



**Approved by the
Decision of the
Academic Council
Al-Farabi KazNU Protocol No.
8 of 29 March 2023.**

AL-FARABI TREASURY POLICY ON SUSTAINABLE PROCUREMENT

This Policy on the procurement of goods, works and services (hereinafter - the Policy) is developed to coordinate and streamline the process of procurement of goods, works and services in Al-Farabi Kazakh National University, in accordance with the Law of the Republic of Kazakhstan "On Public Procurement" № 434-V of 04 December 2015 and the Rules of public procurement approved by the order of the Ministry of Finance of the Republic of Kazakhstan № 648 of 11 December 2015.

1. basic definitions and abbreviations:

- 1) Al-Farabi Kazakh National University - Al-Farabi Kazakh National University (hereinafter - the Company);
- 2) Act - Public Procurement Act;
- 3) Rules - Rules for the implementation of public procurement;
- 4) Customer - a structural subdivision of the Company that requires goods, works and services in order to fulfil its tasks;
- 5) DEF - Department of Economics and Finance;
- 6) Planning and Economic Division of the EDF is a structural subdivision of the Company that consolidates information on the need for goods, works and services and plans the said need;
- 7) Logistics Support Division (LSD) - DEF Logistics Directorate;
- 8) MO is the material department of the DEF;
- 9) Procurement Organiser - a structural subdivision of UMTO Company responsible for the organisation and conduct of procurement of goods, works and services in accordance with these Rules and the Rules for Public Procurement;
- 10) contingent 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 results of conducted procurement (excluding value added tax);
- 11) EDI - electronic document management system;
- 12) The list of pre-purchases of goods, works and services -



A list of goods, works and services approved by the order of the First Manager of the Company intended for preliminary procurement 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 the development of the Company's development plans.

2 Customers and organisers of the Company.

Procurement Customers:

Structural subdivisions of the Company.

Procurement Organiser:

LSD

3.General Provisions

3.1.Organisation of procurement, interaction in procurement, conclusion of procurement contract and other issues arising from the Policy shall be 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:

3.2.1 conducting procurement on the basis of fair competition among potential suppliers;

3.2.2 publicity and transparency of the procurement process;

3.2.3 procurement procurement taking into account overall benefit to the university;

3.2.4 optimal use of funds;

3.2.5 support of domestic suppliers of goods, works and services that do not contradict legislation and international norms.

3.3.Procurement of goods, works, services and conclusion of a procurement contract are 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 shall have the right to request from the Supplier, if necessary, title, authorisation and other documents confirming the quality, originality and origin of the goods and/or qualification of the Supplier's executors in the provision of work, 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, provided that it meets the requirements of the legislation of the Republic of Kazakhstan.



4. Methods of procurement

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 shall have the right:

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

4.4. provide for the procurement of goods, works, services with 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 contracting authority shall have no obligation to reimburse these costs regardless of the outcome of the procurement.

5. Acceptance of work performed and services rendered.

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

5.2. The Purchaser or his representatives may monitor and check the services provided 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 conform to the requirements specified in the technical specification.

If the results of the rendered services and work are found to be non-compliant with the requirements of the technical specification, the Supplier shall take measures to eliminate the 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.