



INTERNATIONAL FEDERATION FOR ARBITRATION



P-18 Procurement and Contract Management Policy

International Federation of Arbitration (IFA)

1. Definition

This Policy establishes the framework governing procurement processes and contract management within the International Federation of Arbitration (IFA), ensuring that all acquisitions and contractual engagements are conducted in a transparent, efficient, and accountable manner.

2. Objective

The objective of this Policy is to ensure value for money, fairness in supplier selection, proper contract execution, risk minimization, and compliance with applicable regulations and institutional standards.

3. Scope of Application

This Policy applies to all procurement activities, purchasing processes, supplier engagements, and contractual agreements undertaken by the Federation across all departments and branches.

4. Governing Principles

This Policy is based on the principles of transparency, competitiveness, fairness, accountability, integrity, and cost-effectiveness.

5. Procurement Planning

All procurement activities shall be planned in advance based on operational needs, approved budgets, and strategic priorities.

6. Procurement Methods

Procurement may be conducted through various methods including direct purchase, competitive bidding, requests for quotations, or tenders, depending on the nature and value of the requirement.

7. Supplier Selection

Suppliers shall be selected based on objective criteria including quality, cost, reliability, experience, and compliance with standards.

8. Due Diligence

Appropriate due diligence shall be conducted to verify the credibility, legal status, and capacity of suppliers and contractors.

9. Contract Preparation

All contracts must be clearly drafted, defining scope, deliverables, timelines, financial terms, obligations, and dispute resolution mechanisms.



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10. Contract Approval

Contracts shall be reviewed and approved by authorized personnel prior to execution, ensuring legal and financial compliance.

11. Contract Execution

All contracts shall be executed in accordance with approved terms and monitored to ensure proper performance by all parties.

12. Contract Monitoring and Performance

Supplier performance shall be monitored against agreed deliverables, timelines, and quality standards.

13. Financial Control

All procurement and contract-related payments must comply with financial policies and approved budgets.

14. Amendments and Variations

Any modifications to contracts must be formally documented, justified, and approved through proper channels.

15. Record Keeping

All procurement documents and contracts shall be properly recorded, stored, and maintained for audit and reference purposes.

16. Conflict of Interest

All procurement activities must avoid conflicts of interest, and any potential conflict must be disclosed and managed appropriately.

17. Compliance with Laws and Regulations

All procurement and contract activities must comply with applicable laws, regulations, and institutional policies.

18. Violations

Violations include fraud, favoritism, non-compliance with procedures, unauthorized commitments, or misuse of funds.

19. Sanctions

Sanctions may include disciplinary measures, termination of contracts, financial penalties, or legal action depending on the severity of the violation.

20. Review and Amendment

This Policy shall be reviewed periodically to ensure alignment with best practices and institutional requirements.



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21. Annexes

Annexes may include procurement procedures, contract templates, evaluation criteria, and supplier registration forms.

