



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



5th DIRECTING COUNCIL
3rd SESSION OF THE REGIONAL COMMITTEE

Washington D.C., 24 September - 3 October 1951

RESOLUTION

CD5.R29

**PROCUREMENT POLICY OF THE PAN AMERICAN SANITARY
BUREAU**

THE 5th DIRECTING COUNCIL,

Considering that it is necessary to establish a basic policy regarding the procurement services performed by the Pan American Sanitary Bureau,

RESOLVES

1. [To request] that the following provisions be made part of the internal regulations of the Pan American Sanitary Bureau concerning procurement procedures:
 - a) The Bureau shall furnish procurement services only to nonprofit institutions and agencies under the jurisdiction of the Minister and/or Director of Health of the respective country;
 - b) The 3 per cent service charge now in effect shall be continued, and will be applied only on the net cost of the items purchased;

c) Before purchases are made, an amount equal to the total cost as estimated by the Bureau shall be deposited in dollars to the credit of the Bureau, which can draw freely upon that amount to make payments, including partial payments, as they become due, such deposits [to] be made either by check or bank draft payable on sight to the Bureau, or by irrevocable letter of credit payable to the Bureau upon demand;

d) Partial shipments may be made, and upon completion of the purchase the Bureau shall send to the respective purchaser a statement of account together with the supporting documents; the Government concerned may at any time request a statement of account to date and/or the refund of unexpended balances; form letters shall be used wherever possible to acknowledge the receipt of orders, transmit documents, etc., as an economy measure;

e) Any discount or other saving shall be passed on to the Government concerned; when quotations are requested for the purpose of comparison with prices submitted by local dealers, the Bureau shall be so informed; the acceptance of quotations and authorization to purchase shall be the responsibility of the Government, as shall also be the responsibility to deposit funds with the Bureau in time to take advantage of the prices offered in a given quotation; the Bureau shall not be responsible for any increase in price;

f) In all cases the Governments shall supply import permits, if required, at the time that purchase orders are authorized; and

g) It shall be understood that the Bureau neither buys nor sells but acts merely as a nonprofit agent for the Member Governments, for whose convenience procurement services are made available.

2. [To provide] that orders received by the Bureau prior to the adoption of this resolution be handled under the conditions previously in effect.

3. To instruct the Director of the Pan American Sanitary Bureau to transmit the text of this resolution to all the Member Governments.