



International Civil Aviation Organization

PROCUREMENT SECTION TECHNICAL CO-OPERATION BUREAU Procurement of Civil Aviation Goods and Services

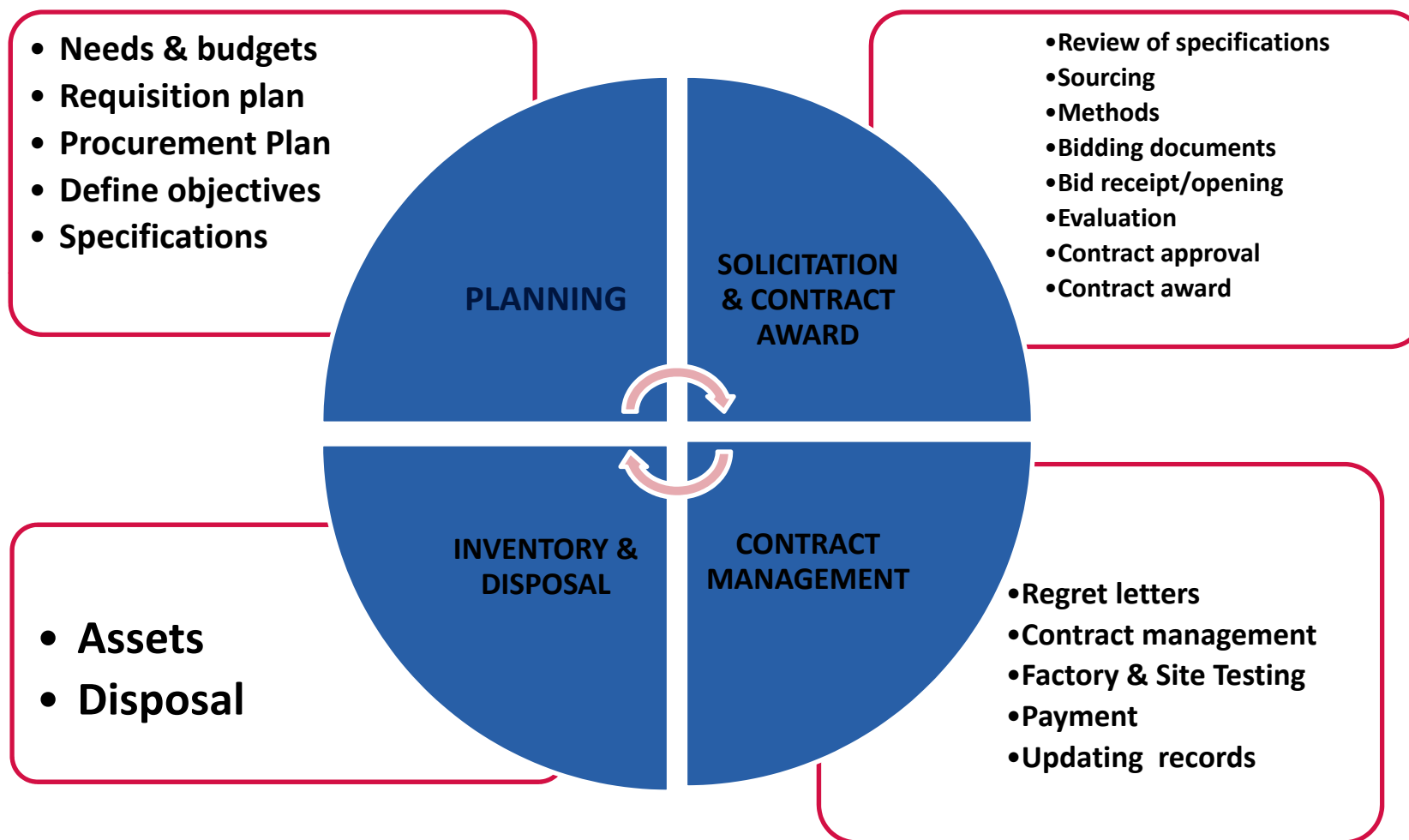
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Principles of Procurement at ICAO as a UN Agency

