate the funds needed for new contraceptive shipments. Check the account balance after you have scheduled all shipments through the end of CY2011; adjust your FY2010 funding, as needed.

3. Make funds available for commodity procurement.

Complete the steps required to make funds available for central contraceptive procurement, either through the field support funding mechanism or through a MAARD (for funds obligated by the Mission). To enable CSL to plan central programming and procurement actions, advise CSL of the prospective funding level and when those funds will be available.

When funding is available, it is CSL's responsibility to accurately record the obligations and subsequent disbursement of funds.

It is CSL's responsibility to ensure the following—

- The level of funding provided and the cost of all shipments is recorded.
- All relevant regulations and policies are observed when procurement decisions are made (for example, Brooke Amendment restrictions, funds account restrictions on eligible countries, etc.).
- Funds are credited to the appropriate Mission account and are obligated for procurement.
- The Statement of Contraceptive Account is available on the project website and can be accessed by logging into the My Commodities section.
- The overall accounts are maintained for funds used to procure the services included under system costs—warehousing, quality assurance, and management information system (MIS) services.

Use of Funds Obligated at the Mission Level (MAARD Funds)

To simplify procurement and accounting, the central contraceptive procurement system uses a pool of previously unobligated funds to fulfill contract obligations. However, funds obligated at the Mission level can be used for contraceptive procurement when the following conditions apply:

- The originating results package completion date is at least 12 months after CSL is given access to the funds.
- All the previously obligated funds designated for commodity procurement are available in one action.
- U.S. Agency for International Development/Washington (USAID/W) is designated as the office authorized to obligate MAARD funds and ensure timely expenditure of funds.
- Contraceptive orders are transmitted separately from the funding action.
- Authorized use of funds is consistent with their use in all centrally managed contracts.

The following language satisfies this condition:

The Office of Population and Reproductive Health (PRH) is authorized to obligate these funds for procurement under the operating procedures of the CCP project. Present orders will be transmitted in a separate document. The Mission will use these funds to pay the charges incurred by contracts into which they are obligated, as indicated by PRH. PRH will advise the Mission regularly of the value of the shipments provided, the related charges against the funds provided by the Mission, and the unused funds balance available to the Mission for procurement requests.

Commodity Fund (CF) and FY2010 Funding

Condom availability and use in most countries is inadequate, especially for those most at risk. The Commodity Fund (CF) helps to fill this important gap. The CF received U.S.\$24.3 million in FY 2008 to centrally fund condoms for HIV/AIDS and to ensure their expedited delivery to countries during 2008. The CF is used to increase condom availability and use by making condoms for HIV prevention free of charge to Missions and to expand access to HIV/AIDS condoms, based on CF resource availability and program needs, as indicated below.

Missions are expected to add these condoms to country programs and to expand HIV/AIDS activities; to ensure that availability and use remain unchanged, Missions cannot swap condom provision responsibilities with other donors. Missions with questions about male condoms should correspond directly with Bonita Blackburn (GH/PRH/CSL) and Paul Mahanna (GH/OHA/SPER). Missions with questions about female condoms should correspond directly with Doris Anderson (GH/PRH/CSL) and Christopher Fung (GH/OHA).

Note: The President's Emergency Plan for AIDS Relief (PEPFAR)-focus countries are required to include condoms for their HIV programs as an activity/budget line item in their country operational plans (COPs). Focus countries will need to budget and pay for the condoms they need; they will not be eligible to obtain condoms free of charge from the CF; focus countries are also expected to provide funds for condoms to USAID's centralized procurement mechanism (CCP 936-3057). Non-focus countries will continue to be able to request condoms free of charge from the CF, as they could in prior years. Both focus and bilateral countries should follow the same ordering procedures.

To manage the total CF funding available, as well as the male and female condom production contracts, Missions are asked to advise Bonita Blackburn of any revisions to their best estimate of condom quantities needed for their programs in CY2010 and CY2011.

If a Mission, even a focus country, has funding constraints and limited options for obtaining needed condoms, please consult Bonita Blackburn (GH/PRH/CSL) at bblackburn@usaid.gov. There may be some flexibility, country-by-country, to assist in a limited way. Missions should not reduce orders based on funding constraints without first contacting Bonita Blackburn about program needs and possible assistance available.

Guidance for Ordering Public Health Commodities from CSL

Ordering

For each program, please indicate the item(s), quantities and desired receipt dates needed for the next two calendar years. USAID provides male and female condoms, public sector and social marketing orals, IUDs, implants, injectables, and cycle beads. Please ensure that all commodities are ordered in case lots. Refer to the product catalog in the My Commodities section of the USAID | DELIVER PROJECT website, deliver.usaid.gov, for complete product information, including shipping lead times and freight as a percentage of commodity value, or contact your CSL country backstop for guidance.

Shipping Instructions

Provide the information listed below for each program.

Consignee and Ship To Address: Provide the complete street address and primary contact person, including telephone, fax number, and email address.

Customs/Duty/Special Instructions: Do your shipments require duty free status? If yes, are there any special markings (e.g., Free Donation for Humanitarian Assistance) required for duty free imports? Can shipments be consolidated with other recipients in-country? Include other special instructions, as needed.

Paperwork: For all shipments, the freight forwarder generally sends the Bill of Lading/Air Waybill, commercial invoice, and packing list to the USAID Mission and a second set of shipping documents to the consignee. Does anyone else require a copy of these documents? Does the government require any other documents, such as a Donation Certificate, Certificate of Origin, Certificate of Free Sale, or Consular documents?

Mode of Transportation: Shipments are either sent door-to-door or door-to-port. Door-to-door shipments are cleared by the freight forwarder and delivered to the recipient. Door-to-port shipments are delivered to the closest port and the freight forwarder does not clear them through customs. Also, always specify either ocean or air mode. The mode is based on the shipment pallet or quantity size and the product manufacturing and warehouse location. Refer to the catalog section of this guide for product information including case sizes, shipment pallet and container quantities for USAID supplied contraceptives and condoms. Contact your CSL country backstop for additional guidance.

Estimated Time of Arrival: Indicate when you need your orders to arrive in-country. CSL needs a minimum three-month lead time for most orders. Remember, if your country requires pre-inspection, import approval, or other special considerations, this will increase your lead time.

Figure 2. Sample Contraceptive Order Email

Order Form No. 1
 (For CSL use only)



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FROM THE AMERICAN PEOPLE

Public Health Commodity ORDER FORM

SUBMITTED BY RECIPIENT (Mission point of contact):

COUNTRY/CLIENT:

1. **Order** the following proposed shipments for CY _____ and CY _____:

Item	Quantity	Case Size	Mode	In-Country Receipt Date

2. **Change** the following previously ordered ROs or shipments:

Requisition Order (RO) number	Current Quantity	Revised Quantity	Current Receipt Date	Revised Receipt Date	Item

3. **Cancel** the following previously ordered ROs or shipments:

Requisition Order (RO) number	Quantity	Scheduled Receipt Date	Item

Please indicate if existing address information should be used: Yes () No () OR (Available on the web site: jsi.deliver.com/mycommodities) If not, please specify address and shipping information below. Fill out one form per recipient.

CONSIGNEE : (Information must be provided in full, in order to fulfill request),

NAME: _____

STREET ADDRESS: _____

CONTACT NAME: _____

PHONE: _____

FAX: _____

E-MAIL: _____

SHIP TO ADDRESS: (RECIPIENT/DELIVERY DESTINATION)

NAME: _____

STREET ADDRESS: _____

CONTACT NAME: _____

PHONE: _____

FAX: _____

E-MAIL: _____

Order Form No. 1
 (For CSL use only)

- Please indicate delivery requirements: Door-to-Door () Door-to-Port ()
- Please indicate if you require pre-inspection: Yes () No ()
- Do you require a donation certificate: Yes () No ()
- Do you require a Certificate of Analysis or Conformance: Yes () No ()
- Can your shipments be consolidated with other recipients: Yes () No ()
- Please indicate if you require an import approval before shipping? Yes () No ()

SHIPMENT INSTRUCTIONS: Please indicate any additional shipping documents, special carton markings or special handling requirements.

For CSL use ONLY	Date Approved:			
Pop. Funds	CSL Donation	Commodity Funds	PEPFAR Funds	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: _____

CSL approves the above order. Please notify CSL immediately if any changes are made to this order.

Date _____ Signature of CSL/Country Backstop _____

FOR JSI use ONLY

This order has been entered, see attached Requisition Order Confirmation Report.

Notes: _____

Date _____ JSI Signature _____

Note: To review the shipping instructions currently on file, go to the My Commodities section of the USAID | DELIVER PROJECT website under the Shipping Information menu item.

If the information on file is correct, you can replace the specific shipping instructions with the following text: Use consignee, shipping instructions and document distribution list currently on file under Shipping Information in the My Commodities section of the USAID | DELIVER PROJECT website.

Contraceptive Registration

In countries with registration laws, each contraceptive that a Mission orders must comply with the country's regulations for product registration. Registration must be confirmed before your order can be shipped. If an order email requests a commodity for the first time, CSL requires a statement from the Mission that the product is registered or that local laws do not require registration.

