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«Әл-Фараби атындағы Қазақ  
ұлттық Университеті»  
коммерциялық емес  
акционерлік қоғамы



Некоммерческое акционерное  
общество «Казакский  
национальный университет  
имени аль-Фараби»

**Approved**  
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<b>Document title:</b>	<b>SUSTAINABLE PROCUREMENT POLICY</b>		
	<b>Job title</b>	<b>Full name</b>	<b>Signature</b>
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## INTRODUCTION

The present Sustainable Procurement Policy (hereinafter - the Policy) is developed in order to coordinate and streamline the process of acquisition of goods, works and services in KazNU named after Al-Farabi (hereinafter - the University), in accordance with the Law of the Republic of Kazakhstan ‘On Public Procurement’ № 434-V dated 04 December 2015 and the Rules of public procurement approved by the order of the Ministry of Finance of the Republic of Kazakhstan № 648 dated 11 December 2015.

KazNU Sustainable Procurement Policy complies with international standards ISO 20400, GPP and UN Global Compact principles, which confirms the university's commitment to global ESG standards

Sustainable Resource Management (hereinafter - SRM) is of key importance to Al-Farabi Kazakh National University. Integrating sustainability into procurement processes allows the university to reap many benefits. Implementing sustainable procurement not only reduces waste and energy consumption, but also reduces carbon emissions and minimises resource use. These efforts not only meet environmental goals, but also help reduce costs and increase revenue in the long run. In addition, through sustainable procurement, the university can reduce risks associated with environmental issues, promoting a more sustainable and responsible approach to resource management.

### 1. BASIC DEFINITIONS AND ABBREVIATIONS:

- 1) Al-Farabi Kazakh National University - Al-Farabi Kazakh National University (hereinafter - the Company);
- 2) Law - Law on Public Procurement;
- 3) Rules - Rules of public procurement;
- 4) Customer - structural subdivision of the Company, which requires goods, works and services in order to fulfil its tasks;
- 5) DEF - Department of Economics and Finance;
- 6) Department of Economics and Analytics of the Department of Economics and Finance - a structural subdivision of the Company that consolidates information on the need for goods, works and services and plans the said need;
- 7) MTSD - Material and Technical Support Division of the Department of Economics and Finance;
- 8) MO - Material Division of the Department of Economics and Finance;
- 9) Procurement Organiser - a structural subdivision of the MTSD, responsible for the organisation and conduct of procurement of goods, works and services in accordance with these Rules and the Rules of State Procurement;
- 10) conditional savings - the difference between the amount allocated for procurement (excluding value added tax) and the amount determined by the contract on procurement of goods, works, services concluded on the basis of the

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results of the conducted procurement (excluding value added tax);

11) EDS - electronic document management system;

12) List of preliminary purchases of goods, works and services - List of goods, works and services approved by the order of the First Manager of the Company, intended for preliminary purchases prior to approval of the investment programme, and/or budget, and/or development plan, and/or business plan and procurement plan(s);

13) BC - Budget Commission, a collegial body organising and keeping up-to-date the Company's budgeting process, which includes development of the Company's development plans.

## **2. CURRENT SITUATION**

2.1 Currently at the Al-Farabi Kazakh National University:

- The university campus is dominated by green spaces, including evergreen trees that require minimal water consumption.
- Environmental bins have been installed to collect waste plastic bottles, batteries and recyclable electronics in line with the Sustainable Development Goals (SDGs).
- An electronic document management system is in use to reduce paper consumption.
- The University enters into agreements with companies whose activities are in line with the Sustainable Development Goals (SDGs).
- The university takes the SDGs into account when making purchasing decisions.
- Energy efficient lamps with automatic dimming are used for lighting.
- Partial lighting of the campus is done using renewable electricity sources.
- Electric vehicles are available.

2.2 The legal basis for sustainable procurement is the requirements of the legislation of the Republic of Kazakhstan, decrees and (or) orders of the President and Government of the Republic of Kazakhstan, Sustainable Investment Policy of Al-Farabi Kazakh National University, as well as relevant international standards and requirements of accreditation and rating agencies.

2.3. Customers and Organisers of the Company.

Customers of purchases:

Structural subdivisions of the Company.

Procurement Organiser:

MTSD

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### 3. GENERAL TERMS

3.1. Organisation of procurement, interaction during procurement, conclusion of procurement contract and other issues arising from the Policy are regulated in accordance with the current legislation of the Republic of Kazakhstan and applicable international norms.

