

**Functional Series 500 - Management Services**  
**ADS 533 - Purchasing for USAID's Overseas Activities**

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## **ADS 533 - Purchasing for USAID's Overseas Activities**

### **533.1 OVERVIEW**

Effective Date: 12/13/1996

This chapter specifies Agency policies and procedures governing the procurement of residential and office furniture, furnishings, appliances, equipment, and representational items.

For the procurement of Operating Expense (OE)-funded computer hardware and software, see [ADS 546](#), Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources.

For the procurement of program-funded computer hardware and software, see [ADS 548](#), Program-Funded Information Technology (IT).

For the purchase of OE-funded vehicles, see [ADS 536](#), Use and Control of Official Vehicles.

For other purchasing services provided by the Bureau for Management, Office of Procurement (M/OP), see [ADS 331](#), Small and Micro Procurement in USAID/W.

### **533.2 PRIMARY RESPONSIBILITIES**

Effective Date: 12/13/1996

**a.** The Executive Officer (EXO) is responsible for the management and acquisition of furniture, furnishings, appliances, equipment, and representational items at Missions. This includes

- (1) Developing procurement requirements/plans and related budget estimates;
- (2) Ensuring that required inventories are performed;
- (3) Ensuring that the limits established in 6 FAM are not exceeded without required approvals; and
- (4) Ensuring that procurements comply with this chapter and other governing laws and regulations.

**b.** The Chief, Bureau for Management, Office of Administrative Services, Overseas Management Support Division (M/AS/OMS) is responsible for

- (1) Providing advice and procurement assistance to USAID Missions as requested;

- (2) Purchasing residential furniture and representational items for USAID Missions;
- (3) Approving Mission requests to exceed the quantities of representational items listed in [6 FAM 773 Exhibit 773.2A](#).
- (4) Reviewing property inventories and other required property reports submitted by the USAID Missions; and
- (5) Distributing and storing such reports/inventories as required.

c. The USAID Principal Officer is ultimately responsible for Mission compliance with the provisions of this ADS chapter, including the selection, procurement, and management of U.S. Government property. This responsibility is not affected by procurement actions that may be accomplished by M/AS/OMS or any other agent as a service to USAID Missions under the provisions of this chapter.

### **533.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

#### **533.3.1 Purchasing for USAID's Overseas Activities**

Effective Date: 12/13/1996

The procurement of furniture, furnishings, appliances, equipment, and representational items must comply with the principles and requirements set forth in this ADS chapter; [6 FAM 770](#), Furniture, Furnishings, Appliances, and Equipment (FFA&E) for Residences and Offices and Other Functional Space; and applicable requirements in the Federal Acquisition Regulation (FAR) and the Agency for International Development Acquisition Regulations (AIDAR).

#### **533.3.2 M/AS/OMS Purchasing**

Effective Date: 12/13/1996

In carrying out its delegated purchasing responsibilities in support of USAID Missions, M/AS/OMS must follow the policies and procedures outlined in [ADS 331](#), Small and Micro Procurement in USAID/W.

#### **533.3.3 Source and Origin Policy**

Effective Date: 12/13/1996

When purchasing from third and host country vendors, compliance with the FAR, AIDAR, and [ADS 330](#), Source Rules for Administrative Procurement, is required. Buy America, Balance of Payments, and the Trade Agreements Acts apply to OE-funded procurements, along with Section 636(I) of the Foreign Assistance Act for the procurement of U.S. motor vehicles.

**533.3.4 Delegation of Contracting Authority**

Effective Date: 12/13/1996

Contracting authority for USAID is derived from the Foreign Assistance Act of 1961, as amended, and is delegated either by position (i.e., Mission Director or Principal USAID Officer at post) pursuant to the AIDAR, or through the Assistant Administrator for the Bureau for Management (AAM) to individual Contracting Officers and most Executive Officers, pursuant to the FAR. This delegation is authorized in writing on an SF-1402, Certificate of Appointment. Each Certificate of Appointment is subject to the limitations specified on the Certificate and the limitations contained in the AIDAR.

**533.3.5 Representational Furnishings (China, Crystal, and Flatware)**

Effective Date: 12/13/1996

USAID Missions must follow the policies concerning authorized representational furnishings for the USAID Principal Officer residence specified in [6 FAM 770](#).