Acknowledging Receipt of Shipments

For the final step in the ordering process, the USAID | DELIVER PROJECT, on behalf of USAID, sends a Receiving Report to both the Missions and recipients requesting confirmation of receipt of shipments (see figure 4).

A Receiving Report is faxed or emailed to the Mission and/or recipient placing the order(s). The Mission and recipient are asked to verify the arrival of the shipment(s) and return a copy of the signed Receiving Report by email, fax, or mail to—

Customer Relations Associate
USAID | DELIVER PROJECT
John Snow, Inc.
1616 Fort Myer Drive
11th floor
Arlington, VA 22209
USA

Tel: 703-528-7474 Ext. 5229

Fax: 703-528-7480

Email: askdeliver@jsi.com

To enable CSL to complete its audit trail for shipments to field programs, please return the completed Receiving Report form as soon as you receive your shipment. Once a shipment is delivered, an initial request for a completed and signed Receiving Report is emailed or faxed to the Mission and recipient. If, after two weeks, CSL has not received a response from the Mission or recipient, two additional follow-up requests are sent at two-week intervals, reiterating the need for the completed and signed Receiving Report. If, after the third and final request, there is no response, the shipment will be marked as received-in-full, using the date the shipper delivered the goods. After CSL has performed *due diligence* in its requests for a copy of the completed and signed Receiving Report, the Mission can no longer make a claim for lost, damaged, or undelivered product. Please remember that not only does the Receiving Report complete the audit trail, it helps track shipments and estimated lead times.

JOHN SNOW INC.
 A contractor for the USAID | DELIVER PROJECT
 1616 North Fort Myer Dr.
 11th Floor
 ARLINGTON
 VA 22209
 Tel: 1.703.528.7474 Fax: 1.703.528.7480

Receiving Report

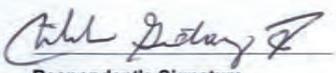


DN # :DN-222/0	Reference Sales Order # : SO-TO1-138/0	Desired Receipt Date : 05/29/2008	Actual Volume (m³) :
DN Date :05/29/2008	Requisition Order # : 5167-29927/2		Actual Weight (Kg) : 2,200.00
	Sales Order Date : 05/29/2008		Number of Cases : 8

<p>Ship To</p> <p>Name : Pathfinder International</p> <p>Address : PO Box 12655 Africa Avenue Addis Ababa Ethiopia</p> <p>Contact : Tilahun Giday, Country Representative</p> <p>Phone : 251-116613330</p> <p>Fax : 251 1 6614209</p> <p>Email :</p>	<p>Pick From</p> <p>Name : Agility BV - Netherlands</p> <p>Address : Fokkerweg 300 Bldg 2A AN OUDE MEER 1438 Netherlands</p> <p>Contact : Mr. Otmar Fos / Ms. Sue Estep</p> <p>Phone : 31 88 436 0185</p> <p>Fax :</p> <p>Email :</p>
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LI #	Item Code	Item Name	Site	Label	UOM	Quantity	Quantity Received
1	100028-SCHFI-005	Levonogestrel 36mg [Jadelle], Implant, 2 rods	Schering Oy - Turku, Finland M	Multi Language (A, E, F, S)	Piece	15600	

Comments : _____



Respondent's Signature

Country Representative

Respondent's Title

Mission personnel must establish claims for shipping damages or other loss in accordance with USAID Automated Directives system (ADS) E324.5.4, which is available on

Figure 4. Sample USAID Receiving Report

II. CPT GUIDANCE

Overview

You are required to prepare CPTs for every reproductive health program the Mission supports with contraceptive commodity donations.

- To document and validate the need, prepare one table and include annexes for each product the recipient program requests from USAID.
- After you complete the CPTs, submit them to CSL to support the email order.
- Orders are maintained in the contraceptive and condom commodities database for central procurement support (DelPHi).

The following section divides the CPT preparation process into 12 steps, including instructions and guidance on how to complete each step.

Summary of Steps in Preparing CPTs

To prepare a CPT, you must follow 12 steps—from data collection, to documentation of figures used in the CPTs, to proposing a supply schedule.

1. Determine the program(s) and contraceptive or condom products that will require CPTs.

For each CPT—

2. Determine or estimate the quantity of stock on hand.
3. Estimate past, present, and future use or distribution to users.
4. Determine or estimate past and future losses, transfers out, and adjustments.
5. Identify the contraceptives received to date or scheduled to arrive (including transfers from other programs).*
6. Set desired end of year stock level.
7. Complete the CPT form with program data. Do the calculations.
8. Complete CPT annex, page 1.
9. Determine quantities needed in CY2010 and CY2011.
10. Propose a new supply for CY2010 and CY2011.
11. Estimate quantity needed for CY2012.
12. Complete CPT annex, page 2.

* If you are preparing CPTs for USAID-supplied contraceptives, please contact the USAID | DELIVER PROJECT or USAID/GH/PRH/CSL in Washington, D.C., or go to deliver.jsi.com in the My Commodities section for a report of past, present, and future shipments to your country. You will need a login and password to access the report. You may request a login on the USAID | DELIVER PROJECT website.

- To complete the first six steps, collect data from the program's logistics management information system (LMIS) and forecast future activity. The steps are the same with or without a computer.
- To complete steps 7 and 8, record and calculate the information on paper in the CPT format; document the sources and/or assumptions used to determine the data. If you use PipeLine software, the computer will do the calculations. If you use your own spreadsheet, use the formulas in this guide for the calculations.
- To complete steps 9 through 12, prepare the procurement plan for ordering contraceptives; these will provide important data to help CSL determine procurement contracts and budgets at the global level. This completes the CPT preparation task.

Each step is important to the procurement process. To ensure timely receipt of shipments, follow each step carefully, then submit the completed CPTs to CSL with the contraceptive order.

Collecting the Data

Step 1. Determine the program(s) and contraceptive products that will require CPTs.

1. First, decide on the program(s) that require CPTs (for example, the Ministry of Health, the local family planning association, etc.).
2. Next, for each program, determine the products that require CPTs. One CPT is needed for each contraceptive product or brand that will be part of the program's procurement plan.
 - In most cases, for logistics purposes, every different size, brand, or packaging of a method is a separate contraceptive product.
 - If the program receives equivalent, but not identical, contraceptive products from suppliers (for example, 52 mm non-colored, no logo condoms from USAID and 52 mm generic condoms from UNFPA), you can combine all the equivalent products on one CPT. In some cases, a program may receive many contraceptives that are used interchangeably (for example, different kinds of condoms). If the contraceptives are prescribed and used interchangeably, prepare one combined CPT for all. You can increase logistics efficiency by managing equivalent products as one product.
 - If you have a good reason to forecast and track similar products separately at the program level, then prepare a separate CPT for each contraceptive product.

Two good reasons might be—

- The two products are used differently (for example, one is distributed through a community-based program while the other is distributed through fixed facilities), and the change in estimated use will be different for each product.
- or—
- The program's clients see them as separate products; therefore, the demand for the two products is different.

Should you prepare separate CPTs for AIDS condoms? If an AIDS program uses a separate logistics system, the program manager could prepare a separate CPT (or CPTs, if more than one condom product is used) for the AIDS program. In an integrated program where demand is stable for AIDS prevention and family planning condoms, prepare a single CPT for each product, including both family planning and AIDS requirements. (You do not need to differentiate between sexually transmitted infection [STI] prevention use and family planning use.)

Step 2. Determine or estimate the quantity of stock on hand.

Stock on hand data should include stock from all levels of the delivery system. The most reliable source of data is an annual physical inventory conducted at all levels of the system. Another good source is an LMIS that collects inventory data from the facilities at all levels, as part of periodic reporting. If you cannot obtain data from lower levels of the delivery system, use stock on hand data from the lowest level for which reliable data are available. Do not use stock on hand at the central level only. If only central-level stock data are available, it is important to regularly monitor supplies at lower facilities to minimize shortages and surpluses.

To calculate Beginning of Year Stock during the year, use the following example:

Physical inventory on June 1 shows a count of 350,000	+350,000
30,000 issued monthly, January through May (30,000 × 5)	+150,000
Two deliveries of 50,000 each received since January 1 (2 × 50,000 = 100,000)	-100,000
<hr/>	
Beginning of Year Stock (BOYS) on January 1	= 400,000

If CPTs were prepared within the past two years, verify the basis for the Beginning of Year Stock (BOYS) 2008 in the most recent CPT. Confirm that it is accurate, or correct it with better data, if available.

If an earlier estimate of BOYS 2008 is not available, use all the stock-level data available (for example, physical inventories, stock cards, LMIS reports) to estimate the current figure. Subtract any receipts since 01/01/2008 from the current estimate of stock on hand, and add estimated dispensed quantities since 01/01/2008. Crosscheck this estimate with warehouse records and program staff (see box above).

Step 3. Estimate past, present, and future use or distribution to users.

