INFORMATION ON PROCUREMENT FOR POTENTIAL SUPPLIERS

The International Criminal Tribunal for Rwanda (UN-ICTR) is a subsidiary organ of the United Nations established in 1994 with its Headquarters in Arusha, Tanzania and an Office in Kigali, Rwanda.

PROCUREMENT

Under the Division of Administration, the Procurement Section is responsible for the procurement of goods and services in support of the operations of the UN-ICTR at Arusha and Kigali, in accordance with the relevant United Nations Financial Regulations and Rules, within its delegation of authority, with a worldwide procurement authority, and as required, may refer certain requirements to the Procurement Division at the United Nations Headquarters in New York.

MAJOR COMMODITIES PROCURED

The goods procured by UN-ICTR include and are not limited to stationery supplies, other supplies, office equipment, furniture, office automation, radio and audio-visual equipment, photographic, vehicles, motor vehicles spare parts, generators parts, reproduction, interpretation, communications equipment, food products, clothing and uniforms, petrol oils and lubricants, construction goods, computer equipment, pharmaceutical products, security and safety equipment.

The contractual services procured by UN-ICTR include and are not limited to rentals and leases, maintenance services, printing, insurance, packing, shipping, freight forwarding, travel, catering, courier services, security services, remodeling works, cleaning and gardening services, security services, and other engineering, architectural, and consultancy services relevant to the work programme are retained wherever such expertise is not available in-house.

REGISTRATION

The UN-ICTR maintains a roster of local suppliers and may invite suppliers interested in doing business with the UN-ICTR to address an introduction letter, and may requests prospective suppliers to submit a supplier registration application package for evaluation.
Upon evaluation and acceptance, the name of the supplier is included on the UN-ICTR local roster of suppliers and be given equal consideration during vendor sourcing. The UN-ICTR also makes use of the United Nations Common Supplier Data Base (UNCSD) as well as Supplier Rosters of other United Nations Offices.

THE PROCUREMENT PROCESS

The UN-ICTR procurement is carried out in accordance with the United Nations Financial Regulations and Rules, and contracts for the provision of goods or services are generally awarded to the lowest acceptable bidder after competitive bidding or calling for proposals, unless otherwise excepted, or the circumstances preclude bidding.

The bidding exercise is carried out by soliciting offers using Requests for Quotations (RFQ), Invitations to Bid (ITB), and Requests For Proposals (RFP) sent by mail or by facsimile transmission to the selected potential suppliers, with all specifications of the requirements, the instructions, and the conditions for the provision of the goods or services, giving an average of two weeks to prepare and submit offers. Requests for expression of interests may also be advertised in local newspapers and the pre-qualification of contractors be carried out in the course of the bidding exercise for certain requirements as determined by the UN-ICTR.

Depending on the United States Dollar value of the requirements, the offers are submitted to the attention of the Chief Procurement Officer, or in a sealed envelope package or by facsimile transmission addressed to the attention of the Tender Committee. As it may be determined by the UN-ICTR, sealed bids/proposals are opened and recorded in a public session; otherwise, bidders may be given upon request, a copy of the bid abstract.

The main considerations for contract awards are compliance with specifications, prices, technical quality and acceptability, and compliance with delivery schedules. Depending on the United States Dollar value of the proposed contract, the final award has to be approved by the Local Committee on Contracts of the UN-ICTR, or the Headquarters Committee on Contracts at the United Nations Headquarters in New York.

PURCHASE ORDERS

Acceptance. The UN-ICTR Purchase Orders may be accepted by the Supplier’s signing and returning a copy of it, or by timely delivery of the goods. The acceptance of Purchase Orders shall effect a contract between the UN-ICTR and the Supplier (the Parties) under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of the Purchase Order, including the General Conditions.

Inspection. The UN-ICTR shall have a reasonable time after provision of the goods/services, to inspect them and to reject and refuse acceptance of goods/services not conforming to the Purchase Order.

Payment. The UN-ICTR shall, on fulfillment of the delivery terms, unless otherwise provided on the Purchase Order, make payment by cheque or bank transfer, within thirty (30) days after receipt of the Supplier’s original invoice for the goods/services provided and copies of the shipping documents and other documents specified in the Purchase Order.