

EXECUTIVE COUNCIL 2025

Procurement Policy of the APPU Bureau**Memorandum by the APPU Bureau**

1. Subject Approval of the Procurement Policy of the APPU Bureau	References/ Paragraphs § 1 to 6
2. Decisions expected The EC is invited to: - take note of the document - approve the Procurement Policy of the APPU Bureau	 § 1 to 6, Annex 1 § 1 to 6, Annex 1

Introduction:

1. The Asian-Pacific Postal Union (APPU) is increasingly involved in the procurement of goods and services for its institutional functioning, training activities at the Asian-Pacific Postal College (APPC), and the implementation of projects supported by member countries and development partners. To ensure transparency, fairness, and value for money in all such procurements, it is essential to have a clear and comprehensive procurement policy aligned with international best practices.
2. While the APPU Financial Regulations provide general guidance, the absence of a specific, codified procurement framework poses operational challenges and limits the Union's ability to manage its procurement processes consistently and efficiently.

Objective:

3. The objective of the procurement policy is to:
 - Promote transparency, accountability, and fairness in procurement processes;
 - Define procurement thresholds and methods suitable for APPU's scale of operations;
 - Ensure compliance with international norms of integrity and ethical conduct;

Key features of the Policy:

4. The key features of the policy are:

- Guiding Principles: Fairness, transparency, efficiency, integrity, and avoiding conflict of interest;
- Procurement Methods: Clear thresholds for direct purchase, quotations, and competitive bidding;
- Evaluation Framework: Focus on price, quality, technical compliance, and value for money;
- Oversight and Approval: Procurement Committee for procurements above USD 20,000.
- Provision for Exceptions: Allowance for emergency procurement with proper justification;
- Periodic Review: Policy to be reviewed by the Executive Council.

5. The policy is modeled on recognized procurement frameworks such as that of the Universal Postal Union, while adapting to the specific operational and regional context of the APPU.

Proposal:

6. While the APPU Bureau has been broadly following the principles as mentioned in the policy for the procurement of goods and services, a need is felt to codify the procurement policy in order to streamline the procurement process and procedure followed with respect to the general operations of the Bureau. The Executive Council is invited to approve the Procurement Policy placed in Annex 1 to this document.