For the two historical years of the CPT, CY2008 and CY2009 use the most reliable data available from the lowest level possible in the distribution system to determine use, sales, and/or distribution.

- Ideally, use data on the quantities of contraceptives that were actually dispensed to clients not the quantities of contraceptives that were issued from central or regional warehouses to lower-level warehouses or from lower-level warehouses to clinics.
- If timely, accurate dispensed-to-user data are not available or cannot be obtained, use issues data from the lowest level considered reliable.
- When using issues data to estimate dispensed-to-user quantities, do not double-count issues that represent the same product. For example, condoms issued from the central warehouse to a regional warehouse and from the regional warehouse to a clinic are the same. Count the condoms once, not twice.

Base your future year use, sales, or distribution estimates on historical trends in contraceptive distribution (for example, how much has been dispensed to clients during the past few years) and on projections for program expansion or change. When you estimate future year consumption, consider the impact if you plan to increase the number of reproductive health clinics or trained service providers, change the method mix, or modify the reproductive health service delivery strategy.

- If the logistics data are not reliable, prepare forecasts using demographic and prevalence data, or service statistics, to check your logistics-based forecast.
- To forecast based on demographic and prevalence data, you need a recent national prevalence survey for your country that indicates how much prevalence is attributed to the programs for which you are preparing CPTs.

- To prepare a forecast based on service statistics, the programs for which you are preparing CPTs should report client visits (not users) and should have norms for the quantities of contraceptives dispensed at each visit. Those norms should be consistently followed by service providers.

After you prepare forecasts using the various available data, compare the forecasts based on the strengths and weaknesses of each data source before you finalize your estimate.

Step 4. Determine or estimate past and future losses, transfers out, and adjustments.

Note: Promptly remove from the distribution system and destroy any contraceptives that have expired or are unusable because of damage. Follow local laws and any applicable donor guidelines on contraceptive disposal.

The best information sources on past and present losses or transfers are the total or sample physical inventories, stock cards, or logistics information system records that provide data by manufacture/expiry date. These records should provide data on contraceptives that did or will expire and contraceptives that are transferred to or from other programs.

- If large quantities of stock are due to expire, try to move excess stock to other programs where they can be used before expiry.
- If you transfer stocks, focus on other in-country programs that forecast supply shortages in future years. When considerable shelf life remains on an overstocked product, and the quality of the product has not been compromised, it may be possible to transfer it to another country in time for use.
- Remember, the donor of the commodities must approve any transfer of products from one country to another before the transfers are initiated. When you consider an international transfer of contraceptives supplied by USAID, be sure to include CSL during the planning stage.
- If you have any data on amounts of contraceptives usually damaged or lost in transit or storage at the peripheral levels of the logistics system, include these amounts in the CPT as probable future losses.
- Note transfers of contraceptives out of the program and the reasons for those transfers separately from losses or expiry. Transfers are usually beneficial; they help maintain adequate stock levels throughout the country by moving contraceptives to programs that need them most.
- Occasionally, you may need to record an adjustment in a CPT. An adjustment is a subtraction from or an addition to inventory. While the adjustment balances the Beginning of Year Stock for the following year, it represents an error in consumption or stock-level data or unknown/unreported losses; this will require some analysis and explanation.
- Notify the program manager and document all adjustments in the CPT annex.

Calculating an Adjustment:

A program conducts an annual physical inventory in January.

In January 2008, the inventory count showed 1,500,000 condoms.	+1,500,000
--	------------

During 2008, shipments totaling 1,400,000 condoms were received.	+1,400,000
--	------------

During 2008, 1,000,000 condoms were distributed to users.	-1,000,000
---	------------

2008 End of Year Stock should be—	1,900,000
-----------------------------------	-----------

In January 2009, the inventory count showed 1,800,000 condoms.	-1,800,000
--	------------

Amount of adjustment.	= 100,000
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The actual inventory is 100,000 less than expected. An adjustment of -100,000 is made in 2008 to calculate the reported 2009 Beginning of Year Stock (1,900,000-100,000 = 1,800,000.)

Step 5. Identify the contraceptives received to date or scheduled to arrive (including transfers from other programs).

Identify all shipments received or scheduled to be received from 2008 through 2012 from all sources, including local suppliers, international donors, and nongovernmental organizations (NGOs). Include any transfers received or scheduled to be received from other programs.

If the reproductive health program has a firm commitment from a local supplier or international donor to receive a certain quantity in a future year, even though there is no specific shipping schedule, count that quantity as well. However, do not count any quantity from any supplier unless you have a firm commitment.

If the reproductive health program does not have records of past and future shipments, local donor or NGO representatives may be able to provide records for the contraceptives they supply. In addition, two on-line tools can assist you in finding past and current shipment information for a variety of donors.

For USAID-donated shipments, visit the USAID | DELIVER PROJECT website's My Commodities section (deliver.jsi.com/dhome/mycommodities), which can inform you of past and current procurement actions, by country. You must have a login to access this information. To obtain a login from the USAID | DELIVER PROJECT website, access the Register link at the top of the home page and complete the brief request form.

Access the Reproductive Health Interchange (RHInterchange) online to locate shipments from donors that include the United Nations Population Fund (UNFPA), International Planned Parenthood Federation (IPPF), USAID, and other organizations—when UNFPA has acted as the procurement agent. The RHInterchange offers summaries of shipments to a specific country and detailed information on individual shipments. A login and password are required to obtain detailed shipment information. Access the RHInterchange home page for navigation instructions and important notes on the data.

Where to find shipment information online:

- USAID | DELIVER PROJECT website:
deliver.jsi.com
Register to view USAID shipment details.
- Reproductive Health Interchange (RHI) database:
rhi.rhsupplies.org
Register to view UNFPA and other donor shipment details.

Step 6. Set desired End of Year Stock level.

Set the desired End of Year Stock level high enough to ensure continuous availability of contraceptives at all program levels, but do not set it so high that the commodities routinely expire; managing and maintaining excess supplies increase costs.

- When you set the program's desired End of Year Stock level, determine the minimum and maximum desired stock levels at each level of the pipeline within the country. The desired End of Year Stock level should be between the minimum and maximum levels. You may need to consider storage capacity, normal lead time for ordering and receiving the contraceptives, potential delays in delivery, and other issues when you set the minimum and maximum stock levels at the service delivery and storage facilities.
- To determine the desired End of Year Stock level:
 - Add the maximum number of months of supply to be maintained at each level of the delivery system and the minimum months of supply to be maintained at each level of the delivery system.

- Divide this number by two; this answer is the average stock level in months.
- Choose a desired End of Year Stock level that is equal to or greater than the average stock level in months but not greater than the total maximum months of stock.

The desired End of Year Stock level should generally not exceed 12 months because of potential problems with contraceptive expiry. A program should never run short of contraceptives; neither should it have to manage excess stocks that would waste resources and risk expiry. A long pipeline, indicated by a desired EOYS longer than 12 months, increases the risk that contraceptives will expire before they can be distributed.

Setting Desired End of Year Stock		
	Months	
	Max	Min
Central warehouse	7	3
District level	2	1
Service delivery level	3	2
Total	12	6
Average stock	(12 + 6)/2 = 9	
Desired End of Year Stock	≥9 and ≤12	

Completing the 2010 Procurement Table (CPT)

Use the CPT forms to record the basic data needed for CPT calculations and to determine the quantities required and the supply shortfall. When you complete the CPT, remember to complete the annex. The following pages provide detailed instructions on how to complete a CPT form by hand. Refer to the form when you review these instructions.

Step 7. Complete the CPT form with program data. Do the calculations.

Complete the Country, Program, Contraceptive, Prepared by, and Prepared date lines on each CPT.

Express all quantities in units.

Complete as follows:

Item 1 Beginning of Year Stock (BOYS)

The Beginning of Year Stock in CY2008 and CY2009 should equal the actual amount in inventory at all program levels; or, if actual data are not available, use the program manager's best estimate.

The Beginning of Year Stock figures for the three future years of the CPT are estimates based on the following calculations:

Beginning of Year Stock 2010 =

Item 4, End of Year Stock 2009

Beginning of Year Stock 2011 =

Item 4, End of Year Stock 2010 + Item 7, Quantity Proposed 2010

Beginning of Year Stock 2012 =

Item 4, End of Year Stock 2011 + Item 7, Quantity Proposed 2011

Item 2 Received/Expected

Item 2a For CY2008, CY2009, and CY2010, record the quantity of the contraceptive actually received from all suppliers.

- If a shipment has arrived in-country but has not been cleared from port, do not include it in item 2a; but, instead, include the shipment in item 2b.
- For each shipment in item 2a, include the following in the annex: supplier, quantity, receipt date, and order number.

Item 2b Complete this item for CY2009 through CY2012 to include shipments from all suppliers that are ordered, confirmed, and expected to arrive but have not been received by the program when the CPT is completed. For each shipment in item 2b, include the following in the annex: supplier, quantity, expected receipt date, and order number.

