 SATBAYEV UNIVERSITY	MINISTRY OF EDUCATION AND SCIENCE REPUBLIC OF KAZAKHSTAN NON-PROFIT JOINT STOCK COMPANY « KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV»	
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PUBLIC PROCUREMENT MANAGEMENT

DP KazNRTU 604

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FOREWORD

1 DEVELOPED by the Public Procurement Department of NJSC “Kazakh National Research Technical University named after K.I. Satbayev”

2 AGREED

Responsible for translation

Head of the English Language Department

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PUBLIC PROCUREMENT MANAGEMENT

Documented procedure No. 604

1 GENERAL REGULATIONS

1.1 Present procedure "Public Procurement Management" was developed in accordance with the Law of the Republic of Kazakhstan "On Public Procurements" dated December 4, 2015 No. 434-V.

1.2 The requirements of present procedure are intended for the public procurement department and apply to public procurement of products/services affect the quality of purchased products for the University.

1.3 All work under this procedure is supervised by the Head of Decision-Making Board of the Management Board. The head of the public procurement department is appointed by the order of the head of the University.

1.4 The procedure is mandatory for the heads of departments of the University responsible for procurement and employees responsible for the incoming control of purchased products.

1.5 See Appendix A that presents a flowchart and matrices of inputs/outputs of the "Procurement" process.

1.6 This procedure is an internal regulatory document of the University and is not subject to share to other parties, except for auditors of certification bodies during audits of management systems, as well as to consumers-partners (at their request) with the permission of the head of the University.

2 NORMATIVE REFERENCES

-The Law of the Republic of Kazakhstan "On Public Procurement" dated December 4, 2015 No. 434-V.

- "Regulations for the implementation of public procurement", approved by order of the Minister of Finance of the Republic of Kazakhstan dated December 11, 2015 No. 648.

3 PUBLIC PROCUREMENT MANAGEMENT

3.1 The customer or the organizer develops and approves the annual public procurement plan in the manner and form determined by the regulations of public procurement based on the relevant University budget (University development plan).

3.2 The development of the Public Procurement Plan of Goods, Works, Services, (preliminary public procurement plan) is carried out by the Public Procurement Department (hereinafter - PPD).

3.3 The annual public procurement plan is approved (by an authorized person) by the Chairman of the Board - Rector within ten working days from the date of approval (by an authorized person) of the relevant budget (development plan).

3.4 The public procurement plan (preliminary public procurement plan) of procurement is drawn up for the financial year.

3.5 While developing the Public Procurement Plan (preliminary public procurement plan), the following factors should be considered:

- funds within the budget program;
- the University budget;
- income forecasts as a result of realization of output.

3.6 The annual public procurement plan (preliminary annual public procurement plan) must contain the following information:

- 1) identification code of public procurement;
- 2) the nomenclature of goods, works, services according to the directory, including the amounts allocated for public procurement, excluding value added tax;
- 3) the method and timing of public procurement;
- 4) planned terms and place of delivery of goods, fulfillment of works, provision of services;
- 5) planned the time frame of goods delivery, works performance, services provision in accordance with the schedule and breakdown by year within the allocated and foreseen amounts for each financial year in the cases provided for in article 43 of the Law on Public Procurement;
- 6) conditions for public procurement in accordance with article 51 of the Law on Public Procurement.

3.6 Amendments and (or) additions to the annual public procurement plan are made based on the protocols of the meeting of the budget commission.

3.7 Amendments and (or) additions to the annual public procurement plan are made no more than twice a month.

4 PUBLIC PROCUREMENT PROCEDURE

4.1 The Public Procurement Department is responsible for organizing and conducting procurement based on the protocols of the meeting of the budget commission. At the same time, the PPD is guided by the Public Procurement Plan (preliminary public procurement plan) of goods, works, services.

4.2 Public procurement is carried out in one of the following ways:

- competition (open competition, competition using two-stage procedures, competition with prequalification, competition using framework agreements, competition using the score-rating system);
- auctions;
- request for quote;
- sole sourcing;
- commodity exchanges.

4.3 The customer determines the method of public procurement in accordance with this Law, except for the list of goods, works, services for which the method of public procurement is determined by the authorized body.

4.4 Public procurements are carried out on the web portal of public procurements, except for the cases provided by the Public Procurement Law.

