


TRANSXPRESS

PRACTICAL GUIDE · PROCUREMENT AND SUPPLY

# Supplying a remote camp in Guinea: planning, buying, delivering, checking

A construction or mining camp houses and feeds dozens or hundreds of people, sometimes hours by road from the nearest market. Running out of rice, water or cleaning products is felt at once in morale and hygiene. Supply is run like a small supply chain: plan, buy, deliver, store and check.

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## 01 How do you keep a remote camp supplied?

Organise supply by flow, calculate needs from the expected headcount, set a minimum stock and a reorder point for each item, group purchases into scheduled deliveries and check every receipt. Build a larger safety stock before the rainy season, when tracks can be cut. Products that need temperature control stay in the camp's cold rooms and go through a specialised carrier.

## 02 The flows to organise

- Dry food: rice, flour, oil, sugar, salt, pasta, tinned food, condiments, coffee and tea. These are the largest volumes and the easiest to store.
- Drinks and bottled or bulk water, if the camp does not produce its own drinking water.
- Fresh produce that needs no refrigeration: fruit, vegetables, root crops, often bought near the site or in Conakry.
- Cleaning and hygiene products: detergents, disinfectants, paper, bin bags, soap, laundry products.
- Camp maintenance consumables: bulbs, small electrical items, plumbing, air-conditioning filters, paint, hardware.
- Linen and bedding, tableware, kitchen utensils and protective equipment for service staff.

Each flow has its own rhythm: dry food and cleaning products are ordered in large volumes and keep a long time, fresh produce is renewed often and in small quantities, maintenance consumables follow the needs of the technical team. One person responsible for each flow, on the camp side, simplifies ordering and tracking.

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## 03 Planning needs and safety stock

The starting point is the expected headcount, month by month: crew rotations, project ramp-up, shutdowns and leave. Using consumption ratios per person per day, set with the catering manager, you get the quantities per item.

- For each item, set a minimum stock, a maximum stock and a reorder point, taking into account the real supply lead time to the site.
- Before the rainy season, raise the safety stock of dry food and cleaning products: a cut road must not empty the camp.
- Plan ahead for periods of high demand or tight markets, such as holidays, when some products become scarce.
- Keep a regular inventory and compare actual consumption with the ratios: a large gap points to a planning error or a loss.

## 04 Buying: local market, wholesalers or import

- Conakry wholesalers cover most dry food and cleaning products; compare several offers against a fixed item list.
- For large regular volumes (rice, oil, sugar), buying by the container can be considered, with customs clearance in Conakry.
- Fresh produce is often available in regional markets near the site; a local buying circuit also supports neighbouring communities.
- Set an approved item list: brand or quality, pack size, French labelling, minimum remaining shelf life on delivery.
- Keep at least two suppliers per product family to limit stock-outs.

For recurring needs, a tender on a list of items and forecast quantities, with firm prices for a defined period, gives more visibility than piecemeal buying. Quality gaps found at receipt are reported to the supplier and tracked over time.

## 05 Transporting and storing on the camp

- Group purchases into scheduled deliveries rather than small runs: fewer trips, better tracking.
- Load on pallets or in sturdy packages, under tarpaulin, and always keep food apart from cleaning chemicals, in the truck as in the store.
- The camp store must be dry, ventilated, lockable and protected from rodents and insects; food is never placed directly on the floor.
- Apply « first expired, first out » and label the dates.
- Chilled or frozen products belong in the client's own cold rooms on the camp, with their own temperature monitoring, and with a specialised refrigerated carrier. TransXpress does not handle

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cold chain.

## 06 Checking every receipt

1. Compare the delivery note with the order: items, quantities, pack sizes.
2. Count the packages and check the condition of the packaging before signing.
3. Check expiry dates and refuse products too close to their use-by date.
4. Record shortages and damage as written reservations on the consignment note, with photos.
5. Book the goods into stock the same day and reconcile purchases, stock and consumption every month.

> A written reservation at the time of delivery is worth far more than a claim made several days later. Train the camp storekeeper to carry out this check and give them the authority to refuse a non-conforming product.

## 07 What we do for you

TransXpress buys dry food, cleaning products and consumables for your camp from consulted suppliers, imports and clears the volumes that justify it, and organises scheduled deliveries to the site, with a single contact. Send us your item list, the expected headcount and the camp location.

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## ? Frequently asked questions

**How do you avoid stock-outs in the rainy season?**

By raising the safety stock of dry food and cleaning products before the season, setting a reorder point for each item and scheduling deliveries while the tracks are still passable.

**Does TransXpress deliver chilled or frozen products?**

No. TransXpress does not handle cold chain. Temperature-controlled products go through a specialised carrier and the client's own cold rooms on the camp.

**Should food and cleaning products be kept apart?**

Yes, in the truck as in the store. Detergents and disinfectants must never travel or be stored in contact with food.

General information guide written by TransXpress. Customs rules and procedures change: every file is checked against the documents and the regulations in force. This guide is neither a quotation nor a commitment.

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TRANSXPRESS

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# Procurement, freight forwarding and customs, heavy transport and equipment rental in Guinea.

TransXpress supports mining, industrial and construction operators in Guinea and on the corridors to Mali and Sierra Leone. A name, a number and a few words are enough: we call you back within 24 business hours.


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transxpress.co/#devis

**WHATSAPP**

+224 610 36 36 52

**EMAIL**

info@transxpress.co

**OFFICE**

Résidence Micheline, Camayenne, Dixinn, Conakry



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