Item 2c Record any stock that was transferred in from a different program and any adjustment quantity required if the EOYS is lower than the beginning of year stock for the following year.

Item 3 Estimated Dispensed

Item 3a Enter actual figures for contraceptive use/sales/distribution to clients for CY2008 and CY2009; estimate/forecast figures for CY2010 through CY2012.

Item 3b Record any stock that has been or will be removed from the program's inventory for any reason other than distribution to clients (for example, stock that was damaged in a flood).

- Item 3b Include any stock that expired or will not be usable, including any stock expected to expire before it can be used.

Item 3c If the calculated EOYS is higher than the beginning of year stock for the following year, record an adjustment to balance the beginning of year stock for the following year.

Item 4 End of Year Stock (EOYS)

This item is a calculation.

$$\text{Item 1} + \text{Item 2 (a, b, and c)} - \text{Item 3 (a, b, and c)} = \text{Item 4}$$

Item 5 Desired EOYS

Fill in the months field with the desired EOYS that you determined in step 6.

The Desired EOYS for CY2010 and CY2011 is equal to the Desired EOYS in months multiplied by the average monthly consumption for the following year, plus losses or transfers anticipated for the following year.

2010 Contraceptive Procurement Table					
Country:			Prepared by:		
Program:			Prepared date:		
Contraceptive:					
(Enter Actual Quantity)					
	2008	2009	2010	2011	2012
1. Beginning of Year Stock (BOYS)					
PLUS					
2. Received/Expected					
(a) Received					
(b) Expected					
(c) Transfers/Adjustments In					
MINUS					
3. Estimated Dispensed					
(a) Dispensed to Users					
(b) Losses/Transfers Out					
(c) Adjustments Out					
EQUALS					
4. End of Year Stock (EOYS)					
MINUS					
5. Desired EOYS		Months			
EQUALS					
6. Surplus (+) OR Quantity Needed (-)					
PLUS					
7. Quantity Proposed					
EQUALS					
8. Surplus (+) OR Shortfall (-)					

(Do not complete shaded cells)

For CY2010 Desired EOYS:

Desired EOYS in months ×
(CY2011 Item 3a /12) + CY2011
Item 3b

For CY2011 Desired EOYS:

Desired EOYS in months ×
(CY2012 Item 3a /12) + CY2012
Item 3b

The Desired EOYS for CY2012 is
equal to the Desired EOYS 2011.

For CY2012 Desired EOYS:

Desired EOYS in months × (CY2012 Item 3a /12)

To calculate Desired End of Year Stock, use the following example:

Desired EOYS in months:	9	
Item 3a Dispensed to Users	2008: 12,000	2009: 13,200
Item 3b Losses/Transfers Out	2008: 200	2009: 50

Calculate DEOYS for 2010:

$$9 \times (\text{CY2011 Item 3a}/12) + \text{CY2011 Item 3b}$$

$$9 \times 12,000/12 + 200 = 9 \times 1,000 + 200 = 9,200$$

Calculate DEOYS for 2011:

$$9 \times (\text{CY2012 Item 3a}/12) + \text{CY2012 Item 3b}$$

$$9 \times 13,200/12 + 50 = 9 \times 1,100 + 50 = 9,950$$

Calculate DEOYS for 2012:

$$\text{Repeat value for 2011 in 2012} = 9,950$$

Item 6 Surplus (+) or Quantity Needed (-)

- For CY2010, CY2011, and CY2012, subtract the Desired EOYS in item 5 from the EOYS in item 4. Enter the result in item 6.
- If the EOYS in item 4 is less than the Desired EOYS in item 5, then item 6 is negative and represents a Quantity Needed.
- The program or a donor is required to provide additional stock to ensure that Estimated Dispensed (item 3) and Desired EOYS (item 5) levels can be met. Note the quantity as Quantity Proposed in item 7.
- If the EOYS in item 4 is greater than the Desired EOYS in item 5, then item 6 represents a surplus. In this case, new supplies should not be planned for the specified year. If the overstock is significant, you may want to negotiate with the supplier to cancel, delay, or reduce an order that has not shipped.

Item 7 Quantity Proposed

- Item 7 should show the total quantity of new supplies that you will propose to suppliers.
- If enough shipments are proposed (item 7) to meet the Quantity Needed (item 6), there is no supply shortfall. Leave item 8 blank.

Item 8 Surplus (+) or Shortfall (-)

The supply shortfall is the amount below the desired EOYS after all possible supplies are proposed.

Add item 6 and item 7; enter the result in item 8. If the quantity needed is greater than the quantity proposed, then item 8 is a negative number:

$$\text{Item 8} = \text{Item 6} + \text{Item 7}$$

If the supply shortfall identified in item 8 threatens contraceptive security, notify donors, program managers, and CSL.

Step 8. Complete CPT annex, page 1.

The CPT annex, page 1, provides details and explanations for the figures shown on the CPT. Each CPT submitted must include this information. The CPT annex form offers limited space for recording this information. If more space is needed, include a memo with the CPT.

Complete the *Country, Program, Contraceptive, Prepared by, and Prepared date* lines on each CPT.

Documentation of CPT Figures

Item 1 Beginning of Year Stock

- List the facilities visited.
- Clearly explain what inventory data, from which levels, are included in the totals; how current and accurate the data appear to be; and what methodology was used (if any) to adjust for missing data.

Item 2 Received/Expected

- List all contraceptives received or expected (items 2a and 2b). State the supplier, quantity, receipt date (or estimated/scheduled receipt date), and any identifying information about the shipment (for example, order number). For transfers into the program, note the origin of the transfer in the supplier column.

Item 3 Estimated Dispensed

- Clearly state the assumptions and methodology used to calculate the figures, as well as data sources used (for example, service statistics, logistics data, and prevalence data).

Loss/Disposal: If any loss or disposal is noted in the CPT, specify the source of these data.

Transfers/Adjustments: If transfers or adjustments are noted in the CPT, specify the destination of transfers out of the program or the reason for the adjustment.

Requirements Estimation

Step 9. Determine quantities needed in CY2010 and CY2011.

If there is a Quantity Needed in CY2010, CY2011, and/or CY2012 (line 6 of the CPT), propose and order additional contraceptives to maintain an adequately stocked pipeline. If there is no Quantity Needed in CY2010 and CY2011, skip step 10.

Step 10. Propose new supply for CY2010 and CY2011.

A proposed shipping schedule includes any shipment that host country suppliers and donors will be asked to supply and are expected to deliver to the program in CY2010 and CY2011. Proposed shipments represent commitments above and beyond the shipments included in item 2 (Received/Expected).

- Determining an appropriate shipping schedule for the Quantity Proposed (6) depends on general considerations:
 - total length of the contraceptive pipeline
 - seasonal variations
 - storage capacity at all levels
 - time required for clearance procedures
 - any supplier-specific or port-specific constraints on shipment size or frequency.
- In general, a program manager must balance the time and money required to clear shipments with the cost of maintaining stock in the warehouse.
- The proposed shipping schedule suggests the ideal times and quantities for products to arrive.
- If you cannot identify enough proposed new supply to meet the Quantity Needed, at best the program risks having a smaller security buffer in its contraceptive pipeline than is desirable; at worst the program risks stocking out. Inform senior program managers and appropriate donor representatives about all possible shortfalls as soon as possible.

Step 11. Estimate quantity needed for CY2012.

USAID procedures do not require you to order shipments for CY2012, but you must determine the quantity each donor or supplier is expected to supply to meet the Quantity Proposed for CY2012.

In your planning with donors or suppliers, consider the following:

- If you know a supplier is limited in the amount of a product they can supply in CY2012, determine the amount (for example, UNFPA, 50,000).
- If the program is in a phaseover plan, and the responsibility for meeting the required quantity will gradually shift from one donor or supplier to another, determine the quantity each will provide.

Step 12. Complete CPT annex, page 2.

Complete the *Country*, *Program*, *Contraceptive*, *Prepared by*, and *Prepared date* lines on each CPT.

Fill in the tables.

Item 1 Cancel the following previously ordered shipments.

If shipments should be canceled (see step 5), record those shipments in the table. Transfer this information to the order email.

Note: A change in consumption data may show stock at the end of the year above the desired stock level. To avoid overstocking, you may be able to delay or cancel a scheduled shipment. It is important to include in the order email any existing shipments that need to be delayed or canceled.

Item 2 Change the following previously ordered shipments.

If shipment quantity or ship dates should be changed (see step 5), record those shipments in the table. Transfer this information to the order email.

Item 3 Order the following proposed shipments.

If additional shipments are required to meet any quantity needed in CY2010 and CY2011 (see step 10), record those shipments in the table. Transfer this information to the order email.

Item 4 Enter expected amounts to be supplied in CY2012.

Enter projected quantities by supplier (see step 11).

