



Organisation
Mondiale
de la Santé
Animale

World
Organisation
for Animal
Health

Organización
Mundial
de Sanidad
Animal



The Director General

Paris, 22 October 2014

NS/2014/9

Memorandum

Subject: Procurement procedures

Having regard to Chapter 8 of the General rules of the OIE;

Having regard to the Financial Regulations, in particular Article 10.2.;

Having regard to the Instructions of the Director General¹ of 3 January 1985 regarding the application of the Financial Regulations;

Having regard to the Basic Texts of the OIE setting, inter alia:

- the Terms of Reference and Internal Rules for OIE Regional and Sub-Regional Representations;
- the Terms of Reference and Internal Rules for OIE Reference Centres;
- the organisation of the World Animal Health and Welfare Fund;

Having regard to the following memoranda ("Notes de service")

- NS/2004/30 of 30/11/2004 – Purchase of photographs by the OIE;
- Decision of 06/08/2008 relating to a new financing mechanism for the Regional Representations;
- NS/2008/22 of 01/10/2008 – Procurement procedures and manual of procedures for OIE calls for tenders;
- NS/2009/2 of 6/01/2009 – Financial management of the OIE's external bodies;
- NS/2010/14 of 04/08/2010 – Financial rules and guidelines on the organisation of OIE regional workshops and seminars by Regional and Sub-Regional Representations;
- NS/2011/19 of 20/12/2011 – Management of language training;
- NS/2013/9/ of 26/03/2013 – Per diem allowances (twinning and PVS Pathway);
- NS/2013/10 of 01/04/2013 – Procedure to be followed for the management of procurement;
- NS/2014/3 of 22/05/2014 – Procurement procedures;
- NS/2014/8 of 16/10/2014 – Establishment of an Internal Audit procedure within the OIE;
- Decision of 17/10/2014 regarding delegations of signature;

Having regard to the guides for preparing twinning projects:

- Guide to OIE Certified Reference Centre Twinning Projects;
- Guide to Veterinary Legislation Twinning Projects;
- Guide to Veterinary Statutory Body Twinning Projects.

¹ Instructions No. 20.002 of 3 January 1985 as amended by Decisions Nos 20.019, 20.020 and 20.021 of 14 January 1985; No. 20.423 of 7 June 1990; Nos 20.489, 20.490 and 20.491 of 1 August 1991; and Decision of 15 April 1998.

The rules governing OIE procurement of certain categories of goods and services are as follows:

1. INTRODUCTION

1.1. Purpose and scope

The purpose of this memorandum is to outline the procedures governing the procurement of goods, works and services by the OIE.

It cancels and replaces NS/2014/3 of 22/05/2014 (Procurement procedures).

The memorandum applies to all procurement contracts awarded by the Headquarters, Regional and Sub-Regional Representations and external bodies of the OIE, including all contracts concluded within the framework of the World Animal Health and Welfare Fund (the World Fund).

1.2. General principles

The procedures detailed in this memorandum are designed to ensure that purchasing operations conducted by the OIE comply with the following principles:

- i. The OIE's needs are met while taking into account efficient and economic use of resources.
- ii. The procurement procedures ensure transparency of the purchasing operations conducted by the OIE and a competitive bidding process conducive to reducing costs.
- iii. Economic operators that can potentially meet the needs of the OIE receive equal and non-discriminatory treatment. They receive the same information when they compete for contracts for services, goods or works put out to tender by the OIE.
- iv. OIE staff members and non-OIE personnel involved in procurement procedures provide every guarantee of independence, impartiality and integrity. The OIE pays particular attention to avoiding conflicts of interest, including through the establishment of contractual documents.
- v. The OIE is keen to promote sustainable development. It takes steps to ensure that its suppliers and service providers comply with social and environmental standards recognised under French law, where applicable, and under international law.

Common law contracts are governed by two types of procurement procedures, depending on the total value of the proposed contract:

- i. less than EUR 100 000, the 'consultation of suppliers' procedure, detailed in Section 4.1 of these guidelines;
- ii. equal to or more than EUR 100 000, the 'call for tenders' procedure, detailed in Section 4.2 of these guidelines.

