

# **Standard Operating Procedure for supply of essential commodities during COVID-19 Pandemic Lock down**

## **Supply of essential commodities desk, TDA Task force**

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### **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to facilitate uninterrupted supply of essential commodities to the residents that fall under the jurisdiction of Thimphu Dzongkhag (excluding Thimthrom) during COVID-19 pandemic Lock down. The key areas of the supply will be focused on providing basic essential items such groceries that are available in FCBL and identified shops and the vegetables that are available in the locality.

### **Scope**

Through the implementation of this SOP, the essential commodities can be distributed in all zones under the Dzongkhag administration, Thimphu.

### **Standard Operating Procedures**

The desk for essential commodities (Task force) shall strive to provide uninterrupted supply of essential items to all residents as per their requirement through the adoption and implementation of following roles during the Lock down of COVID 19 Pandemic.

#### **A. Roles**

1. The essential commodities desk shall be coordinating all activities related to supply of essential items in the Dzongkhag.
2. There will be two main supplies under the essential commodity desk namely groceries and vegetables (including fruits)
3. Dzongkhag Agriculture Sector shall be a coordinating unit at Dzongkhag level to coordinate and provide essential items to the households in the Dzongkhag.
4. Gewog Administration shall be coordinating and supplying essential commodities to the households in respective gewogs. The Dzongkhag shall complement the supplies of essential goods in the gewogs.
5. Simultaneously, the desk will also be supporting marketing of surplus crop produces in the gewogs.

#### **B. Procedures (complete lock down / first 48 Hrs.)**

1. The Dzongkhag task force (essential commodity desk) and gewog administration shall receive and compile demands from residents for essential items.
2. The Dzongkhag, Gewog and identified vegetable distributor (vendor) shall collect essential commodities from suppliers (Groceries) or farmers (vegetables).

3. As per the demand received, the essential commodities shall be supplied to households (door to door) by the respective gewogs.
4. The Dzongkhag and identified vegetable distributors shall complement supply of essential items (both groceries and vegetables) in gewogs (door to door) as per the requirement.
5. Buying and selling rates of vegetables shall be fixed by Dzongkhag task force for compliance in all gewogs.
6. The movement permit for collection and supply of essential commodities shall be issued to suppliers and distributors as per the recommendation of the taskforce.
7. At least 2 DCM trucks and 7 Boleros shall be deployed for supply of essential commodities.

## **Standard Operating Procedure for supply of essential commodities during Unlocking (COVID 19 Pandemic)**

### **Supply of essential commodities desk, TDA Task force**

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#### **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to facilitate uninterrupted supply of essential commodities to the residents that fall under the jurisdiction of Thimphu Dzongkhag (excluding Thimthrom) during unlocking (COVID-19 pandemic). The key areas of the supply will be focused on providing basic essential items such Groceries that are available in FCBL and identified shops and the vegetables that are available in the locality.

#### **Scope**

Through the implementation of this SOP, the essential commodities can be distributed in all zones under the Dzongkhag administration, Thimphu.

#### **Standard Operating Procedures**

The desk for essential commodities (Task force) shall strive to provide uninterrupted supply of essential items to all residents as per their requirement through the adoption and implementation of following roles during the Unlocking.

##### **A. Roles**

1. The essential commodities desk shall be coordinating all activities related to supply of essential items in the Dzongkhag.
2. There will be two main supplies under the essential commodity desk namely groceries and vegetables (including fruits)

3. Dzongkhag Agriculture Sector shall be a coordinating unit at Dzongkhag level to coordinate and provide essential items in the Dzongkhag.
4. Gewog Administration shall be coordinating and supplying essential commodities in the gewogs as per the demand. The Dzongkhag shall supplement the supplies of essential goods in the gewogs..
5. The desk will also be supporting marketing of surplus crop produces in the gewogs.
6. Supply of vegetables from one gewog to another gewog shall be facilitated by Dzongkhag and it should be routed through Dzongkhag task force.

## **B. Procedures**

1. In every zone, grocery shops and vegetable sellers shall be identified to sell essential goods to consumers following safety protocols.
2. Suppliers of essential commodities for identified shops shall be identified by Dzongkhag task force for replenishing the stocks in the shops.
3. The Dzongkhag task force (essential commodity desk) shall receive and compile the demands from Dzongkhag residents to supply essential items.
4. The essential commodities shall be supplied from identified shops while the gewog administration shall cater to unreached areas (delivery till road point).
5. The Dzongkhag and the identified vegetable vendor for supply of essential goods shall complement supplies in gewogs (unreached areas).
6. Vehicle movement permit to be provided to suppliers and distributors of essential commodities.
7. Supply of vegetables from one gewog to another gewog shall be facilitated by Dzongkhag and it should be routed through Dzongkhag task force.
8. The desk will also be supporting marketing of surplus crop produces in the gewogs.