CPT Annex, Page 2: Proposed Supply

USAID shipments on this page need to be included in the order e-mail to CSL

Country: _____

Prepared by: _____

Program: _____

Prepared date: _____

Contraceptive: _____

1. Cancel the following previously ordered shipments:

Supplier	Quantity	Scheduled Receipt Date	Shipment ID

2. Change the following previously ordered shipments:

Supplier	Previous Quantity	Proposed Quantity	Previous Receipt Date	Proposed Receipt Date	Shipment ID

3. Order the following proposed shipments for CY2010 and CY2011:

Supplier	Quantity	Receipt Date

4. Enter expected amounts to be supplied in CY2012:

Supplier	Quantity

III. ATTACHMENTS

2010 Contraceptive Procurement Table

CPT Annex, Page 1: Documentation of CPT Figures

CPT Annex, Page 2: Proposed Supply

Criteria for Evaluation of a Set of CPTs

Freight as a Percentage of Commodity Value Report

Average USAID Shipping Lead Time in Months

Contraceptive Commodity Disposal Guidelines

2010 Contraceptive Procurement Table					
Country:			Prepared by:		
Program:			Prepared date:		
Contraceptive:					
(Enter Actual Quantity)					
	2008	2009	2010	2011	2012
1. Beginning of Year Stock (BOYS)					
PLUS					
2. Received/Expected					
(a) Received					
(b) Expected					
(c) Transfers/Adjustments In					
MINUS					
3. Estimated Dispensed					
(a) Dispensed to Users					
(b) Losses/Transfers Out					
(c) Adjustments Out					
EQUALS					
4. End of Year Stock (EOYS)					
MINUS					
5. Desired EOYS	Months				
EQUALS					
6. Surplus (+) OR Quantity Needed (-)					
PLUS					
7. Quantity Proposed					
EQUALS					
8. Surplus (+) OR Shortfall (-)					

CPT Annex, Page 2: Proposed Supply

USAID shipments on this page need to be included in the order e-mail to CSL

Country: _____

Prepared by: _____

Program: _____

Prepared date: _____

Contraceptive: _____

1. Cancel the following previously ordered shipments:

Supplier	Quantity	Scheduled Receipt Date	Shipment ID

2. Change the following previously ordered shipments:

Supplier	Previous Quantity	Proposed Quantity	Previous Receipt Date	Proposed Receipt Date	Shipment ID

3. Order the following proposed shipments for CY2010 and CY2011:

Supplier	Quantity	Receipt Date

4. Enter expected amounts to be supplied in CY2012:

Supplier	Quantity

CPT CRITERIA: FOR PRODUCT CATALOG

CRITERIA FOR CPT QUALITY EVALUATION

COMPLETE?

1. The methodology and data used to prepare the forecast (demographic, dispensed-to-user, issues) are described, including the rationale behind which data were ultimately chosen for the forecast.
2. The forecast is validated using at least one other method of estimation; the secondary method used for validation is described, or if no validation is performed, the rationale is given.
3. An explanation is given for any change in the forecast compared to trends in the historical data over the previous 6 months or at the time of the last CPT.
4. Forecasts are prepared for all USAID recipients and contraceptive products in the country, and ideally, for all contraceptives in the country (including non-USAID products and recipients).
5. Sources of data for historical consumption (based on issues, dispensed-to-user, or | service statistics) are documented.
6. Sources of data for beginning stock balances are documented.
7. An explanation is given for each loss or adjustment to stock levels in historical data.
8. The supply plan is prepared for two years beyond the submission date of the CPT. The submission date of the CPT is the date it is submitted to the USAID Mission in-country.
9. The rationale behind the max, min, and desired end of year stock (DEOYS), and considerations for determining these levels (including storage capacity) is described.
10. Shipments are appropriately planned to ensure consistent supplies for each product (supplies do not fall below minimum or rise above maximum stock levels).
11. Constraints in preparing the CPTs according to these criteria are documented.
12. The first screen of each PipeLine database resulting from the CPT should contain complete contact information for the person managing the database.
OR
The headers of the manually prepared CPT (e.g., country, program, contraceptive, etc.) are complete for each product.
13. Documentation describes the presentation of the supply plan to stakeholders, suppliers, and/or donors in-country.
14. Documentation identifies which suppliers have been presented shipments proposed in the plan, if any have agreed to the supply plan, and where gaps in supply remain.
15. Stock issues (overstock, shortage, or stockouts) identified for future years of the supply plan are documented and have been highlighted for suppliers.
16. Documentation shows to whom at USAID the supply plan was submitted and the date on which it was submitted.
17. The CPT and all its documentation are submitted to the USAID | DELIVER PROJECT within one month of completion.
18. USAID shipments are scheduled in DelPHi on the correct dates and for the approved quantities recommended in the supply plan.

Freight as a Percentage of Commodity Value

All Modes

All Countries

01/01/2006 - 10/15/2008

<u>Country</u>	<u>Mode</u>	<u>Total Freight</u>	<u>Total Commodity</u>	<u>Freight Percentage</u>
Afghanistan	Air	\$210,821.52	\$1,301,450.78	16.20
	Ocean	\$237,914.90	\$3,258,761.54	7.30
	All Modes	\$448,736.42	\$4,560,212.32	9.84
Angola	Air	\$123,983.15	\$104,491.20	118.65
	Ocean	\$80,285.00	\$264,000.00	30.41
	All Modes	\$204,268.15	\$368,491.20	55.43
Bangladesh	Air	\$334,906.49	\$2,298,944.28	14.57
	Ocean	\$439,651.41	\$26,183,790.87	1.68
	All Modes	\$774,557.90	\$28,482,735.15	2.72
Benin	Air	\$15,531.25	\$183,971.00	8.44
	Ocean	\$23,272.50	\$85,970.10	27.07
	All Modes	\$38,803.75	\$269,941.10	14.37
Bolivia	Air	\$493,581.37	\$2,014,041.82	24.51
Botswana	Air	\$63,113.25	\$127,710.00	49.42
	Ocean	\$11,814.00	\$169,290.00	6.98
	All Modes	\$74,927.25	\$297,000.00	25.23
Burkina Faso	Air	\$2,740.19	\$225,183.84	1.22
	Ocean	\$5,833.00	\$92,331.36	6.32
	All Modes	\$8,573.19	\$317,515.20	2.70
Burundi	Ocean	\$7,750.00	\$101,850.90	7.61
Cambodia	Ocean	\$16,581.50	\$87,169.92	19.02
Cameroon	Air	\$50,167.38	\$230,373.66	21.78
	Ocean	\$43,966.46	\$558,597.06	7.87
	All Modes	\$94,133.84	\$788,970.72	11.93
Central African Reput	Ocean	\$35,472.50	\$174,078.00	20.38
Congo Dem Republic	Air	\$130,639.85	\$583,441.84	22.39
	Ocean	\$73,649.64	\$502,746.64	14.65
	All Modes	\$204,289.49	\$1,086,188.48	18.81
Dominican Republic	Ocean	\$51,706.00	\$461,255.40	11.21
Egypt	Ocean	\$62,263.94	\$3,395,000.00	1.83
El Salvador	Air	\$58,068.73	\$477,627.68	12.16
	Ocean	\$22,375.00	\$184,952.64	12.10
	All Modes	\$80,443.73	\$662,580.32	12.14

This report only includes orders which have a status of shipped or received.

Freight as a Percentage of Commodity Value
All Modes
All Countries
01/01/2006 - 10/15/2008

Country	Mode	Total Freight	Total Commodity	Freight Percentage
Ethiopia	Air	\$210,715.51	\$4,493,586.28	4.69
	Ocean	\$385,830.53	\$7,652,463.39	5.04
	All Modes	\$596,546.04	\$12,146,049.67	4.91
Georgia	Air	\$128,147.44	\$299,481.12	42.79
Ghana	Air	\$314,156.87	\$1,336,554.00	23.50
	Ocean	\$118,273.84	\$4,860,084.28	2.43
	All Modes	\$432,430.71	\$6,196,638.28	6.98
Guatemala	Air	\$38,344.26	\$364,083.44	10.53
Guinea	Air	\$64,737.60	\$138,825.36	46.63
	Ocean	\$6,170.00	\$203,638.10	3.03
	All Modes	\$70,907.60	\$342,463.46	20.71
Guyana	Ocean	\$4,091.00	\$46,233.00	8.85
Haiti	Air	\$148,278.88	\$1,708,251.52	8.68
	Ocean	\$159,730.00	\$3,864,305.30	4.13
	All Modes	\$308,008.88	\$5,572,556.82	5.53
Honduras	Air	\$121,687.98	\$986,749.88	12.33
Ivory Coast (Cote D'Iv)	Air	\$31,235.60	\$47,058.00	66.38
	Ocean	\$5,065.00	\$148,500.00	3.41
	All Modes	\$36,300.60	\$195,558.00	18.56
Jamaica	Air	\$22,271.20	\$64,569.00	34.49
Jordan	Air	\$68,460.47	\$209,318.64	32.71
Kenya	Air	\$68,380.88	\$321,720.00	21.25
	Ocean	\$512,740.10	\$2,416,650.12	21.22
	All Modes	\$581,120.98	\$2,738,370.12	21.22
Kyrgyzstan	Air	\$129,315.05	\$389,219.80	33.22
Laos	Air	\$239,691.02	\$158,055.92	151.65
	Ocean	\$54,288.80	\$727,932.60	7.46
	All Modes	\$293,979.82	\$885,988.52	33.18
Lesotho	Air	\$21,863.40	\$73,062.00	29.92
	Ocean	\$209,390.90	\$870,795.27	24.05
	All Modes	\$231,254.30	\$943,857.27	24.50
Liberia	Air	\$47,027.83	\$88,758.24	52.98
	Ocean	\$129,606.61	\$1,059,942.96	12.23
	All Modes	\$176,634.44	\$1,148,701.20	15.38

This report only includes orders which have a status of shipped or received.