Calculation of the estimated value of contracts is based on the total amount to be paid, excluding VAT, as estimated by the OIE. When the proposed purchase gives rise to contracts awarded simultaneously in separate lots or to contracts in the form of conditional tranches, it is the total estimated value of all such lots or tranches that is taken into account. No contract may be subdivided solely to circumvent the thresholds specified in these guidelines.

In view of the sensitive nature or complexity of certain procurement contracts, the OIE has the discretion to call for tenders for contracts below the EUR 100 000 threshold.

An exemption from the rules of procedure laid down in these guidelines may be granted in cases where:

- i. the need for homogeneity of supplies, equipment or spare parts makes it impossible to open up to competition;
- ii. the intended operation relates to goods or services for which there is only one source of supply;
- iii. the work involved in advertising and competitive bidding is disproportionate to the small amount involved, i.e. less than EUR 1000, and the routine nature of the operation envisaged;
- iv. extreme urgency precludes recourse to public procurement procedures.

Certain purchasing operations are governed by specific rules detailed in Section 10. of these guidelines.

1.3. Ethical rules and avoidance of conflicts of interest

1.3.1. Integrity of all persons involved in awarding contracts

OIE staff members and external persons involved in OIE procurement procedures must not accept any reward or benefit from firms or individuals having or seeking to have commercial relations with the OIE. They shall refrain from taking part in the procurement process implemented by the OIE whenever their personal interests might affect, or be deemed to affect, the impartiality of their involvement.

Several articles in the standard contract of employment provide suitable guarantees in this respect.

Except in special cases, external persons taking part in the procurement process shall complete and submit to the Director General a declaration of interests, under the terms of the decision issued by the Director General on 15 December 2011.

1.3.2. Integrity of tenderers

The OIE may require tenderers to sign a declaration of integrity, in which they undertake not to engage in corrupt practices, fraud, collusion or coercion that could unduly influence OIE staff members and, where appropriate, persons external to the OIE involved in the procurement process.

1.4. Confidentiality

The OIE and, where appropriate, external persons involved in procurement procedures, shall refrain from divulging information that economic operators have submitted to them in confidence, including technical or trade secrets, financial details and other confidential aspects of bids.

2. PURCHASING AUTHORISATION

Any purchase of goods, services or works envisaged by Headquarters' departments and by the World Fund must receive the prior authorisation of the OIE's Director General or persons he has nominated for this purpose (see Section 5).

3. DIVISION OF CONTRACTS

3.1. Division of contracts into lots

The OIE may award a contract in separate lots, when it considers this to be conducive to wider competition or will lead to the contract being carried out in a way that better suits its needs. To this end, the OIE is free to choose the number of lots.

The tendering documents indicate whether tenders can be submitted for a single lot, several lots or all the lots.

Tenders are examined lot by lot. Several lots may be awarded to the same economic operator.

For contracts awarded in separate lots, the relevant procurement procedure is the one that stems, in accordance with these guidelines, from the total estimated value of all the lots.

3.2. Contracts in tranches

The OIE may award a contract in the form of a contract with conditional tranches.

Such contracts include a fixed tranche and one or more conditional tranches, the implementation of which is uncertain for technical, economic or financial reasons and depends on a commissioning decision by the OIE, notified to the contractor under the conditions laid down in the contract. The OIE is committed only to the fixed tranche, whereas the contractor is committed to all the tranches.

The commitment of the supplier may nevertheless be limited in time, if the contract explicitly specifies a deadline for commissioning the tranches.

The contract defines the nature of each tranche, including the price and how the work is to be performed.

Where appropriate, any tranches that have not been implemented when the contract has expired may be carried out by another economic operator under the terms of a new contract.

4. CHOICE OF SUPPLIER

4.1. 'Consultation of suppliers' procedure

The 'consultation of suppliers' procedure applies to procurement contracts for goods, services or works totalling less than EUR 100 000, with the exception of contracts covered by the exemptions listed in Section 1.2. of this memorandum.

The department responsible for the purchase sends all potential suppliers or service providers a request for an estimate, detailing fully and precisely the OIE's requirements (nature of the required goods or services, quantity, deadline for delivery or completion, etc.). The request for an estimate specifies the time limit for receiving offers, which should take into account the complexity of the proposed purchasing operation and never be less than 15 days.

