



**Lankaran State University
Purchasing Supply Department
Procurement Policy
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Used Resources

Lankaran State University - Procurement policy

Law on public procurement <https://e-ganun.az/framework/54966>

Statement of purpose

The application of this policy is enforced by the administration of LSU, where management, in consultation with the sustainability committee, reviews procurement procedures and funding sources and updates processes necessary to comply with relevant procurement legislation and regulations.

Purchase policy of LSU is conducted by the Purchase commission approved by the University management.

The Commission monitors the decision-making and implementation of the Procurement process in accordance with the Law on Public Procurement through continuous development and consultation with experts.

Purchase and sale agreements with LSU help the university to continue its development and improvement in many areas.

By additional product this policy no less important according to his role, it is a preparing of managers on procurement for result-based deals, management of tenders and conclusion of contracts.

Since the procurement process includes both short- and long-term construction contracts and the like, complexity is a ubiquitous feature of procurement contracts with higher education institutions.

Policy Purpose

The main purpose of this policy is to:

- a) accepting that its procurement and procurement operations have a major impact on the economy, society and the environment;
- b) to guarantee that purchased goods and services fulfill their social and environmental obligations;
- c) to reduce negative environmental and social outcomes while increasing positive contributions to local and global communities;
- d) to show a good example for stakeholders by adopting sustainable procurement criteria and fostering a culture of responsible procurement.

LSU's sustainable Procurement policy

At LSU, the Sustainable Procurement Policy is implemented by the Procurement and Supply Department. The procurement organization and supply department ensures the regulation and management of the activities of structural units in this area in order to conduct procurement in accordance with the requirements of the legislation.

It carries out the organization of purchases at the expense of funds allocated from the state budget of Lankaran State University and received from various sources in accordance with the requirements of the Law of the Republic of Azerbaijan "On State Procurement" and other sub-normative acts adopted in this regard, regulates its activities, connects and coordinates of the structural units in this area, inspects the execution of repair and restoration works together with the local operation departments, monitors the conformity of goods and materials, work and services to the standards, the execution of concluded contracts and performs other work related to the development of this field. Purchase process at the same time due to equipped with new and modern techniques to ensure for the continuous development of LSU works for the purchase of laboratory equipments. In order to implement all these processes, to ensure the development of new goods, materials, machinery and equipment, and other areas, it is carried out using the open tender, quotation, single-source procurement processes according to the Law on State Procurement.

LDU's single source procurement procedure is used in these cases. In case of urgent demand in any field or in anticipation of Article 19 of the Law on State Procurement, LSU implements it.

Procurement procedure by Open Tender method

Open Tender procurement procedure In accordance with the Law on State Procurement, LSU uses the Open Tender method if the expected price per cost item exceeds the equivalent of 100,000 manats based on the cost estimate reflected in the financial statements of LSU. Thanks to the open tender procedure, it ensures the continuous development of the areas whose development is essential, which can affect the future development of LSU.

Quotation request method

With this method, it applies to all cost items below the equivalent of 100,000 manats per cost item. LSU is committed to complying with the regulatory environmental and social needs of both the community and the government. The LDU has the necessary volume to mitigate any persistent mismatch regardless of its regulated status. Thus, LDU considers the presence of internal control components in its suppliers before making an important purchase decision:

- *Risk Identification and Risk Assessment*
- *Information and Communication*
- *Monitoring*
- *Existing Control Activities*

In addition, the policy highlights regulatory and industry benchmarks for sustainable procurement:

1. Defines the modern techniques used in the supply and procurement planning process.
2. Implementation of quality requirements related to the procurement process in practice.
3. Determine how procurement helps reduce costs and increase business consistency.
4. Define the regulatory framework of procurement management.
5. Define procurement methods and procedures for each specific procurement.
6. Sources vendors and uses accepted methods to select the best.

LSU strictly follows the Law on Public Procurement and accurately assesses the nominal limits in local currency set by the Law on Public Procurement.

Chapter 4

Important principles

Reusing Available Resources:

LSU understands the limited nature of natural resources and strives to minimize their use. Sustainable purchasing favors environmentally friendly and resource efficient products and services.

Energy Efficiency Monitoring Technology:

LDU focuses on energy efficient goods and services to reduce carbon footprint. While purchasing equipment and appliances, LDU selects those with a high energy efficiency rating. Most importantly, apart from prioritizing the use of renewable energy, LSU plans to install energy monitoring devices to analyze electricity consumption every hour and reduce unnecessary energy use in its daily operations.

Reducing Emissions:

LDU is committed to minimizing greenhouse gas emissions from its procurement activities. Sourcing vendors also consider low-carbon production and delivery where possible. LSU promotes fair and ethical labor standards throughout its supply chain. The organization works with sellers that adhere to international labor standards, including prohibition of forced labor, child labor and discrimination.

LSU will implement its procurement strategy through the following points:

- The University's sustainable procurement policy should apply to all persons purchasing products and services on its behalf.

LDU will ensure that the products and services it purchases are as environmentally friendly and socially beneficial as possible.

- LDU will promote a partnership approach for sustainable development and encourage suppliers to comply with national and international standards on environmental, social and economic issues.
- Control the acquisition of sustainable goods and services to limit or reduce negative environmental impacts.

LSU publishes this Sustainable Procurement Policy on its website and disseminates it to a wider audience to monitor its implementation and continued compliance.

Those responsible for the management of LSU regularly evaluate the Sustainable Procurement Policy in consultation

with the university's Sustainable Development Committee. The Finance Manager then monitors the implementation of any proposed changes or improvements.