Freight as a Percentage of Commodity Value

All Modes

All Countries

01/01/2006 - 10/15/2008

<u>Country</u>	<u>Mode</u>	<u>Total Freight</u>	<u>Total Commodity</u>	<u>Freight Percentage</u>
Madagascar	Air	\$40,531.70	\$176,452.24	22.97
	Ocean	\$249,400.75	\$5,038,242.30	4.95
	All Modes	\$289,932.45	\$5,214,694.54	5.56
Malawi	Air	\$30,930.13	\$423,268.30	7.31
	Ocean	\$380,920.07	\$3,461,453.84	11.0
	All Modes	\$411,850.20	\$3,884,722.14	10.60
Mali	Air	\$580,150.10	\$1,935,553.18	29.97
Mozambique	Air	\$75,421.39	\$587,867.12	12.83
	Ocean	\$299,748.38	\$5,423,509.56	5.53
	All Modes	\$375,169.77	\$6,011,376.68	6.24
Myanmar	Ocean	\$100,304.00	\$1,866,570.88	5.37
Nepal	Air	\$8,460.70	\$151,359.28	5.59
	Ocean	\$72,527.00	\$2,074,598.10	3.50
	All Modes	\$80,987.70	\$2,225,957.38	3.64
Nicaragua	Air	\$13,348.15	\$117,952.80	11.32
	Ocean	\$33,850.00	\$1,038,214.40	3.26
	All Modes	\$47,198.15	\$1,156,167.20	4.08
Niger	Air	\$24,841.20	\$55,451.88	44.80
	Ocean	\$6,011.00	\$143,272.80	4.20
	All Modes	\$30,852.20	\$198,724.68	15.53
Nigeria	Air	\$2,162.02	\$42,000.00	5.15
	Ocean	\$190,523.29	\$4,530,070.00	4.21
	All Modes	\$192,685.31	\$4,572,070.00	4.21
Papua New Guinea	Air	\$18,904.62	\$10,921.80	173.09
Paraguay	Air	\$82,601.77	\$468,951.52	17.61
Peru	Ocean	\$3,740.00	\$99,049.50	3.78
Philippines	Ocean	\$30,168.40	\$1,777,078.20	1.70
Romania	Ocean	\$9,522.58	\$133,650.00	7.13
Rwanda	Air	\$241,468.95	\$2,250,909.76	10.73
	Ocean	\$172,375.48	\$914,875.38	18.84
	All Modes	\$413,844.43	\$3,165,785.14	13.07
Senegal	Air	\$88,739.26	\$942,457.00	9.42
	Ocean	\$217,834.20	\$1,715,066.20	12.70
	All Modes	\$306,573.46	\$2,657,523.20	11.54

This report only includes orders which have a status of shipped or received.

Freight as a Percentage of Commodity Value
All Modes
All Countries
01/01/2006 - 10/15/2008

Country	Mode	Total Freight	Total Commodity	Freight Percentage
Sierra Leone	Air	\$56,448.62	\$157,293.10	35.89
	Ocean	\$33,832.00	\$166,852.12	20.28
	All Modes	\$90,280.62	\$324,145.22	27.85
South Africa	Ocean	\$40,685.21	\$177,000.00	22.99
Sudan	Air	\$7,665.82	\$42,768.00	17.92
	Ocean	\$65,007.32	\$249,538.92	26.05
	All Modes	\$72,673.14	\$292,306.92	24.86
Swaziland	Air	\$24,104.99	\$89,730.50	26.86
	Ocean	\$5,123.13	\$19,620.00	26.11
	All Modes	\$29,228.12	\$109,350.50	26.73
Tadjikistan	Air	\$22,539.10	\$69,567.78	32.40
Tanzania	Air	\$182,236.63	\$862,177.68	21.14
	Ocean	\$365,300.84	\$4,098,195.57	8.91
	All Modes	\$547,537.47	\$4,960,373.25	11.04
Thailand	Air	\$18,917.12	\$24,771.51	76.37
Togo	Air	\$48,198.24	\$341,685.48	14.11
Trinidad and Tobago	Air	\$18,788.14	\$43,443.00	43.25
Uganda	Air	\$154,023.08	\$925,548.80	16.64
	Ocean	\$660,039.95	\$6,251,169.25	10.56
	All Modes	\$814,063.03	\$7,176,718.05	11.34
Ukraine	Ocean	\$79,592.00	\$1,523,610.00	5.22
United States	Surface	\$122.07	\$148.50	82.20
Uzbekistan	Air	\$37,984.81	\$197,942.54	19.19
Vietnam	Air	\$9,346.19	\$23,600.00	39.60
	Ocean	\$26,725.00	\$172,329.69	15.51
	All Modes	\$36,071.19	\$195,929.69	18.41
Zambia	Air	\$60,979.47	\$712,253.56	8.56
	Ocean	\$378,808.88	\$2,383,788.48	15.89
	All Modes	\$439,788.35	\$3,096,042.04	14.20
Zimbabwe	Air	\$28,172.54	\$436,800.00	6.45
	Ocean	\$1,171,677.27	\$17,293,099.24	6.78
	All Modes	\$1,199,849.81	\$17,729,899.24	6.77

This report only includes orders which have a status of shipped or received.

**Average USAID Shipping Lead Time in Months
For Received Shipments
Issued During the Period 01/01/2006 to 12/31/2008**

Country	Average Lead Time for Air	Average Lead Time for Ocean
Africa		
Angola	3	5
Benin	2	3
Botswana	1	3
Burkina Faso	1	3
Burundi	*	3
Cameroon	1	3
Central African Republic of	2	5
Congo, Democratic Republic of	2	5
Ethiopia	1	3
Ghana	1	3
Guinea	1	4
Ivory Coast (Cote D'Ivoire)	1	2
Kenya	6	9
Lesotho	1	3
Liberia	1	3
Madagascar	1	3
Malawi	1	3
Mali	1	N/A
Mozambique	2	3
Niger	1	3
Nigeria	3	3
Rwanda	1	3
Senegal	1	3
Sierra Leone	1	3
South Africa	1	3
Sudan	2	5
Swaziland	1	3
Tanzania	1	4
Togo	1	3
Uganda	2	3
Zambia	1	3
Zimbabwe	1	3
Asia		
Afghanistan	1	3
Bangladesh	1	2
Cambodia	1	2
China	1	3
Indonesia	2	3
Kyrgyzstan	2	3
Laos	1	3
Myanmar	*	8
Nepal	1	2
Papua New Guinea	1	N/A

Philippines	*	2
Tajikistan	3	N/A
Thailand	2	4
Uzbekistan	3	N/A
Vietnam	1	3
Europe & Eurasia		
Armenia	2	N/A
Georgia	2	N/A
Romania	1	2
Ukraine	9	6
Latin America/Caribbean		
Bolivia	2	N/A
Dominican Republic	1	1
El Salvador	1	2
Guatemala	1	2
Guyana	1	2
Haiti	1	2
Honduras	1	N/A
Jamaica	1	2
Nicaragua	1	2
Paraguay	1	3
Peru	1	2
Trinidad and Tobago	1	N/A
Middle East		
Egypt	1	2
Jordon	1	3

*No shipments of this mode during the selected period.

CONTRACEPTIVE COMMODITY DISPOSAL GUIDELINES

Purpose

These guidelines ensure USAID accountability for the disposal of contraceptive commodities that are no longer suitable for use in USAID-supported programs. Disposal is necessary for good logistics management whenever contraceptive commodities provided by USAID have passed their expiry date, through deterioration or damage no longer meet the standards defined for USAID-supplied products, or become excess stock due to USAID phaseout of a product line or a termination of program demand for the product. Continued use of contraceptives that fail any of these tests conflicts with USAID's purposes in providing contraceptive support.

Initiating Office

The organization currently holding effective title to USAID-supplied contraceptive should initiate the disposal process. In general, consignees of USAID-supported shipments acquire effective title by their acceptance of shipments. Other organizations and/or individuals aware of the deterioration of contraceptive supplies should encourage the responsible organization to initiate disposal action or to call the attention of GH/PRH/CSL to the need for action.

