



SUMGAYIT STATE  
UNIVERSITY

## **SUSTAINABLE PROCUREMENT POLICY**

### **CONTENT**

#### **Section 1. Introduction**

1.1. Introduction

1.2. Legal basis

1.3. Current situation

#### **Section 2. Mission and Scope**

2.1. Mission

2.2. Scope of the policy

#### **Section 3. Monitoring and reporting**

3.1 Monitoring and reporting

3.2. Expected outcomes

## **Section 1. Introduction**

### **1.1. Introduction**

One of the important functions of Sumgayit State University is to provide the necessary equipments and services to fulfil the duties of its departments, chairs, scientific and educational centres and other structural units as stipulated by law. The Sustainable Procurement Policy of university attempts to create proper framework which all procurement activities will lead to greater sustainability. It is the policy of the SSU to constantly improve its approach to understanding and accepting appropriate responsibility for any negative environmental, social and economic impacts of its procurement.

#### *The essence of the procurement*

Sustainability can be incorporated into the entire procurement process, including needs identification and assessment, evaluation of options, design and specification, supplier (contractor) selection, tender evaluation, post-contract management and supplier development.

#### *Sustainable procurement*

"The process by which organizations meet their needs for goods, services, jobs and utilities throughout their life in a way that achieves optimal value for money in terms of benefits not only to the organization, but also to society and the economy, while at the same time minimizing harm to the environment."

This definition is based on three components of sustainability: environmental, social and economic. Since the state of each component depends on the state of the other two, all three must be considered together to achieve sustainable results.

- Environmental: To try to minimize any negative impact on the environment of goods and services purchased during the entire life cycle from the extraction of raw materials to the end of their useful life (SDG 12);

- Social: Managing and monitoring of supply chains in order to ensure applying fair contract prices and terms, and ethical, human rights and employment standards as outlined in the ILO and WTO Core Conventions (SDG 8, SDG 10).
- Economic: • Economic: This principle is not only about getting value for money from our contracts throughout the life of the product or service, but also about ensuring that local businesses, SMEs can benefit from our procurement processes as much as possible under relevant procurement legislation, making it possible for them to do so (DIM).

## **1.2. Legal basis**

National and international laws, protocols and conventions, as well as laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions of the Cabinet of Ministers of the Republic of Azerbaijan and other related legal documents form the legal basis of the Sustainable Procurement Policy of SSU.

## **1.3. Current situation**

Public procurement is carried out taking into account the current legislation of Azerbaijan, as well as accepted standards and requirements;

The university campus has green and evergreen trees that use less water for irrigation (SDG 6).

Hyperaccumulator plants have been planted in the campus courtyard to increase the level of greenery (SDG 15).

### **Duties and Responsibilities**

- Define objectives and action plans to implement this policy;
- Rationalization and saving of public purchases;
- Ensure openness and transparency of procurement to reduce corruption risks;
- Determining areas with sustainable, social and environmental risk and minimizing the risk percentage of those areas;

- Use processes and mechanisms to increase the sustainability rate of materials used on campus and minimize waste (Goal 6);
- Contribute to protecting natural resources and mitigating climate change by favoring environmentally friendly products and services, promoting energy efficiency, reducing carbon footprints and supporting the use of recycled materials;
- Invest in measures to conserve existing resources on campus, including reducing the use and use of energy, water and materials (Goal 6);
- Installation of solar panels and wind turbines in SSU to ensure sustainability (SDG 13).
- To comply with ILO principles regarding human rights and employment conditions (SDG 17);
- To attract suppliers who protect the principles of university human rights, labor rights and social welfare;
- Purchase goods and services with the best prices in terms of sustainability and economic efficiency;
- To contribute to the economic development and prosperity of the country and society by supporting local and responsible suppliers.

## **Section 2. Mission and Scope**

### **2.1. Mission**

The purpose of this policy is to support overall strategy of SSU, to realise the consideration of environmental, social and economic factors when making procurement decisions for staff involved in the procurement of work and services carried out at the university.

- To comply with all legislation and regulations and requirements;
- Procure durable, environmentally friendly goods and services;
- Consider the economic and environmental sustainability of refurbishment and construction works;
- Using the results of monitored practice to compare our results with those of other organisations;

- Conducting an assessment for supporting and solving sustainable economic, social and ecological aspects, implementing relevant agreements;
- Ensuring that our procurement processes take sustainability into account and not to harm some suppliers.

## **2.2. Scope of the policy**

- This policy applies to all procurement, procurement operations, management of ongoing contracts and frameworks within the authority.
- This policy will apply where the authorised bodies provide services to other government departments, including the procurement of its services.
- Not only the impact of the initial procurement, but also the end-of-life impact of any purchased services, any decommissioning of the equipment and any other aspects that will shape the overall useful life should be considered (SDG 9).
- All contracts must ensure compliance to the existing environmental legislation.
- The university will align with sustainable policies and strategies to meet contract development, leasing and management responsibilities.

## **Section 3. Monitoring and reporting**

### **3.1. Monitoring and reporting**

State procurement of goods, works and services at the university are carried out when the need arises. The bearers of responsibility for the organization and conduct of public procurement at the university are carried out by entrusting the appropriate authorized persons determined by the rector, as well as authorized structural employees for additional paid work in accordance with the requirements of the law.

The main principles of management in the field of sustainable procurement of the university - high-quality implementation of procurement procedures that allow meeting the needs for necessary and quality goods, matters and services, efficient and economical use of budget funds, quality of works, intended costs,

reliability of the consignor (contractors), it consists of taking into account technical safety, environmental protection and applicable legislation.

Also during management it controls exactly what goods, works and services are purchased, what is the total cost of the procurement and how it is carried out. Open and transparent public procurement at all stages helps to prevent abuse and using of corruption mechanisms.

In addition, the policy objective is to ensure transparency and competitiveness of the procurement process, which will contribute to business development and improvement of the quality of services provided.

The main objective of international cooperation is to communicate regularly with international partners, to discuss plans, issues in public procurement, expectations of partners, possible assistance, obtaining opinions and building reliable dialogue.

Recognizing the importance of social inclusion, SSU aims to promote equity, diversity and ethical behavior in sustainable procurement and supply chain.

### **3.2. Expected outcomes**

- Rationalization and cost savings of the University;
- Professionalization in the field of public procurement, raising the level of training of public procurement specialists;
- Optimization of control functions in the field of public procurement;
- Bringing electronic procurement activities closer to international standards;
- Developing a fair competitive environment and reducing corruption in this area by ensuring effective and transparent procurement

#### **LIST OF ABBREVIATIONS**

UN - United Nations

SDGs - Sustainable Development Goals

SSU - Sumgait State University

ILO - International Labour Organization

WTO - World Trade Organisation

SME - small and medium enterprises

ASPU - Azerbaijan State Pedagogical University

ASOIU - Azerbaijan State University of Oil and Industry

ISSA - Institute of Soil Science and Agrochemistry

IM - Institute of Microbiology

IRP - Institute of Radiation Problems

PMI - Polymer Materials Institute

IPP - Institute of Petrochemical Processes

IP - Institute of Physics

KSU - Kazan State University

USPTU - Ufa State Petroleum Technical University