Representational china, crystal, and flatware must be ordered from M/AS/OMS. Other representational items are ordered directly from vendors. Any deviations from ordering procedures or the authorized item list must be approved in advance by M/AS/OMS. (See [6 FAM 773](#), Representational Items, and [6 FAM 776](#), Procurement Requirements, Removal Restrictions, and Property Disposal)

**533.3.6 Procurement of Residential Furniture and Furnishings**

Effective Date: 12/13/1996

**a. FFA&E:** USAID Missions must follow the policies contained in [6 FAM 770](#) regarding the procurement and provision of furniture, furnishings, appliances, and equipment (FFA&E) for USAID residences. Exhibits 6 FAM 772.3 A and B list the basic and supplemental FFA&E provided for U.S. Government-furnished residences.

**b. New furniture:** USAID Missions must purchase new furniture from one or more of the following sources:

- (1) Local vendors;
- (2) Third country vendors;
- (3) U.S. vendors; or
- (4) The Department of State furniture contract.

Missions forward orders to local, third country, and U.S. vendors directly to the vendors and are to comply with the FAR, the AIDAR, and this ADS directive. If necessary, M/AS/OMS will assist the ordering Mission in issuing the orders, providing source information, and/or following up with vendors in the U.S.

When purchasing local or third country furniture, the concept of quality without ostentation or luxury applies. Furniture must be comparable as to type and composition (and where possible, quality) with that available under the State Department furniture contract.

Missions wishing to order from the State Department Household Furniture Contract must submit their order in cable format to M/AS/OMS, as described in the instructions included with the Household Furniture Contract Price List the vendor sends annually to all Missions. The ordering cable must include funding data.

### **533.3.7 Procurement of Office Furniture and Equipment**

Effective Date: 12/13/1996

When procuring office furniture and furnishings, USAID Missions must comply with the standards established for office furniture in [6 FAM 222.2-1](#). Missions must furnish offices with the minimum necessary to meet requirements.

Missions order furniture directly from the vendor, the General Services Administration (GSA), or through the Regional Procurement Offices in Bonn or Tokyo. If necessary, Missions may contact M/AS/OMS for assistance in obtaining source information and procurement services.

### **533.3.8 Procurement of Emergency Power Sources and Telephones**

Effective Date: 12/13/1996

**a. Emergency Power Sources.** The procurement of emergency power sources must be authorized by the USAID Principal Officer after considering alternative sources for obtaining the power, such as solar panels, generators, battery packs, etc. When generators are selected, only diesel-powered generators may be procured. Gasoline-fueled generators are prohibited.

**b. Telephones.** USAID Missions must order telephone equipment directly from the vendor. Technical assistance is available from the Bureau for Management, Office of Information Resources Management, Telecommunications and Computer Operations Division (M/IRM/TCO). See [ADS 549](#), Telecommunications Management, for more information.

### **533.4 MANDATORY REFERENCES**

Effective Date: 12/13/1996

#### **533.4.1 External Mandatory References**

Effective Date: 12/13/1996

- a. [Agency for International Development Acquisition Regulation \(AIDAR\), 48 CFR 7](#)**
- b. [Federal Acquisition Regulation \(FAR\), 48 CFR 1](#)**

- c. [Foreign Assistance Act of 1961, as amended](#)
- d. [6 FAM 222.2-1, Office Furniture](#)
- e. [6 FAM 770, Furniture, Furnishings, Appliances, and Equipment \(FFA&E\) for Residences and Offices and Other Functional Space](#)

**533.4.2 Internal Mandatory References**

Effective Date: 12/13/1996

- a. [ADS 330, Source Rules for Administrative Procurement](#)
- b. [ADS 331, Small and Micro Procurement in USAID/W](#)
- c. [ADS 536, Use and Control of Official Vehicles](#)
- d. [ADS 546, Acquisition of Operating Expense \(OE\)-Funded Federal Information Technology \(IT\) Resources](#)
- e. [ADS 548, Program-Funded Information Technology \(IT\)](#)

**533.5 ADDITIONAL HELP**

Effective Date: 12/13/1996

**533.6 DEFINITIONS**

Effective Date: 12/13/1996

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