



INTERNATIONAL FEDERATION FOR ARBITRATION



P-05 Procurement and Contracting Policy

International Federation of Arbitration (IFA)

1. Definition

This Policy establishes the procurement and contracting framework governing the acquisition of goods, services, and works by the International Federation of Arbitration (IFA), ensuring that all procurement activities are conducted in a transparent, efficient, and accountable manner in accordance with international best practices.

2. Objective

The objective of this Policy is to ensure fairness, competitiveness, value for money, and integrity in all procurement and contracting processes, while safeguarding the Federation's resources and promoting sustainable and responsible sourcing.

3. Scope of Application

This Policy applies to all procurement and contracting activities carried out by the Federation, including purchases, service agreements, consultancy contracts, and long-term partnerships across all departments and branches.

4. Governing Principles

This Policy is based on the principles of transparency, fairness, competition, accountability, efficiency, and ethical conduct in all procurement and contracting processes.

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 competitive bidding, request for proposals (RFP), request for quotations (RFQ), or direct contracting, depending on the nature and value of the procurement.

7. Supplier Selection

Suppliers and service providers shall be selected based on predefined criteria including quality, cost, experience, reliability, and compliance with ethical and legal standards.

8. Tendering Process

All tendering processes must be conducted in a fair and transparent manner, ensuring equal opportunity for all qualified bidders.

9. Evaluation and Award

Bids and proposals shall be evaluated objectively based on established criteria, and contracts shall be awarded to the most suitable and qualified provider.



INTERNATIONAL FEDERATION FOR ARBITRATION



10. Contract Management

All contracts must be properly documented, reviewed, and approved, with clear terms and conditions defining scope, deliverables, timelines, and obligations.

11. Approval Authority

Procurement and contracting decisions must be approved by authorized personnel according to defined approval levels and financial thresholds.

12. Conflict of Interest

All individuals involved in procurement must disclose any conflicts of interest and refrain from participating in related decisions.

13. Ethical Procurement

All procurement activities must be conducted ethically, avoiding favoritism, corruption, or any form of misconduct.

14. Record Keeping

All procurement and contracting documents must be properly recorded, maintained, and accessible for audit and review purposes.

15. Compliance with Regulations

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

16. Monitoring and Performance Evaluation

Suppliers and contractors shall be monitored and evaluated based on performance, quality, and compliance with contractual obligations.

17. Violations

Violations include fraud, corruption, conflict of interest, manipulation of procurement processes, or failure to comply with procurement procedures.

18. Sanctions

Sanctions may include disciplinary actions, contract termination, blacklisting of suppliers, or legal proceedings depending on the severity of the violation.

19. Review and Amendment

This Policy shall be reviewed periodically to ensure effectiveness and alignment with best procurement practices.

20. Annexes

Annexes may include procurement procedures, tender templates, evaluation forms, and contract templates.