

PROCUREMENT POLICY OF THE APPU BUREAU

For adoption at the 2025 APPU Executive Council Meeting**Scope:**

This policy applies to all procurement activities undertaken by the APPU Bureau and includes procurement related to the College, consultancy, operational services, travel, and equipment.

Purpose and Principles:

- Fairness and Non-discrimination: Equal opportunity for all qualified suppliers, without discrimination.
- Transparency: Clear, open, and accessible procurement processes.
- Efficiency and Value for Money: Procurement that is cost-effective, timely, and in the best interest of APPU.
- Integrity and Accountability: Integrity in the process and clear responsibility in decision-making.
- Prevention of Conflict of Interest: Safeguards to avoid any real or perceived conflicts of interest that may compromise fairness and impartiality in the procurement process.

Procurement Thresholds and Methods:

The procedure varies according to the amount estimated:

- a. If the estimated amount does not exceed USD 20,000, the contract can be awarded directly.
- b. If the estimated amount is between USD 20,000 and USD 50,000, the contract is awarded following the examination of at least three quotations.
- c. If the estimated amount exceeds USD 50,000, a public tender inviting bids is published on the APPU website and also circulated through the official channels.

Procurement Process:

- i. All procurement should be planned based on need, budget availability, and aligned with APPU's work plans.
- ii. A clear and comprehensive Terms of Reference (ToR) should be prepared for services. Technical specifications should be defined for goods.
- iii. Bids shall be evaluated based on compliance with ToR/ technical specifications, price, technical suitability of bids, and past performance, along with any other specific criteria specified in the bid.
- iv. A Procurement Committee will evaluate the bids above USD 50,000. The Procurement Committee selects a bidder and submits the recommendation to the Secretary-General. The bidder must be approved by the Secretary-General, whose decision is final.

Communication and Contract Award:

All bidders will be informed of the outcome of their submissions. The identity of the selected vendor will not be publicly disclosed. No compensation or appeal mechanism exists for unsuccessful bidders.

Confidentiality and Integrity:

All procurement-related information should be handled with strict confidentiality. Staff involved in procurement should declare any conflict of interest.

Exceptions:

In exceptional circumstances such as emergencies or the availability of limited bidders, the Secretary General may authorize deviations from standard procedures, provided justification is documented and reported to the Executive Council.

Review and amendments:

This policy shall be subject to review as deemed necessary by the Executive Council from time and time.