



SUSTAINABLE PROCUREMENT POLICY

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Rev: 02

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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

Introduction

1.1. Sustainable Resource Management (hereinafter – SRM), which means managing resources by considering future (economical and social) in mind, matters for Baku State University. Thus, one of the steps of SRM is sustainable procurement and it has more benefits for Baku State University (hereinafter – BSU), such as reducing waste, energy consumption, carbon and more resource usage while decreasing cost and increasing total revenue. Moreover, it can avoid risks associated with environmental issues.

Current situation

1.2. Current situation is as the following:

- Heating system in BSU buildings was switched to the clean and sustainable heating.
- Hybrid cars were bought and now, are being used for service. It is planning to change all other cars of BSU to sustainable hybrid car.
- One solar panel was installed in BSU. It is planning to install more solar panels in the campus for sustainability.
- BSU has a big campus with green trees, and there are evergreen trees that use little water.
- It is forbidden to use any plastic bottle in canteens that are locating in different buildings.
- BSU signs service agreement with catering companies that are operating in line with SDGs.
- BSU consider SDGs as a selection criterion while procurement.
- Recycle bins for both plastic and paper wastes were placed in the buildings.
- Daylight saving bulbs are lightening system were used in the buildings.

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STRENGTHS	WEAKNESSES
Robust national law and regulatory framework	Lack of knowledge and awareness about sustainability
Leadership	Lack of coordination and collaboration
Provide respective employees with the trainings on SDGs	Partially compliance with International Standards
Having Social Work department and integration of SDGs to the curriculum	Difficult to evaluate the sustainability of suppliers
OPPORTUNITIES	THREATS
Decrease energy costs	Little Support or Pushback from Suppliers
Affect multiple environmental issues	Difficulty Accessing Proper Technology
Improve your supplier diversity	Higher Costs

Legal base:

1.3. Legal base of Sustainable Procurement is provisions of the respective Laws of Azerbaijan Republic, Decrees and (or) the orders of The President and The Cabinet of Ministries of Azerbaijan Republic, this Sustainable Investment Policy of Baku State University (hereinafter – SPP), respective International Field Standards and other related legal documents.

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY**Mission of the policy:**

2.1. Mission of SPP is to make the framework for all stakeholders and integrate SDGs to the procurement practices to reduce negative consequences on society and environment. SPP outlines the objectives, scope, planned actions, monitoring and reporting methodology and resource allocation regarding procurement practices of BSU.

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Objectives of the SPP

2.2. Objectives of SPP are as the following:

- Reduce negative environmental impact through SIP.
- Prioritize usage of clean products and services, while contributing clean energy usage and reduction of carbon footprint.
- Promote inclusion of diverse suppliers and fair trade in their supply chain.
- Keeping balance between sustainability and cost-effectiveness.
- Making conformance to industry and legal requirements.
- Apply global best practices.
- Making knowledge and awareness toward SDGs and sustainable procurement practices.
- Promote fair competition and transparency.
- Promote purchasing from local suppliers and using recycled materials in the various processes.

Scope of the SPP:

- 2.1. SPP policy applies to all kinds of procurement actions taken by BSU and is binding for all BSU staff who are responsible for procurement and other related activities. Moreover, SPP's application is extended to all service or product suppliers, and contractors. SPP is applicable across the entire university including Faculties, departments, structures etc.

SECTION 3. PLANNED ACTIVITIES, MONITORING AND REPORTING

Planned activities:

- 3.1. Planned actions in for the short-term and long-term period is as following:

SHORT-TERM PERIOD ACTIONS (within 3 years)

Action 1: Set supplier selection criteria by taking their sustainability into consideration

Action 2: Evaluate the competences of internal staff as procurement officers regarding sustainable procurement

Action 3: Evaluate the current state of external stakeholders regarding sustainability

Action 4: Supporting research and innovation regarding sustainable procurement

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Action 5: Engage supplier which operate in line with international labor standards

Action 6: Making diversity and inclusivity through the supply chain

Action 7: Making and increasing awareness within the academic and administrative staff for sustainable procurement.

LONG-TERM PERIOD ACTIONS (within 10 years)

Action 8: Priority is given to procurement that contribute to clean and renewable energy, efficient resource, and environmentally friendly responsible practices

Action 9: Priority will be placed on collaborating with companies or organizations which exercise fair labor practices, internal and external stakeholder engagement initiatives, and a commitment to social welfare progress

Action 10: Provide procurement staffs with trainings regarding sustainability

Action 11: Collaborate or start initiative with companies which incorporate sustainability to their supply chain

Action 12: Collectively address relevant emerging issues by involving internal and external stakeholders

Action 13: Support the development of tools for benchmarking ESG integration to SPP.

Action 14: Support regulatory developments for sustainable procurement at BSU

Monitoring and reporting:

3.2. Monitoring and reporting actions will be taken as the following:

- Procurement officers should make sure that all procurements are in line to the SPP.
- Respective units will report on a semi-annual basis on the performance of Sustainable Procurement to the Rector and (or) Trustee Board.
- Audit will collaborate with procurement officers to monitor procurement activities within departments or units.

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SECTION 4: RESOURCE ALLOCATION

4.1. For achieving the goal of this policy, below-mentioned resources will be used by respective units, comities and working groups:

- Competent and trained human resources.
- Sufficient financial resources.
- Physical infrastructure.

History and Updates

Date	Updates	Page	Purpose
20/12/2022	Issue date Revision date Revision number	All pages. Footer	To show the history and updates
25/09/2023	Page number	All pages. Header	To define the information spot
25/09/2023	History and Updates table	8	To illustrate changes and corrections

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