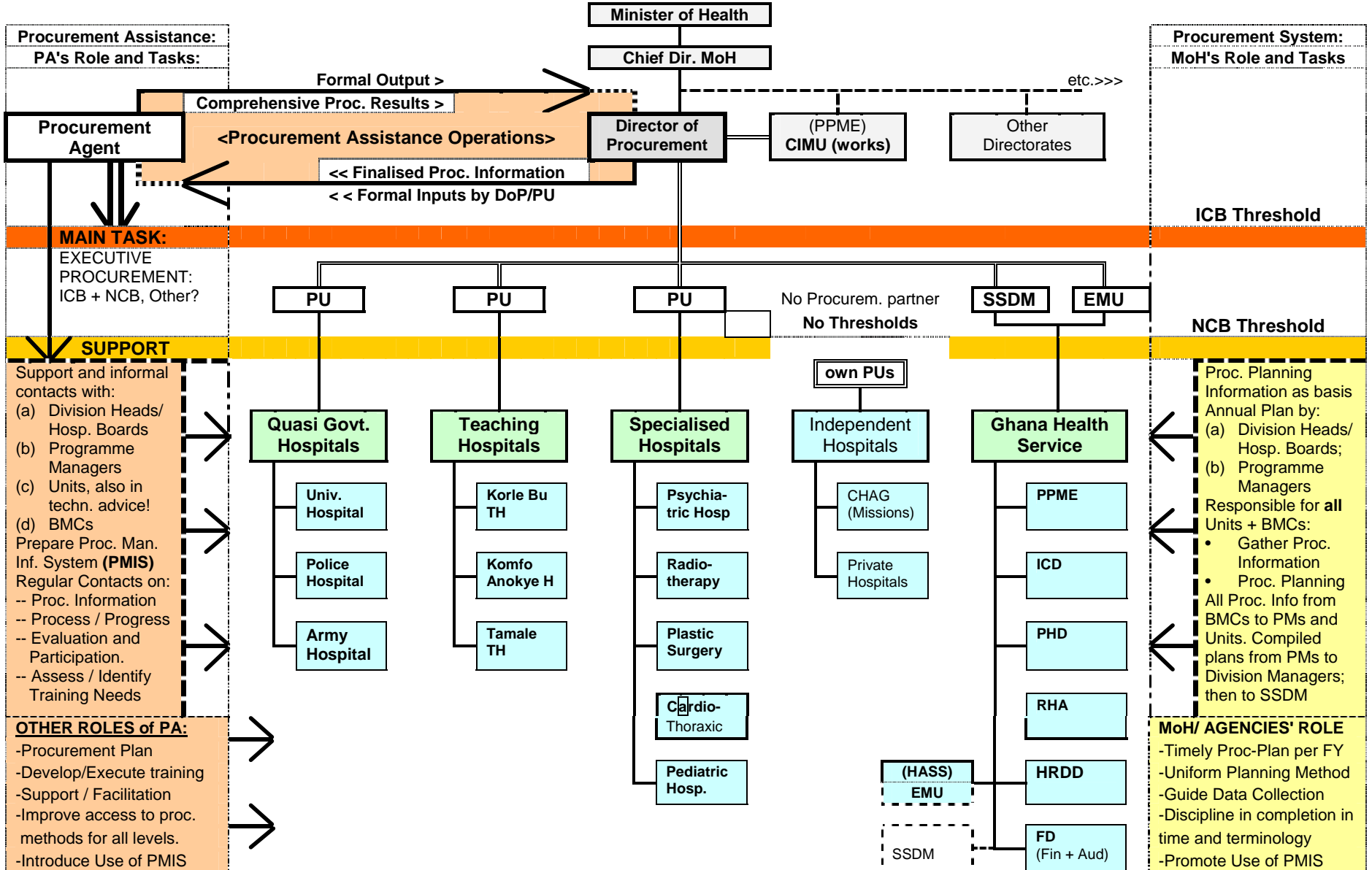


**PROCUREMENT STRUCTURE in MoH**



## DESCRIPTIVE PAGE / CLARIFYING NOTES ON "OPERATIONAL CHART" OF THE PROCUREMENT STRUCTURE IN MoH

### General:

1. **THE STRUCTURE CHART IS TO BE SEEN AS AN OPERATIONAL CHART ON THE PROCUREMENT PROCESS ONLY! LOCATION OF THE DIFFERENT BODIES / ENTITIES IN THE CHART DOES NOT INDICATE ANY HIERARCHIC ORDER.**
2. **MAIN PRINCIPLE: HEALTH STRUCTURE FEEDS PROCUREMENT AGENT (PA) WITH CONSISTENT, COMPILED PROCUREMENT NEEDS ALL LEVELS;**
  - a. All buying entities (From Teaching Hospitals' PUs / the SSDM or Capital investment Units to the Health Centre) work along same lines!
  - b. Major procurement information

### Refer back to Inception Workshop of January 2005:

Major emphasis upon good co-ordination, co-operation and strengthening the ownership of MoH.

Lines of communication and command, through the Directorate of Procurement and Supplies and related processes, to be known within entire Health Structure.

Main instruments are:

- Procurement Plans,  
for which the
  - Standardised Procurement Data collection
- and
- Procurement Management Information System
- are the envisaged tools.

3. The **right** side column summarises tasks and agreed responsibilities of the **Ministry of Health'** Procurement Entities and other formal bodies;
  - a. **Main Tasks:** All levels to provide consistent procurement information as basis for Proc-Plans. The PA-tasks under (2.b) here above refer;
  - b. **Support Tasks:** "Normal" management roles at all levels of Health Structure. Senior levels support consistent procurement planning all BMCs;
  - c. **Development:** Newly introduced, uniform procurement planning methods followed in time, terminology and in compliance with PMIS set up;
  - d.
4. The **left** side column summarises the tasks and agreed responsibilities of the **Procurement Agent:**
  - a. **Main Tasks:** Procurement at ICB and NCB level; if relevant/requested, execute purchasing (e.g. pooled procurement) for various BMCs);
  - b. **Support Tasks:** Facilitate the strengthening of procurement at all levels of Health Structure, include data collection and procurement planning;
  - c. **Development:** Uniform terminology, coding of items and activities maintained as basis for Procurement information system/Proc-Plans;
  - d. **Training Options:** Assessment/Identification of training needs as basis for capacity building at different levels and of different nature;
5. The central field in the diagram lays down the main patterns of the Health Structure, where the different main branches have a Procurement Unit. Purchases via methods that range from direct procurement / three quotations to the National Competitive Bidding could be handled by those units. Also at these levels, assistance of the PA can be sought. The assistance could range from the envisaged outsourcing to assigning the procurement task to the PA. The contacts with the PA could be informal as long as the information and the work assignments pass through the DoP.

### Notes:

- (a) Differentiation in the thresholds for the divisions and directorates could occur in cases of capital investment. See the two units in the GHS structure and the MoH divisions (HASS and PPME respectively).
- (b) Detailing of "Procurement lines of communication and co-ordination" within the MoH structure are under way to be detailed as basis for transparent operations.