3.2. The Policy is based on the following principles:

- conducting procurement on the basis of fair competition among potential suppliers;
- publicity and transparency of the procurement process;
- carrying out procurement taking into account the overall benefit to the university;
- optimal expenditure of funds;
- support of domestic suppliers of goods, works and services that do not contradict the legislation and international norms.
- reduction of negative impact on the environment.
- Prioritising the use of clean products and services, promoting the use of clean energy and reducing carbon footprints.
- promoting inclusion of diverse suppliers and fair trade in the supply chain.
- maintaining a balance between sustainability and cost efficiency.
- complying with industry and regulatory requirements.
- spreading knowledge and awareness of the Sustainable Development Goals (SDGs) and sustainable procurement practices.
- Promoting fair competition and transparency.
- prioritising procurement from local suppliers
- promoting the use of recycled materials in processes.

3.3 Procurement of goods, works, services and conclusion of the procurement contract is carried out in accordance with the approved budget of the Customer and the procurement plan of the University and its structural units.

3.4 The Customer has the right to request from the supplier, if necessary, documents of title, permits and other documents confirming the quality, originality and origin of goods and/or qualification of the supplier's executors when providing works, services.

3.5 The form of procurement and methods of procurement are based on the legislation of the Republic of Kazakhstan. It is allowed to conclude a procurement contract in the form proposed by the supplier, if it meets the requirements of the legislation of the Republic of Kazakhstan.

3.6 The University considers it necessary to achieve the following targets:

3.6.1 Proportion of green procurement - at least 30 per cent by 2035;

3.6.2 Reduction of carbon footprint by 20% by 2035;

3.6.3 Increase the number of suppliers with eco-certifications (e.g. FSC, Fair Trade, Ecolabel) to 20% by 2035.

3.7 When selecting suppliers, priority is given to goods, works and services

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that comply with EAEU technical regulations, international ISO and GOST standards and have eco-certificates.

3.7. When selecting suppliers, priority is given to goods, works and services that comply with the EEU technical regulations, ISO and GOST international standards and have eco-certificates.

3.8. Sustainable Procurement Policy applies to all types of procurement activities carried out by the Kazakh National University named after Al-Farabi, and is mandatory for all university employees responsible for procurement and other related activities.

3.9. The application of the Sustainable Procurement Policy applies to all suppliers of services or products and contractors. The Sustainable Procurement Policy is applicable throughout the university, including faculties, departments, divisions, structures, etc.

#### **4. PROCUREMENT METHODS**

4.1. Procurement may be carried out by means of request for quotation, single source, tender in accordance with the norms of legislation. The initiator of procurement determines the technical characteristics of goods, works, services.

4.2 The Customer during procurement may:

4.3. divide goods, works, services into lots by their similar characteristics and/or by the place of their delivery/performance/realization;

4.4. to provide for the procurement of goods, works, services having complex technical characteristics in one lot.

4.5 The Supplier shall bear all costs associated with its participation in the procurement. The initiator of the procurement, the customer shall not be obliged to reimburse these costs regardless of the outcome of the procurement.

#### **5. ACCEPTANCE OF GOODS, WORK PERFORMED AND SERVICES RENDERED**

5.1 Acceptance of goods, performed works and rendered services shall be carried out by representatives of the division concerned in accordance with the established procedure.

5.2 The Customer or its representatives may carry out control and inspection of the services rendered for compliance with the requirements specified in the technical specification. In this case, all costs of these inspections shall be borne by the Supplier.

5.3 The services and work shall comply with the requirements specified in the technical specification.

5.4 The Supplier's activity shall not contradict the Sustainable Development Goals, as well as priorities and principles of the Sustainable Investment Policy and

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If the results of the rendered services and work during the inspection are found to be non-compliant with the requirements of the technical specification, the Supplier shall take measures to eliminate non-compliance with the requirements of the technical specification, without any additional costs on the part of the Customer, within 3 working days from the date of inspection.

## 6. MONITORING AND REPORTING

6.1. The following measures are in place for monitoring and reporting:

- Purchasers must ensure that all procurements comply with the PUI.
- The University reserves the right to require additional information from suppliers relating to sustainable procurement and investment and compliance.
- The University also reserves the right to supplement and amend the technical specifications for purchased goods, works and services in accordance with the Legislation of the Republic of Kazakhstan, as well as the provisions specified in this Policy and other University regulations.

## 7. ALLOCATION OF RESOURCES

The following resources will be utilised by appropriate units, committees and working groups to achieve the objectives of this policy:

University financial resources;

University partnerships;

The university's accumulated expertise and achievements in science and education;

Human Capital.