When the time limit set for the receipt of offers has expired, the department responsible for the purchase then proceeds to select the supplier or service provider whose offer appears the most advantageous, on condition that at least three offers have been received. If this is not the case, the request for an estimate is, wherever possible, sent to other suppliers, and the time limit for receipt of offers extended by at least 15 days. If at the end of this time limit the number of offers received is still less than three, the department responsible for the purchase proceeds to select the supplier or service provider from among the offers received or, in the case of a single offer, may decide to accept that offer if it meets the required conditions.

If the choice of suppliers is restricted, the Director General shall approve a list of potential suppliers accompanied by justifications for the choice of these suppliers.

4.2. 'Call for tenders' procedure

The 'call for tenders' procedure applies to procurement contracts for goods, services or works totalling EUR 100 000 or more, with the exception of contracts covered by the exemptions listed in Section 1.2. of this memorandum. It may also be applied to procurement contracts totalling less than EUR 100 000, in view of the complexity or the sensitive nature of the proposed purchase.

4.2.1. Publication of the call for tenders notice

The OIE publishes on its website a call for tenders notice giving potential tenderers the information they need to determine their capacity to fulfil the proposed contract and to prepare and submit a fully compliant tender. Where the OIE considers it appropriate, it may, in view of the sensitive nature or the value of the procurement contract envisaged, have recourse to other means of publicity, including the publication of calls for tenders in the specialised press.

The call for tenders dossier will include the following:

- i. name, address, telephone and fax numbers and e-mail address of the competent OIE department (contact point to be used for the call for tenders in question), to which requests can be sent for any further information needed to prepare a tender;
- ii. The place for execution or performance of the works, delivery of products or the provision of services;
- iii. In the case of **works contracts**: the nature and extent of the works, the general nature of the work, options concerning supplementary works and the total value of the proposed works;
- iv. In the case of **goods contracts**: the nature and quantity of the products to be supplied, the options regarding additional purchases and the total value of the proposed purchases;
- v. In the case of **service contracts**: the nature and quantity of the services to be provided, the description of the expected final product, the options regarding additional services and purchases; where appropriate, the description of the expected intermediate products and the total value of the proposed services;
- vi. where appropriate, the possibility of tendering for one, several or all of the lots;
- vii. the time limit for completion of the works or services or delivery of the goods, or the duration of the works, goods or service contract;
- viii. admission or prohibition of variants;

- ix. the final date for receipt of tenders, the address to which they must be sent, the language or languages in which they must be drawn up, the form in which tenders are to be presented;
- x. the date, time and place for opening the tenders;
- xi. the period during which the tenderer is bound to keep open his tender;
- xii. the criteria for awarding the contract;
- xiii. the name and address of the competent body for appeal procedures.

The call for tenders notice may also be sent to a group of potential suppliers or service providers previously selected by the OIE.

4.2.2. Professional capacity

The OIE may require tenderers to provide guarantees on which to evaluate their financial, economic, technical or professional (experience) capacity. The OIE may select and establish a list, reviewable annually if necessary, of service providers and suppliers who meet the corresponding criteria.

4.2.3. Technical specifications

The OIE may require tenderers to comply with certain technical specifications, detailed in the call for tenders notice or in other tendering documentation sent to tenderers.

Technical specifications must be established in a way that does not create unjustified obstacles to the opening up of procurement to competition. They may be defined with reference to OIE standards or other accepted international standards, such as standards developed by international or regional organisations.

4.2.4. Selection of contract award criteria

The tendering documentation indicates the criteria on which tenders are evaluated and the most economically advantageous tender selected. These contract award criteria remain unchanged throughout the procedure, to ensure equality of treatment for all tenderers.

Over and above the proposed price, the following criteria may be considered:

- i. the financial, economic and professional (i.e. experience) capacity of the tenderers;
- ii. quality, including technical merit, aesthetic and functional characteristics, accessibility, design suitable for all users, social, environmental and innovative characteristics and marketing and related conditions;
- iii. the organisation, qualifications and experience of the personnel assigned to perform the contract, when the quality of the personnel in question may have a significant effect on the level of performance of the contract;
- iv. after-sales service, technical assistance and delivery conditions, such as delivery date, delivery method and period for delivery or completion.