Disposal Actions Required

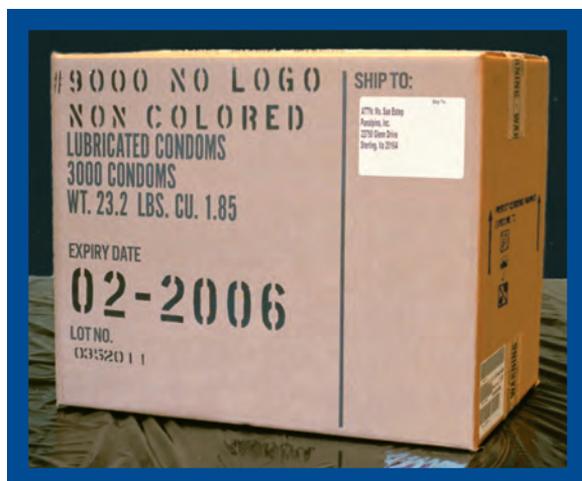
1. The initiating office should ensure that the evidence prompting disposal action is clearly documented (e.g., test results, etc.) and the specific lots requiring disposal have been clearly identified. If the need for disposal action is unclear, the initiating office can secure testing services from GH/PRH/CSL to clarify the status of the commodities in question.
2. When the value of the commodities identified for disposal action exceeds \$100,000, or if there is doubt as to the need for disposal, the matter should be referred to GH/PRH/CSL for concurrence or decision.
3. Disposal should be carried out according to the laws or ordinances of the place where disposal occurs. The mode of disposal should ensure that the commodities cannot be recovered for use, resale, etc.
4. A USAID witness or a person designated to witness, for USAID, should observe the disposal action.
5. After disposal has been completed, a record of the action should be sent to GH/PRH/CSL, indicating the stock site, the organization holding effective title to the contraceptives, the product, the quantity, the mode of destruction used to ensure that the product will not be recoverable, the place and date of destruction, the reason the destruction was necessary (for example, inadequate storage positions, shipping delays/damage, the expiry of shelf-life, etc.), and remedial actions proposed to prevent a recurrence.

CATALOG

No Logo

(53 mm non-colored, silicone lubricated latex)

- USAID product code: 100008
- Shelf life: 5 years
- Shipping unit: 3,000 foil-laminate wrapped condoms per case
- Dimensions:
46.04 cm w × 29.85 cm d × 38.1 cm h
(18.125" w × 11.75" d × 15" h)
- Case volume: 0.052 m³ (1.85 ft³)
- Case weight: 10.52 kg (23.2 lbs)
- 30 inner boxes of 100 condoms each per case
- 40 cases per pallet (ocean)
24 cases per pallet (air)
- 1,710,000 condoms per 20' container
3,420,000 condoms per 40' container
- No insert
- Store away from extreme heat (over 40°C, 104°F), moisture, direct sunlight/fluorescent (tube) light.



Blue/Gold

(53 mm non-colored, silicone lubricated latex)
USAID product code: 100010

Panther

(53 mm non-colored, silicone lubricated latex)
USAID product code: 100009

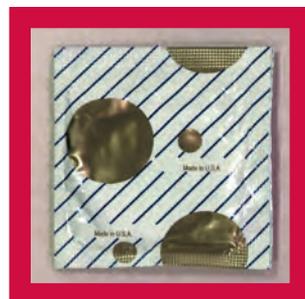
Protector Plus

(53 mm non-colored, silicone lubricated latex)
USAID product code: 100013

Prudence

(53 mm non-colored, silicone lubricated latex)
USAID product code: 100143

- Shelf life: 5 years
- Shipping unit: 3,000 foil-laminate wrapped condoms per case
- Dimensions:
46.04 cm w × 29.85 cm d × 38.1 cm h
(18.125" w × 11.75" d × 15" h)
- Case volume: 0.052 m³ (1.85 ft³)
- Case weight: 10.52 kg (23.2 lbs)
- 30 inner boxes of 100 condoms each per case
- 40 cases per pallet (ocean)
24 cases per pallet (air)
- 1,710,000 condoms per 20' container
3,420,000 condoms per 40' container
- No insert
- Store away from extreme heat (over 40°C, 104°F), moisture, direct sunlight/fluorescent (tube) light.

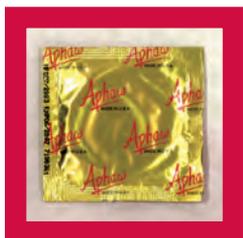


The following logos have been developed for specific countries; these logos may be available to other countries on a case-by-case basis. Please contact CSL for more information.

Aphaw *Myanmar*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100012



Blue Denim

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100024



Chishango *Malawi*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100015



Hiwot *Ethiopia*

(53 mm non-colored,
silicone lubricated latex)

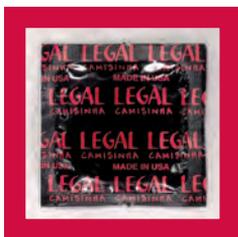
USAID product code: 100047



Legal *Angola*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100048



Lovers Plus *Lesotho, Swaziland*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100021



Number One

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100019



Pante *Haiti, Dominican Republic*

(53 mm non-colored,
silicone lubricated latex)

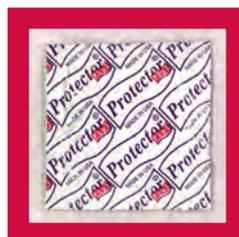
USAID product code: 100020



Protector Plus *Zimbabwe*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100011



Prudence Plus

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100022



Super Trust *Vietnam*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100023



Trust *Lesotho, Swaziland*

(53 mm non-colored,
silicone lubricated latex)

USAID product code: 100018



FC2

(Synthetic nitrile)

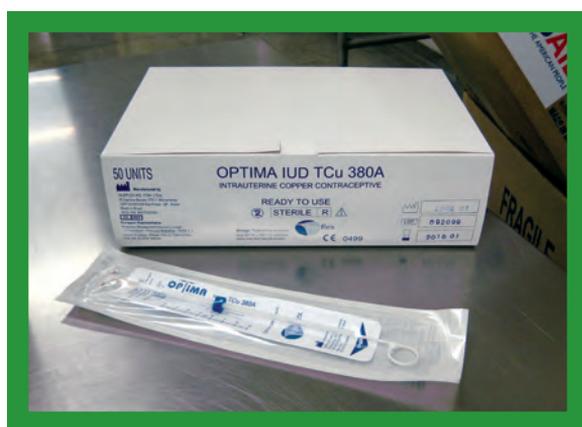
- USAID product code: 100043
- Shelf life: 3 years
- Shipping unit: 1,000 condoms per case
- Dimensions:
58 cm w × 38 cm d × 30 cm h
(28.8" w × 14.9" d × 11.4" h)
- Case volume: 0.64 m³ (2.25 ft³)
- Case weight: 11.3 kg (24.9 lbs)
- 1,000 bulk packaging
- 15,000 units per pallet (ocean and air)
- 270,000 condoms per 20' container
600,000 condoms per 40' container
- Store in a cool dry place away from direct sunlight.



Model TCu380A

(IUD with ruler)

- USAID product code: 100030
- Shelf life: 7 years
(Use life: 10 years)
- Shipping unit: 300 IUDs per case
- Dimensions:
23.5 cm w × 34 cm d × 57 cm h
(12.2" w × 15.75" d × 12.2" h)
- Case volume: 0.0455 m³ (1.6 ft³)
- Case weight : 4.59 kg (10.1 lbs)
- 6 inner boxes of 50 IUDs each per case
- 30 cases per pallet (ocean and air)
- 145,800 IUDs per 20' container
356,400 IUDs per 40' container
- Contraceptive insert: multilingual
(English, French, Spanish, and Arabic)



Depo-Provera®

(150 mg medroxyprogesterone acetate injectable suspension)

- USAID product code: 100029
- Shelf life: 5 years
- Shipping unit: 400 single-dose vials, 400 empty auto-disable syringes (SOLOSHOT IX-1 ml w/22 gauge x 1-inch needle) and 4 Polysafe Safety Box sharps containers per case
- Dimensions: 46.2 cm w x 37.3 cm d x 23.6 cm h (18.19" w x 14.69" d x 9.31" h)
- Case volume: 0.04 m³ (1.44 ft³)
- Case weight: 7.5 kg (15.0 lbs)
- 2 inner boxes of 200 vials and 200 auto-disable syringes each and 4 sharps containers per case
- 24 cases per pallet (ocean and air)
- 192,000 doses per 20' container
384,000 doses per 40' container
- Contraceptive insert: multilingual (English, French, and Spanish)
- Store at room temperature (20-25°C, 68-77°F). Injectables must always be stored upright. Protect from freezing.



Duofem

(0.3 mg norgestrel + 0.03 mg ethinyl estradiol—brown tablets contain ferrous fumarate)

- USAID product code: 100051
- Shelf life: 5 years
- Shipping unit: 1,200 cycles per case
- Dimensions:
45 cm w × 40 cm d × 22 cm h
(17.72" w × 15.75" d × 8.66" h)
- Case volume: 0.04 m³ (1.4 ft³)
- Case weight: 8.3 kg (18.25 lbs)
- 12 inner packages of 100 cycles each
- 54 cases per pallet (ocean)
36 cases per pallet (air)
- 648,000 cycles per 20' container
1,296,000 cycles per 40' container
- Contraceptive insert: multilingual
(English, French, Spanish, and Arabic)
- Store at controlled room temperature
(20° to 25°C, 68° to 77°F).