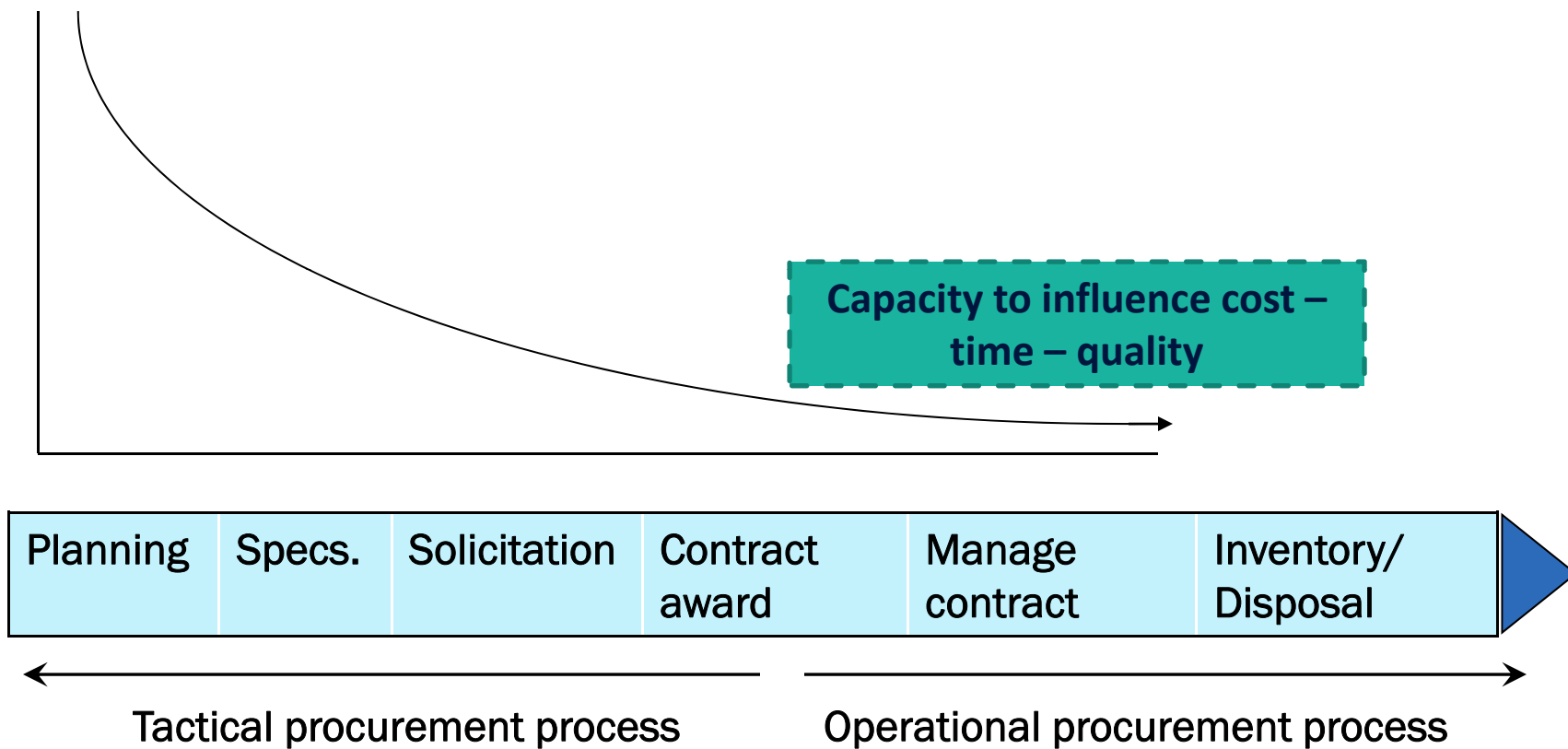


- **Best value for money (lowest cost compliance)**
- **Fairness (vis-à-vis suppliers)**
- **Integrity (ethics)**
- **Accountability (audit trail)**
- **Transparency (clear instructions/advertising)**
- **Effective competition (open tendering)**

ICAO Procurement Process



Planning



Planning represents the highest saving potential of the procurement process



Procurement Section

Technical Support Unit

- Supplier Registration
- Technical Specifications
- Budgetary Estimates
- Technical Negotiations
- Factory & Site Acceptance
- Field Support

Procurement Unit

- Procurement of Goods & Services
- Tendering
- Contract Preparation/Negotiations
- Contract Management
- Financial Management
- Liaison with States & CAA



Typical Areas of Implementation

Goods

- Aviation Security
- Satellite Networks
- Navigational Aids
- Fire Fighting Vehicles
- MRTD
- ATC Centers & Radar
- Communications
- Aircraft
- Airfield Lighting

Services

- Airport Design
- Civil Works Design
- Feasibility Studies
- Airspace Planning
- Safety Audits



Procurement Phases

- 1. Establish Requirements**
- 2. Tendering Process**
- 3. Evaluation and Contract Negotiations**
- 4. Contract Management**
- 5. Continuing Support**



Establish Requirements

- **Assign Dedicated Technical Experts**
- **Effect Site Survey**
- **Develop Technical Specifications**
- **Budgetary Quotations**
- **Clarification of Financing and Payment**



Tendering Process

Joint Collaboration (ICAO/CAA)

- Technical Specifications / Compliance
- Bidder Pre-Qualification
- List of Bidders
- Instructions to Bidders
- Establish Site Survey Dates
- Establish Technical Meeting
- ICAO Terms & Conditions

Evaluation and Contract

Receipt of Tenders



- **Technical/Commercial Evaluation of proposals**
- **Vetting of supplier**

Contract



- **Contracts Board approval**
- **Availability of funds certification**
- **Contract preparation**
- **End-User approval**
- **Contract negotiations with selected supplier**



Project Management

- **Design and Progress Review**
- **Revision of FAT / SAT Protocols**
- **Attendance at Factory and Site Acceptance Tests**
- **Coordination of Shipping/Assistance with Customs Clearance**
- **Manage Invoices & Payments**



Continuing Support

- **Property Transfer**
- **Administration of Warranties and Claims**
- **Training**
- **Amendments**
- **Procurement of Spare Parts**
- **Assessment of Customer Satisfaction**
- **Maintenance of contracts**



The TCB Advantage

- **Impartiality and Objectivity**
- **Knowledge and Experience**
- **Economies of Scale**
- **Transparency**



Registration of Suppliers

- **Suppliers can self register on ICAO's tendering website:**
<http://www.icao.int/procurement>
- **No registration fee**



Questions/References

Any questions?

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