

UNITED NATIONS NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 42

To: Members of the Staff of United Nations

Subject: PROVISIONAL RULES FOR THE DISPOSAL
OF UNITED NATIONS SURPLUS PROPERTY

The purpose of this bulletin is to establish provisional rules for the disposal of surplus and unserviceable property.

Rule 1. Definition of Terms

(a) "Assistant Secretary-General" means the Assistant Secretary-General for Conference and General Services, unless otherwise specified, and shall include his duly authorized designee.

(b) "Advertising" means advertising in newspapers or other public media, direct invitation to prospective buyers to bid, or other means of obtaining competitive quotations from adequate numbers of prospective buyers.

(c) "Surplus Property" means any property, equipment, or supplies owned by or in the possession of the United Nations, for which the Organization has no foreseeable need under a decision of the Property Survey Board.

(d) "Property Survey Board" means a board of responsible employees composed of one representative from each of the following Departments:

- i. Conference and General Services
- ii. Administrative and Financial Services
- iii. Legal Department

with a non-voting secretary from the Procurement Section of Conference and General Services. The authority of the Property Survey Board shall be limited to the survey of material certified by the designated officer in Conference and General Services as surplus and/or unserviceable.

Rule 2. Responsibility for Disposal

The Assistant Secretary-General for Conference and General Services shall

be responsible for the sale or disposal of surplus property.

Rule 3. Authority to Dispose by Gift

The Assistant Secretary-General shall have the authority to dispose of surplus items by gift, or at nominal prices, to non-profit organizations, when it is in the interest of United Nations to do so.

Rule 4. Advertising Requirement

All sales of United Nations surplus property, valued at \$100 or more, shall be made by advertising for competitive bids, with the exceptions detailed in Rule 7.

Rule 5. Invitation to Bid

Whenever advertising is used, the invitation to bid shall state clearly

- (a) the nature and quantity of material to be sold;
- (b) the conditions of sale;
- (c) the location at which the material may be inspected;
- (d) the name and telephone number of the United Nations officer who will arrange for inspection;
- (e) the instructions concerning the manner in which bids are to be submitted, and deposit required (if any);
- (f) the date and place at which the bids will be opened.

Rule 6. Acceptance of Bids

Sales shall be made to the highest responsible bidder whose bid will be most advantageous to United Nations, price and other factors considered.

In case of tie bids, determination shall be made by lot.

Rule 7. Exceptions to Advertising Requirements

(a) Unit Prices -- The Property Survey Board, whenever it is in possession of adequate information, may set a unit price upon some or all of the units of surplus material, provided that the best interests of United Nations are so served. Where unit prices are set in accordance with this rule, sale may be made with or without advertising.

(b) Limited Value or Unsatisfactory Bids -- Surplus with a value of less than \$100 or upon which satisfactory bids have not been received may be

disposed of in any manner which the Assistant Secretary-General considers will be in the best interests of United Nations.

(c) Exchange -- Surplus property may be exchanged in partial payment of new articles whenever such exchange price will enable United Nations to obtain a new article more advantageously than through a separate purchase and separate sale of surplus property.

Rule 8. Disposal by Destruction

In any case in which it is more economical or when the confidential nature of material warrants it, the Property Survey Board may order the destruction of surplus or unserviceable material and the manner of destruction, provided that no official documents may be destroyed without prior clearance with the Librarian of United Nations. A representative of the Property Survey Board shall be present at the destruction of the property and furnish a certificate of destruction.

Rule 9. Records

The Assistant Secretary-General shall provide for the inauguration and maintenance of documented records supporting the action taken in connection with each sale or other type of disposal.

By direction of the Secretary-General

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Administrative and Financial Services