4.2.5. Transmission of additional documentation and information

When the OIE has not given free, direct and full access by electronic means to all the documents needed to prepare a tender, the additional documentation supplementing the call for tenders notice is sent to economic operators on request within six days after their request has been received, on condition that the request is sent to the OIE at least six days before the date limit for receiving tenders.

The OIE will refrain from sending a potential tenderer additional information to which all the economic operators likely to submit a tender have not had access.

4.2.6. Arrangements for the presentation of tenders

The arrangements for the presentation of tenders are detailed in the call for tenders notice published on the OIE website or in the additional documentation sent to tenderers.

Tenders can be drawn up in one of the OIE's three official languages (French, English or Spanish). In some circumstances, a technical note and a financial note drawn up in one of the OIE's three official languages may be required.

Tenders are sent in a sealed envelope to the address indicated in the call for tenders. Tenderers may also be asked to present, in separate envelopes placed in the same sealed envelope, a technical offer and a financial offer.

4.2.7. Receipt of tenders

The time limit fixed by the OIE for receipt of tenders must take into account the complexity of the contract and the time required for drawing up tenders. The minimum time limit for receiving tenders is 35 days after publication of the call for tenders notice.

When the documents needed to prepare a tender have, despite being requested in good time, not been supplied within the time limit specified in these guidelines, the time limit for receipt of tenders shall be extended so that all the economic operators can have access to all the necessary information.

A tender opening committee, composed of at least five persons designated by the Director General or persons he has empowered for that purpose, receives the tenders at a public session, held on a date and at a place indicated in the call for tenders notice. For the decisions of the tender opening committee to be valid, at least three members of the committee must be present.

The committee is responsible for verifying that the tenders received have complied with the procedures for the receipt and presentation of tenders described in the tendering documentation, and for preparing the list of tenders deemed eligible. Tenderers may, at their own request, be represented at the tender opening session.

Tenders received after the time limit for the receipt of tenders has expired will be deemed ineligible.

The minutes of the session of the tender opening committee are drawn up and forwarded to the Directorate General. They may be sent to any tenderer on request.

4.2.8. Awarding of the contract

A tender selection committee then proceeds to award the contract. The committee has at least seven members, designated by the Director General or persons he has empowered for that purpose. It may include, in view of the complexity or the sensitive nature of the proposed contract, qualified persons external to the OIE.

Where appropriate, for contracts within the framework of World Fund activities, donors may, at their own request, be represented on the committee.

The Director General specifies the composition of the tender selection committee, its operating rules and the respective responsibilities of the chairperson, the secretariat and the voting members of the committee.

For the decisions of the tender selection committee to be valid, at least four members of the committee must be present.

The tender selection committee checks the tenderers' technical and financial qualifications to ensure that tenderers have the capacity to meet the specific needs of the proposed contract. The committee checks that the tenders meet the eligibility requirements specified in the tendering documentation.

The tender selection committee awards the contract, within the period of validity of the tenders, to the tenderer:

- i. whose tender substantially complies with the requirements, criteria and conditions stated in the tendering documentation;
- ii. whose tender is seen to be the most economically advantageous in light of the evaluation criteria stated in the tendering documentation.

Where appropriate, the committee, in a first stage, selects tenderers solely in terms of the items presented in the technical offers. Technical proposals deemed non-compliant or inadequate are eliminated at this stage. Then, in a second stage, the committee examines the financial offers of the tenderers selected at the end of the first stage, and selects the economic operator whose tender is seen as the most economically advantageous in light of the technical and financial criteria stated in the call for tenders.

The minutes of the session of the tender selection committee are drawn up and forwarded to the Directorate General.

4.2.9. Requests for additional information

The OIE may ask tenderers to provide any clarification needed to evaluate their tender. It should however refrain from asking tenderers or allowing them at this stage to modify their tenders after the envelopes have been opened. Requests for clarification and the replies to tenderers must be communicated in writing.

4.2.10. Unsuccessful call for tenders

The tender committee may reject all the tenders received and declare the call for tenders unsuccessful in the following cases:

- i. the number of tenders is deemed insufficient to ensure effective competition;
- ii. the tenders received do not substantially comply with the specifications stated in the tendering documentation;
- iii. the financial offers are significantly higher than the planned budget.

