



## PROCUREMENT PROCEDURES AT THE UNIVERSAL POSTAL UNION

The Universal Postal Union (UPU) purchases goods and services by launching a competitive bidding process among qualified suppliers.

Contracting practices at the UPU follow these principles:

- a non-discrimination and equal treatment of bidders;
- b effective competition;
- c integrity;
- d transparency;
- e independence and impartiality of the organization.

UPU procurements are governed by tendering and procurement procedures contained in the UPU's Financial Regulations and Rules on Financial Administration. They come under the responsibility of the Tenders and Procurements Committee (TPC), whose members are appointed by the Director General of the UPU International Bureau.

Procurement activities are generally centralized at the UPU headquarters in Berne.

The procedure varies, according to the amount of the expenses commitment:

- a If the estimated amount does not exceed 20,000 CHF, the contract can be awarded directly.
- b If the estimated amount is between 20,000 CHF and 50,000 CHF, a contract is awarded following the examination of at least three bids.
- c If the estimated amount exceeds 50,000 CHF, a call for tenders is published on the UPU website and the SIMAP site (*Swiss public contracting site*), as well as through other official notices, as needed.

In the case of (c), the bids must be sent to the TPC in a sealed envelope indicating the exact title of the tendering process, and must be received by the UPU within the time period specified in the notice. Bids received by e-mail are not valid.

The TPC's meetings are not open to the public, and the UPU International Bureau is not obligated to publish the results.

The TPC examines the bids in accordance with the UPU's tendering and procurement procedures, in particular noting:

- whether the bid complies with the terms of reference;
- the proposed price;
- the technical suitability of the bid.

The TPC selects a bidder and submits a recommendation to the UPU Director General. The choice must be approved by the Director General, whose decision is final.

The contract is awarded to the bidder deemed to have made the most acceptable bid from the point of view of price, quality, the interest of the Union and sustainable development.

Unsuccessful bidders are always informed that their bid was not selected, but the UPU does not provide the name of the successful bidder. Suppliers are not entitled to claim compensation in relation to a tender or bid.