



ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE PERMANENT SECRETARY AND THE FOLLOWING REFERENCE QUOTED:-

No. _____

MINISTRY OF HEALTH
OCEANA COMPLEX
2 – 4 KING STREET
KINGSTON, JAMAICA

To REGIONAL DIRECTORS

PARISH MANAGERS

HOSPITAL CEOs

REGIONAL MOH

January 12, 2004

RE: GUIDELINES TO BE FOLLOWED WHEN APPROACHED BY DONORS

We, throughout the past years have processed donations accompanied by improper documentations from various donors, which include; incomplete invoices, false declarations of items on invoices, insufficient information on invoices in particular that of pharmaceuticals among others.

In an effort to enhance the smooth processing of donations whether brought in by groups or shipped unaccompanied and also to ensure that customs final documentations are submitted within the prescribed time frame, the under mentioned must be adhered to;

- 1. If an approach is made by prospective donors the recipient must insist on the following:**

A. Pharmaceuticals

The donor(s) must be told that a list of the item being donated in this category, must be submitted at least two (2) clear weeks for processing by the pharmaceutical department in order that should there be any prohibited items, prompt notification can be given not to shipped.

This list must include the name of the pharmaceutical(s), the expiry date of the pharmaceutical(s), the quantity of the pharmaceutical(s) and an estimated cost of each pharmaceutical(s).

B. Equipment

Donors must be informed should they show any interest in donating Equipment that a list of the equipment being offered must be sent to the recipient in order that a decision can be made as to whether the items proposed is of use. This list must include the name of the item(s), the quantity of the item(s) and an estimated cost of each item.

- 2. Medical volunteers wishing to conduct health fairs in the country are to be made aware by the respective recipient that a formal notification must be sent to the recipient region, health department or hospital and a letter of acceptance be prepared by said recipient and submitted to the procurement unit, addressed to the Permanent Secretary, for the attention of the Procurement Manager or Procurement Officer for processing of said volunteers at the ports of entry.**

The letter from the donor must outline in detail the name of the group leader, number of persons in the group, the item(s) accompanying and item(s) to be returned with the group. Instruction as per A&B in paragraph 1 applies.

Each recipient must note carefully the following;

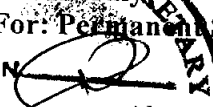
- a. Item(s) of donations whose totals include freight charges and is\are under US\$1,000.00 will incur document charges of J\$1,200.00 + J\$500 for handling fees.**
- b. Item(s) of donations whose totals include freight charges and is\are over US\$1,000.00 will incur document charges of J\$1,200.00 + J\$500.00 handling fees + brokers fees which is a percentage of the cost, insurance and freight (CIF) of the total US\$ value of the item(s).**

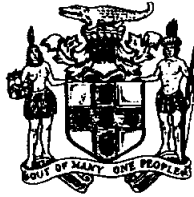
The broker's fees mentioned at 2b is as a result of customs regulations whereby a final entry must be prepared within 72 hours of the item(s) being cleared by letter. For speedy processing, item(s) and volunteers are processed by letters from the Ministry of Health and endorsed by the Ministry of Finance.

January 12, 2004

Agencies, Departments etc. are to make the necessary arrangement with the Principal Financial Officer, ministry of health to ensure that funds are budgeted for to offset the above mentioned charges when they arises.

Agencies, Departments etc. must ensure adherence to the above instructions to minimize inconvenience to the donors at the ports and to ensure speedy processing of volunteer groups.

Yours truly,
For: Permanent Secretary
SIGN 
DATE 11
Godfrey Wallace
Procurement Manager
PERMANENT SECRETARY
MINISTRY OF HEALTH KENYA



ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE PERMANENT SECRETARY AND THE FOLLOWING REFERENCE QUOTED:-

No. 316/XVI

MINISTRY OF HEALTH
OCEANA COMPLEX
2 - 4 KING STREET
KINGSTON, JAMAICA

JANUARY 19, 2004

ADDENDUM TO MEMO DATED JANUARY 12, 2004

RE: GUIDELINES TO BE FOLLOWED WHEN APPROACHED BY DONORS

1. Under Pharmaceuticals, (1A) of letter dated 2004/01/12, where it was stated that list of donation must be submitted at least two (2) weeks prior to being shipped, must now read at least one (1) month prior to being shipped
2. Each recipient must be present at the port of entry to receive items of donations whether accompanied or unaccompanied. Failing that, items will be received by the Ministry and only released on the signature of the recipient.
3. Donations for specific institutions must be clearly packaged and marked, for example, items for Black River Hospital must be specified as such.
4. Each recipient must submit a report on the items of donations received within a month after receipt of those items whether from a group or unaccompanied, indicating their use or in the case of equipment their inventorization.

It is to be noted that the Ministry, Procurement Unit will be conducting verification exercises to ensure that the items of donations are appropriated used or inventorized.