Following an unsuccessful call for tenders, the OIE may:

- i. launch a new call for tenders, based on revised specifications or broader publicity arrangements;
- ii. launch a new call for tenders, based on the 'consultation of suppliers' procedure.

4.2.11. Notification of award of contract

The OIE informs each unsuccessful tenderer in writing that his tender has been rejected. On a written request by the party in question, the OIE sends any tenderer having submitted an eligible tender, within six days of receiving the request, all information relating to the rejection of his tender.

A contract shall not be concluded before the expiry of a period of at least thirty days after publication of the contract award decision.

4.2.12. Appeals by unsuccessful tenderers

Tenderers believing they have been harmed by an error or irregularity during the award process may lodge a complaint with the OIE. The OIE is required to reply within five days after receipt of the complaint.

If the OIE fails to address the complaint, the unsuccessful tenderer may request arbitration by the Permanent Court of Arbitration (PCA) at The Hague, governed by the PCA arbitration rules 2012 and the PCA Optional Rules for Arbitration between International Organisations and Private Parties.

5. ORDERS AND INVOICING

Any purchase or acquisition for an amount equal to or greater than EUR 2500 must be duly authorised and signed by the Director General. Delegation of signature authority is given to the Head of the Administration, Logistics and Publications Department to sign order forms relating to catering and reception services, and for works and maintenance of the OIE Headquarters building, for amounts less than EUR 5000 (see Decision of the Director General of 24/09/2008).

5.1. Orders

Any purchase of goods, works or services must be the subject of an order form, an estimate (bearing the mention "signed and agreed") or a contract signed by the persons empowered for that purpose (see Decision of the Director General of 24/09/2008).

The department responsible for the purchase provides the Budget Unit with a signed copy of the order form, estimate or contract. The department retains the order form, estimate or contract for subsequent verification and certification that the invoice complies with the initial terms.

5.2. Invoices

Service providers and suppliers send their invoices to the OIE Budget Unit, for cost accounting. Invoices are then transferred to the Accounts Unit for entry in the accounts.

Once they have been registered in the accounts, invoices are passed to the relevant members of staff of the technical departments, who, after checking and written validation, return them to the Accounts Unit, duly signed with the mention "authorised for payment".

Invoices that the technical departments receive directly are immediately transmitted to the Budget Unit for processing.

6. SETTLEMENT

The payment terms for the supplier or service provider are specified in the order form, estimate or contract.

As a general rule:

- i. Supply contracts are settled in full on delivery and, where appropriate, inspection of the goods. Large-scale equipment contracts may include a provision for start-up advances, and long-term contracts may provide for payment in instalments during the production phase.
- ii. Works contracts are settled on completion of the work, but may make provision for start-up advances for acquisition of equipment and materials needed for the works and for payment in instalments.
- iii. Service contracts may be the subject of payment in stages, in accordance with a payment schedule specified in the contract.
- iv. For certain contracts, and in particular for works contracts, provision may be made for a reasonable holdback, which will be released once the economic operator has fulfilled his obligations in respect of the contract.

Contracts may include financial penalty clauses for non-compliance with deadlines or non-compliance with the conditions of the expected services, under the conditions provided for in Section 8.1. of this memorandum.

7. ARRANGEMENTS FOR RENEWING OR REOPENING A CONTRACT

7.1. Renewal

The OIE may extend in time or scope, or renew, without conducting a new call for tenders, a contract for goods, works or services in the following cases:

- i. in the case of contracts for goods, if a change in supplier would oblige the OIE to acquire equipment having different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance;
- ii. in the case of contracts for services or works, if the proposed operations have, through unforeseen circumstances, become necessary for the performance of the services or works as described in the initial contract;
- iii. in the case of contracts for services or works, if the possibility of entrusting the contractor with additional operations similar to those entrusted to him under the initial contract was provided for in the initial contract;
- iv. in the case of a contract the duration of which has been calibrated on the basis of an agreement concluded with an external financier, if the extension of the external funding makes it possible to extend the initial contract;
- v. when the extension of an existing contract, awarded in accordance with the procedures contained in this memorandum, to include additional services, goods or works of a similar nature would clearly be more economical and more efficient and if the organisation of a new tendering process would not provide any advantage, or to include services, goods or works that for technical or economic reasons cannot be dissociated from the initial contract without presenting major disadvantages or costs or additional expenses for the OIE.

