

# **Khazar University**

## **Sustainable Procurement Policy**

**2023**

## **1. Statement and Purpose**

Striving to be socially and environmentally responsible, Khazar University aims to organize its procurement policy to be favorable both to the university, all partners and environment.

The key points of the University's sustainable procurement policy are to provide University with goods, works and services in a timely manner ensuring cost-effectiveness of purchases and obtaining optimum value for money, giving priority to goods and services that have smaller environmental footprint and taking into consideration the quality of goods, works and services, trustworthiness of suppliers who adhere to the principles of transparency, sustainable use of natural resources and safety.

## **2. Scope and Responsibilities**

University's divisions including all faculties, departments, laboratories, libraries, computer centers and other administrative centers and offices regularly need to be provided with equipment and supplies.

University's strategic and operational bodies involved in procurement and purchasing activities are required to abide by the internal policies related to the authorization of expenditure and procurement.

There are a series of sequential actions the university takes to procure necessary sustainable goods and services:

- a. Determination of the need for sustainable goods or service, preparation of purchase plan and commercial evaluation the acceptable purchasing price.
- b. Formation of the purchasing committee and to reduce risk and improve performance and quality of the supply chain conducting preliminary determination of suppliers' sustainability compliance and preparation of a set of documents on sustainability compliance and issuing a related announcement.

- c. Determination of all the terms of the future contract: the precise characteristics of the goods, work and service and their volume, delivery time, budget.
- d. Conducting market research by sending out commercial proposals to potential sustainable suppliers and issuing an announcement on attracting proposals.
- e. Evaluation of proposals by including sustainable criteria.
- f. Preparation and submission of the final protocol on the results of the purchase to the purchasing committee for approval.
- g. Conclusion of the framework agreement and submission of the notice of acceptance of the offer and the purchase contract for signing to the supplier.
- h. Measuring the impact of sustainable procurement and recording its effects and achievements.

### **3. Procurement Decisions**

Procurement decisions should align with sustainable procurement principles:

- a. The university should acknowledge the impacts of its procurement decisions on society, the economy, and the environment.
- b. The university should maintain transparency in its purchasing decisions and activities and encourage its suppliers to do the same.
- c. The university should act ethically and promote ethical behavior throughout its supply chains, ensuring all suppliers have a fair opportunity to compete.
- d. The university should respect and address the interests of stakeholders affected by its procurement activities to develop sustainable solutions and achieve shared sustainability goals.
- e. The university should integrate sustainability with all procurement practices to achieve maximum sustainable outcomes.
- f. The university should assess the life cycle costs, value for money, and the societal, environmental, and economic impacts of its procurement activities, identifying areas for improvement and reducing environmental impact.

- g. The university should continuously improve its sustainability practices and outcomes and encourage its supply chain organizations to do the same, ensuring adherence to sustainable development goals.