

UNITED NATIONS

NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN No. 6

TO: Members of the Staff of the United Nations.

PROVISIONAL PROCUREMENT RULES

1. The attached Provisional Procurement Rules, which I have approved today, are intended to provide the basic authority for the purchase of supplies and equipment required for the United Nations.
2. I have directed the Assistant Secretary-General in charge of Conference and General Services to provide an adequate procurement staff.

TRYGVE LIE

Secretary-General

PROVISIONAL PROCUREMENT RULES

Rule 1. Advertising Requirements

All purchases and contracts for articles or services made by the United Nations shall be made by advertising, except as provided in Rule 3.

Rule 2. Placing of Bids

Whenever advertising is used:

- (a) The advertisement for bids shall be a sufficient time previous to the purchase or contract, and specifications and invitations for bids shall permit such full and free competition as is consistent with the procurement of types of articles and services necessary to meet the requirements of the United Nations.
- (b) All bids shall be publicly opened at the time and place stated in the advertisement. Award shall be made with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the United Nations, price and other factors considered, provided that acceptance by the Assistant Secretary-General in charge of Conference and General Services of any other than the lowest bid conforming to the invitation for bids, or his rejection of any bid on the ground of the bidder's not having the essential qualification and means to perform satisfactorily the requirements of the invitation, shall be final, and in each such case he shall file with the original contract a statement of the advertisement, provided, further, that all bids may be rejected when the Assistant Secretary-General in charge of Conference and General Services determines that it is in the interest of the United

Rule 3. Exceptions to Advertising Requirements

Purchases and Contracts may be negotiated without advertising if:

1. the exigency will not admit of the delay attendant upon advertising;
2. the aggregate amount involved does not exceed \$1,000,000;
3. for personal or professional services;
4. for medicines, medical supplies, hospital or surgical supplies or prosthetic appliances;
5. for proprietary articles, perishable subsistence supplies or other supplies or services for which it is impracticable to secure competition;
6. the prices or rates for the item are fixed pursuant to legislation, and there is no other available source of supply, such as telephone and electric service or transportation, where rates are approved by regulatory bodies;
7. the Assistant Secretary-General in charge of Conference and General Services determines that the procurement without advertising is necessary in order to assure standardization of equipment and interchangeability of parts;
8. the Assistant Secretary-General in charge of Conference and General Services determines that advertising and competitive bidding do not produce reasonable prices independently arrived at in open competition;
9. otherwise authorized by the Secretary-General.

Rule 4. Negotiated Contracts

Contracts negotiated pursuant to Rule 2 may be accomplished in a manner which, in the opinion of the Assistant Secretary-General in charge of Conference and General Services, will promote the best interests of the United Nations.

Rule 5. Advance Payments

Advance payments may be authorized with the approval of the Finance Office when it is customary commercial practice in the country in which the purchase is being made.

Rule 6. Delegation of Authority

The Assistant Secretary-General in charge of Conference and General Services is authorized to delegate the powers to make determinations or decisions specified in Rules 2, 3 and 4 as may be necessary for administrative expedience.

Rule 7. Written Justification of Determination

Each determination or decision required by Rule 2 and by Sub-sections 1, 3, 5, 6, 7, 8 and 9 of Rule 3 and by Rule 4 shall be based upon written findings made by the official making such determination, which findings shall be final and shall be preserved in the applicable case files.

Rules 8. Effective Date

These rules shall become effective as of 11 March 1946.

TRYGVE LIE
Secretary-General