7.2. Reopening a contract in progress to other economic operators

The OIE may reopen a contract for goods, works or services that is already in progress to economic operators other than the initial contractor, when this possibility is provided for, and the conditions for its implementation stated, in the initial contract.

In cases where the initial contract was awarded at the end of a call for tenders procedure, reopening of the contract can, at the discretion of the OIE, take the form of either:

- a restricted call for tenders, limited the tenderers for the initial contract;
- an open call for tenders, governed by the standard rules presented in Section 4.2. of these guidelines.

8. IMPLEMENTATION OF THE CONTRACT

8.1. Penalties

The OIE may impose reasonable financial penalties on its supplier or service provider, in accordance with the provisions of the contract, in cases where a delay on the part of the supplier or service provider in delivering the goods or carrying out the works or services or the failure of the product delivered or the service provided to meet the specifications of the initial contract would result in the OIE incurring additional expense or losing income or other benefits.

8.2. Dispute settlement

The terms and conditions of the contracts concluded by the OIE stipulate the arrangements for settling any disputes that may arise between the OIE and the supplier or service provider.

By default, the terms and conditions of contracts concluded by the OIE provide for recourse to arbitration by the Permanent Court of Arbitration (PCA) at The Hague, governed by the PCA arbitration rules 2012 and the PCA Optional Rules for Arbitration between International Organisations and Private Parties.

8.3. Ownership of the goods, works and products resulting from the performance of the contract

The terms and condition of contracts concluded by the OIE stipulate the ownership rights relating to the goods, works and products resulting from the performance of the contract.

9. NATIONAL, REGIONAL OR COMMUNITY PREFERENCE

For contracts awarded within the framework of World Fund activities, the OIE may, in the event of a specific request by the donor in question, allow a margin of preference, when evaluating tenders received in response to a call for tenders, for economic operators located in or goods manufactured in a specific geographical area.

10. GUIDELINES SPECIFIC TO CERTAIN CATEGORIES OF OPERATIONS

The following items and services are outside the scope of the present guidelines:

- banking services;
- insurance services;
- airline tickets and train tickets;
- outside translation and interpreting services;
- rental of halls for global conferences, including the annual meeting of the World Assembly of Delegates of the OIE.

10.1. PVS Experts

This procedure relates to expert missions implemented within the framework of the PVS Pathway.

The experts mobilised within the framework of PVS missions are recruited from among the experts trained and certified by the OIE or listed experts at OIE Reference Laboratories and Collaborating Centres. The Director General or the persons he has nominated for this purpose choose from these pools of expertise those experts whose availability, qualifications and experience are considered best suited to the requirements of the mission to be undertaken.

Derogation to this procedure may be granted in cases where OIE-certified experts or OIE Reference Centre experts do not appear to have the necessary qualifications or expertise for the mission to be undertaken.

10.2. Vaccine banks

Purchases of vaccine banks are systematically subject to a call for tenders, governed by the common law rules presented in Section 4.2. of these guidelines, subject to the following provisions:

- i. The total amount of the purchase envisaged will not necessarily be specified in the tendering documents. The minimum and maximum purchase amounts guaranteed by the OIE can be specified once the contract has been awarded.
- ii. Tenderers present separately a technical offer and a financial offer, examined in turn by the tender selection committee, in accordance with the procedure provided at point 4.2.7. of these guidelines.
- iii. The tender selection committee systematically includes persons external to the OIE, designated by the Director General or the persons he has authorised for that purpose in view of their competencies in the field in question, in particular experts of OIE Reference Centres. These external persons shall represent at least a quarter of the members of the committee.
- iv. The conditions for renewing a contract or opening it to new suppliers, in accordance with the rules presented in Section 7. of these guidelines, are laid down in the initial contract.

10.3. Twinning projects

The concluding of twinning projects is governed by the rules presented in the guides for preparing twinning projects:

- Guide to OIE Certified Reference Centre Twinning Projects;
- Guide to Veterinary Education Twinning Projects;
- Guide to Veterinary Statutory Body Twinning Projects.