Take one oral contraceptive (OC) pill every day to best prevent pregnancy. OCs do not prevent AIDS (HIV infection) or other sexually transmitted diseases. See a health care provider for any questions or concerns.

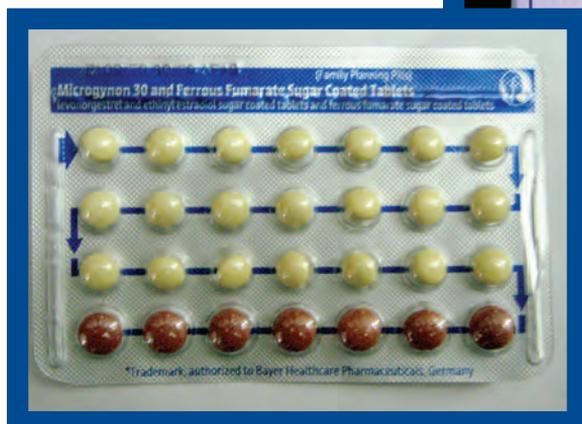
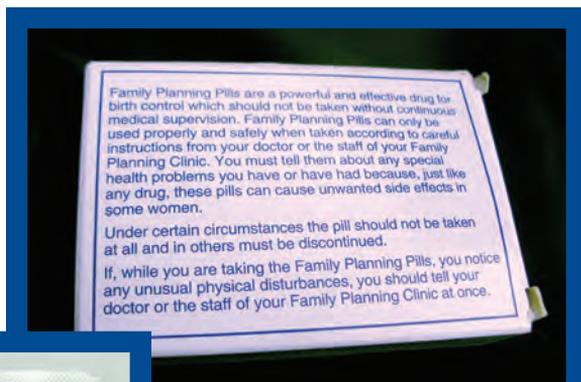
4002760 9XE

0013000 701

Microgynon®

(0.15 mg levonorgestrel + 0.03 mg ethinyl estradiol—75 mg ferrous fumarate)

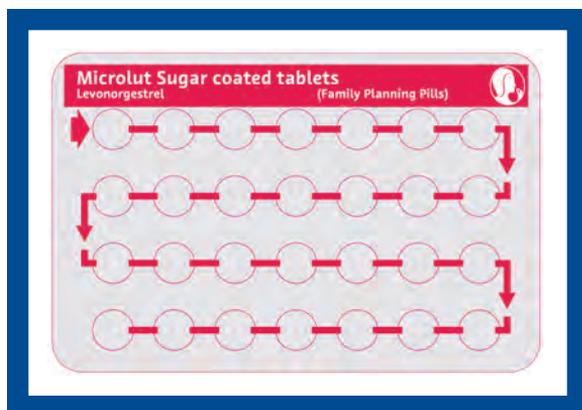
- USAID product code: 100336
- Shelf life: 5 years
- Shipping unit: 720 cycles per case
- Dimensions:
30 cm w × 40 cm d × 45 cm h
(11.81" w × 15.75" d × 17.72" h)
- Case volume: 0.054 m³ (1.9 ft³)
- Case weight: 6.675 kg (18.25 lbs)
- 24 inner boxes of 30 cycles each
- 16 cases per pallet (ocean)
32 cases per pallet (air)
- 253,440 cycles per 20' container
506,880 cycles per 40' container
- Contraceptive insert: multilingual
(English, French, and Spanish)
- Store at controlled room temperature.



Microlut[®]

(0.03 mg levonorgestrel, monophasic)

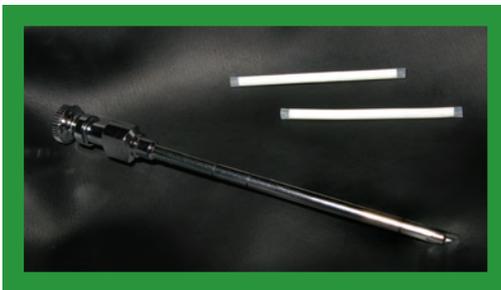
- USAID product code: 100337
- Shelf life: 5 years
- Shipping unit: 810 cycles per case
- Dimensions:
30 cm w × 40 cm d × 44 cm h
(11.8" w × 15.75" d × 17.3" h)
- Case volume: 0.053 m³ (1.87 ft³)
- Case weight : 6.2 kg (13.6 lbs)
- 27 inner boxes of 30 cycles each
- 32 cases per pallet (ocean)
24 cases per pallet (air)
- 285,120 cycles per 20' container
570,240 cycles per 40' container
- Contraceptive insert: multilingual
(English, French, and Spanish)
- Store at controlled room temperature.



JADELLE®

(75 mg levonorgestrel/rod, 2 rods)

- USAID product code: 100028
- Shelf life: 5 years
- Shipping unit: 100 sets per case
- Dimensions:
15 cm w × 19 cm d × 19.5 cm h
(5.9" w × 7.5" d × 7.7" h)
- Case volume: .0051 m³ (.18 ft³)
- Case weight: 1.102 kg (2.43 lbs)
- 10 inner boxes with 10 implants each per case; 10 trocars per case
- Pallet configuration based on order quantity
- Contraceptive insert: multilingual (English, French, and Spanish)
- Store at room temperature away from excess heat and moisture.



CycleBeads®

(color-coded plastic beads)

- USAID product code: 100153
- Shelf life: Not Applicable
- Shipping unit: 500 CycleBeads per case
- Dimensions:
65.5 cm w × 62.5 cm d × 25 cm h
(25.7" w × 24.6" d × 9.8" h)
- Case volume: .102 m³ (3.6 ft³)
- Case weight: 22kgs–24kgs
(48.5 lbs–52.9 lbs)
(depending on whether calendars are included)
- 16 cases per pallet (ocean and air)
- 320 cases per 20' container
704 cases per 40' container
- Contraceptive insert: All CycleBeads must have an insert. A standard three language insert (English, Spanish, and French) is the basic and most cost effective. Other available inserts have been designed in English, Spanish, French, Swahili, Hindi, etc. English, Spanish, or French, four-year calendars are included with the single language inserts and can also be included with the standard three language insert, if requested.



Price List

2009

2010

2011

CONDOM

53 mm Aphaw condom	\$0.03724	\$0.02723	\$0.02804
53 mm Blue Denim condom	\$0.03724	\$0.02723	\$0.02804
53 mm Blue/Gold condom	\$0.03724	\$0.02723	\$0.02804
53 mm Chishango condom	\$0.03724	\$0.02723	\$0.02804
53 mm Hiwot Trust condom	\$0.03724	\$0.02723	\$0.02804
53 mm Legal condom	\$0.03724	\$0.02723	\$0.02804
53 mm Lovers Plus condom	\$0.03724	\$0.02723	\$0.02804
53 mm No Logo condom	\$0.03724	\$0.02723	\$0.02804
53 mm Number 1 condom	\$0.03724	\$0.02723	\$0.02804
53 mm Pante condom	\$0.03724	\$0.02723	\$0.02804
53 mm Panther condom	\$0.03724	\$0.02723	\$0.02804
53 mm Protector Plus condom	\$0.03724	\$0.02723	\$0.02804
53 mm Protector Plus/Rwanda condom	\$0.03724	\$0.02723	\$0.02804
53 mm Protector Plus/Zimbabwe condom	\$0.03724	\$0.02723	\$0.02804
53 mm Prudence condom	\$0.03724	\$0.02723	\$0.02804
53 mm Prudence Plus condom	\$0.03724	\$0.02723	\$0.02804
53 mm Super Trust condom	\$0.03724	\$0.02723	\$0.02804
53 mm Trust condom	\$0.03724	\$0.02723	\$0.02804

All condom prices above are an average.

FEMALE CONDOM

FC2	\$0.55	\$0.55	\$0.55
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IMPLANT

JADELLE®	\$21.1765	\$21.1765	\$21.1765
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INJECTABLE

Depo-Provera®	\$1.03	\$1.08*	\$1.13*
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INTRAUTERINE DEVICE (IUD)

Model TCu380A	\$0.49	\$0.49	\$0.49*
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ORAL

Duofem	\$0.30598	\$0.30598	N/A
Microgynon®	\$0.25000	\$0.25000	\$0.25000
Microlut® (progestin only)	\$0.28000	\$0.28000	\$0.28000

STANDARD DAYS METHOD

CycleBeads®	\$1.20	\$1.20*	\$1.20*
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* Estimated Price

Note: In addition to freight, add a 5.5% surcharge to the commodity cost.

Public Sector Programs

Social Marketing Programs

Social Marketing &
Public Sector Programs

USAID | DELIVER PROJECT Contraceptive Price List

U.S. Agency for International Development

1300 Pennsylvania Ave., NW
Washington, DC 20523-3601

Phone: 202-712-4539

Fax: 202-216-3404

Internet: www.usaid.gov