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ADVISORY COMMITTEE ON ADMINISTRATIVE
AND BUDGETARY QUESTIONS

PROCUREMENT PROGRAMME OF OFFICE FURNITURE
AND OTHER EQUIPMENT

(Report by the Secretary General)

1. With the impending move of the major part of the Secretariat from Lake Success to the new Headquarters by the end of 1950, the Secretary-General sought and obtained the concurrence of the Advisory Committee on Administrative and Budgetary Questions, (document A/CN.1/R.48) in advancing from the Working Capital Fund an amount not exceeding \$315,000 for the purpose of enabling advance procurement of certain equipment in the amounts described below:

(a) Furniture and fixtures	\$198,500
Office furniture and equipment (mainly desks, chairs and cabinets)	
(b) Reproduction equipment	60,000
(mainly offset presses)	
(c) Library books and equipment	43,800
(d) Information Services equipment	12,000
Total	\$314,300

Provision for the procurement of such equipment was already included in the estimates for section 19, Permanent equipment, for 1951.

2. The concurrence of the Advisory Committee having been obtained, the Secretary-General submitted revised estimates for section 19 - Permanent equipment, for 1951 which reflected corresponding reductions (document A/C.5/385) and set the administrative machinery into motion to expedite the procurement of the equipment indicated in paragraph 1 for delivery during the latter months of 1950. It was at this point that the Procurement Division began to face many unforeseen difficulties. Most of these difficulties stemmed from the desire to

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meet the wishes of the General Assembly by procuring this equipment on an international basis. International bids were despatched and reasonable time had to be allowed for their return. Samples of the equipment and furniture from various countries were received at Headquarters in this connexion. Certain bids were so favourable that additional investigation had to be made. This time-consuming task has now reached the point where final awards can be made in a matter of days. It is already nearing the end of November and it is certain that a large number of the orders will be placed with overseas firms in soft currency countries. Therefore, delivery by 31 December for most of this equipment cannot be definitely assured.

3. The Secretary-General is faced with the problem that funds up to \$315,000 have been provided for this procurement in 1950, but due to the difficulties involving delay in delivery as indicated above, most of this money, although committed, will not be expended this year.

4. In order to ensure that funds will be available to cover this procurement whether deliveries are made before the end of 1950 or in the early part of 1951, the Secretary-General proposes that any unspent balance of the \$315,000 existing at 31 December 1950 be allowed to lapse, and that funds in an equal amount be drawn from the Working Capital Fund in 1951. The concurrence of the Advisory Committee to such withdrawals from the Working Capital Fund in 1951 is hereby requested.