The OIE will conduct technical and financial audits of twinning projects in liaison with the OIE's elected Specialist Commissions. Twinning projects to be audited will be selected at random.

10.4. Grants and subgrants

The OIE does not award grants or subgrants.

An exemption from the rules of procedure laid down in these guidelines may be granted in the following cases:

- i. twinning projects in accordance with the direct award procedures provided for in point 10.3. of these guidelines;
- ii. grants and subgrants funded by donors. The procedures governing the management of grants and subgrants awarded under a call for proposals mechanism are laid down in a separate Memorandum;
- iii. grants and subgrants to partner institutions specified by the donors or in accordance with the direct award procedures provided for by the donors.

The OIE may require an audit to be carried during or after the project (on a random or targeted basis). Therefore, all financial documents and detailed accounts, including evidence of expenditure (receipts, etc.), must be kept available for at least 5 years after the project has closed.

The OIE may request verification of expenditure at any point during the project. It is therefore essential that the financial records are kept up to date and the expense receipts are available for an audit.

Any audit (during or post-project) will be carried out by an authorised OIE staff member, an independent financial/technical expert appointed by the OIE or by a donor with the agreement of the OIE.

10.5. Procedure for establishing lists of consultants

To be able to implement specific technical assistance actions that are the subject of a call for proposals by third parties, which limits the sources of supply or does not allow for recourse to common law procurement procedures, the OIE may establish a list, reviewable annually if necessary, of consultants or consulting firms potentially capable of assisting the project manager.

10.5.1. Call for proposals

The OIE may invite consultants or consulting firms presenting the necessary financial, economic and professional (experience) guarantees to apply for inclusion on a list of consultants pre-selected by the OIE. The call for proposals will notably include:

- i. the proposed area of expertise;
- ii. the fees charged;
- iii. the references of the experts who will actually be mobilised for the technical assistance missions, and especially their experience in the field.

10.5.2. Selection of consultants

The OIE then proceeds to select the proposals received in accordance with the call for tenders procedure. The minutes of the session of the tender selection committee are drawn up and forwarded to the Directorate General.

10.5.3. Establishment of a list of consultants

The OIE shall establish a list of consultants who can be called upon for OIE calls for proposals aimed at implementing specific technical assistance actions that are the subject of a call for proposals by third parties, including for amounts higher than EUR 100 000. The duration of validity of this list shall be specified at the time of its adoption. It shall not exceed five years in the case of renewal. This list can be reviewed annually if necessary.

10.6. Service contracts of a regular nature

Service contracts to meet the OIE's regular requirements (general maintenance, computer maintenance) are regularly renewed.

As a general rule, the duration of these contracts should not exceed three years. The renewal of these contracts should be the subject of a new call for tenders, in accordance with the procedures described in these guidelines.

11. REPRESENTATIONS AND EXTERNAL BODIES

11.1. Authorisations to purchase

OIE Regional and Sub-Regional Representatives and the heads of external organs of the OIE are authorised to make purchases, without requesting prior authorisation, of goods totalling less than EUR 2500 and to purchase services or works totalling less than EUR 8000 (*Note de Service NS/2009/2* of 6 January 2009).

Purchases for amounts exceeding these thresholds require the prior authorisation of the Director General or persons he has nominated for this purpose.

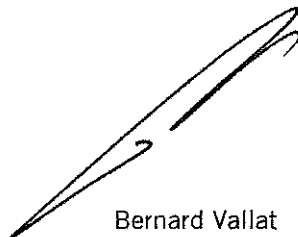
11.2. Other applicable rules

OIE Regional and Sub-Regional Representations and external bodies of the OIE shall comply with all the rules of procedure presented in these guidelines, with the exception of Section 2.

12. CONSERVATION OF DOCUMENTS

For auditing purposes, all documents relating to purchasing transactions conducted by the OIE shall be kept for at least five years.

The Head of the Administration, Logistics and Publications Department, the Head of the Regional Activities Department and the Coordinator of the World Animal Health and Welfare Fund are each responsible, within their own field and under the authority of the Deputy Director General (Administration, Management, Human Resources and Regional Actions), by due delegation of the Director General, to implement the present provisions, with effect from 3 November 2014.

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized, elongated shape.

Bernard Vallat