

ICAO PROCUREMENT CODE



*Approved by the Secretary General
and published under his authority*

19 August 2013

INTERNATIONAL CIVIL AVIATION ORGANIZATION

RECORD OF AMENDMENTS

[illegible]

TABLE OF CONTENTS

		<i>Page</i>
Article 1.	General principles for the procurement of equipment, supplies and services	1
Article 2.	Contracts Board.....	2
Article 3.	Procurement planning	3
Article 4.	The Requisition	3
Article 5.	Roster of suppliers.....	4
Article 6.	Solicitation	4
Article 7.	Technical and commercial evaluation.....	5
Article 8.	Approval Authorities and process	6
Article 9.	Contractual signing authorities.....	7
Article 10.	Purchase order/contract administration and management.....	8
Article 11.	Sale, disposal and writing off of equipment and supplies	9
Article 12.	Access to procurement information	9

ICAO PROCUREMENT CODE

Article 1

GENERAL PRINCIPLES FOR THE PROCUREMENT OF EQUIPMENT, SUPPLIES AND SERVICES

- 1.1 The overall objective of ICAO's procurement activities shall be to ensure that procurement of equipment, supplies and services is carried out in the best interest of the Organization and/or assisted States, having due regard to availability of funds; economy; efficiency; accountability; national, regional or international competition; and applicable international aviation standards.¹
- 1.2 This Code applies to all procurements initiated and administered by all staff at Headquarters, in the Regional Offices and in the Technical Co-operation Project Offices, regardless of the source of the funds used for procurements.
- 1.3 To support this Code, detailed procurement procedures shall be established under the authority of the Director, Technical Co-operation Bureau (D/TCB) and incorporated into the Procurement Procedures Manual. D/TCB shall ensure that all concerned staff receive proper training with regard to the ICAO Procurement Code and Procedures.
- 1.4 Should any matter arise in the course of a proposed procurement which cannot be dealt with under any of the Articles in this Code, the matter shall be referred by the Director, Technical Co-operation Bureau (D/TCB), through the Chairman of the Contracts Board, to the Secretary General for decision.
- 1.5 The procurement functions in ICAO are assigned to D/TCB. The authority to contract for the provision of equipment, supplies, services and other requirements is vested in C/PRO and those specified in paragraph 1.10.
- 1.6 No other entity within ICAO at any stage of a proposed or current procurement shall contact any potential source of supply and request price quotation, purchase or commit ICAO to contractual obligations or changes, or amend any contract/purchase order unless an exception is specifically granted in writing by the Secretary General or as otherwise expressly provided for in this Code.

¹ ICAO Procurement Services may be provided in accordance with Assembly Resolution A36-17, Appendix A to any entity that has civil aviation as its primary activity and in fields related to civil aviation, be it equipment, construction works, or related services. Non-aviation related supplies/services such as painting, flooring, lighting, etc., shall only be procured by the Technical Co-operation Bureau as an integral part of a turnkey project relating to a civil aviation infrastructure project or MSA. The Contracts Board is not responsible for reviewing or providing advice on the adequacy or necessity of the requirement being met under the proposed procurement action. Such responsibility rests with the allotment holder approving the request for procurement action