4.5 The procedure for implementing public procurement by tender.

The organization and tender process provide for the implementation of the following consecutive activities:

- 1) the determination of the organizer by the customer, except for cases when the customer and the organizer act as one individual and an authorized representative of the customer representing the interests of the latter in the upcoming tender;
- 2) the determination and approval of the Competition Commission, the composition of the Expert Commission or an expert (if necessary), determination of the Secretary of the Tender Commission;
- 3) approval of the draft tender documentation;
- 4) publication the announcement of the implementation of the tender on the web portal, as well as the text of the tender documentation;
- 5) preliminary discussion through the web portal of the draft tender documentation and posting on the web portal of the protocol of the preliminary discussion of the draft tender documentation, as well as the text of the tender documentation;
- 6) submission by potential suppliers of applications for participation in the tender in the form of an electronic document and their automatic registration on the web portal;
- 7) automatic opening of bids and posting on the web portal of the relevant protocol of opening;
- 8) consideration by the tender committee through the web portal of applications for participation in the tender of potential suppliers for their compliance with the qualification requirements and requirements of the tender documentation, as well as the absence of restrictions provided for in Article 6 of the Law;
- 9) bringing the applications for participation in the tender in accordance with the qualification requirements and requirements of the tender documentation by potential suppliers;
- 10) re-consideration of applications for participation in the tender of potential suppliers, brought in line with the qualification requirements and requirements of the tender documentation;
- 11) identification of potential suppliers that meet the qualification requirements and requirements of the tender documentation, and their recognition as tender participants, as well as the application of the relative values of the criteria to the competitive price proposals of tender participants;
- 12) automatic comparison of conditional prices of bidders by the web portal, determination of the winner of the tender based on the lowest conditional price, as well as a potential supplier who took second place, and posting on the web portal a protocol on the results of public procurement by the method of competition;
- 15) signing of the contract by the customer with the winner based on the protocol on the results of public procurement by the tender method.

4.5 The procedure for public procurement by the method of requesting quote.

Public procurement by the method of price offers are carried out for homogeneous goods, works, services, if the annual volumes of such homogeneous goods, works, services in value terms do not exceed eight thousand times the size of

the monthly calculation index established for the corresponding financial year by the law on the republican budget. The decisive factor here is the price.

The public procurement department publishes on the web portal in the Kazakh and Russian languages the following information on ongoing public procurement by requesting quotations:

1) the quantity of goods, the amount of work performed, services rendered, which are the subject of ongoing public procurement, indicating the allocated amounts;

2) a brief description of the purchased goods, works, services;

3) the place of delivery of goods, performance of works, provision of services;

4) the required time for the delivery of goods, performance of work, provision of services;

5) the starting and completion dates for the submission of price offers by potential suppliers;

6) the project of the contract indicating the technical specification.

Customers develop a technical specification indicating national standards, and in the absence of such interstate standards for purchased goods, works, services. In the absence of national and interstate standards, the required functional, technical, qualitative and operational characteristics of the purchased goods, works, services are indicated, taking into account the rationing of public procurement.

At the same time, a brief description of the purchased goods contains a requirement for suppliers to provide documents confirming the compliance of the supplied goods with the requirements established by technical regulations, provisions of standards or other documents in accordance with the legislation of the Republic of Kazakhstan on technical regulation.

In the posted information provided by the Regulations on Public Procurement, the content of indications for trademarks, service marks, trade names, patents, utility models, industrial designs, the name of the place of origin of the goods and the name of the manufacturer, as well as other characteristics are not allowed, if the indication determines that the purchased goods, works, services belong to a separate potential supplier, except for the following cases of the public procurement:

1) for the completion, modernization and retrofitting of the main (installed) equipment, as well as the installed software (licensed software);

2) to determine the service provider for the provision of goods for the lease and the need for a detailed description of the leased item;

3) for repair and (or) technical service of the goods (equipment) available to the customer.

After the deadline for submitting price proposals expires, the web portal automatically compares price proposals and summarizes the results of public procurement by requesting price proposals.

The winner is the potential supplier who offered the lowest price offer.

If only one price offer of a potential supplier is submitted during the period of submission of price proposals, such public procurement is automatically recognized as invalid by the web portal, and the organizer carries out public procurement using a single source method from the potential supplier who submitted this price offer.

At the same time, the price of the concluded contract in accordance with paragraph 7 of Article 38 of the Law should not exceed the price offer of a potential supplier.

If no price offers from potential suppliers are submitted within the deadline for submitting price offers, such public procurements are automatically declared as failed by the web portal, and the organizer makes repeated public procurements by request for price offers.

The protocol on the results of public procurement by the method of requesting price offer is posted on the web portal automatically after their submission.

4.6 The procedure for public procurement using a sole source method.

Public procurement of goods, works, services by means of a sole source through the direct signing of a public procurement contract on the basis provided for in paragraph 3 of Article 39 of the Law is carried out in exceptional cases when it is impossible to purchase such goods, works, services by other means specified in the subparagraphs 1), 2), 3), 5) and 6) paragraph 1 of Article 13 of the Law.

The decision on the implementation of public procurement by one source with a direct signing the contract is made by the first head of the customer or the individual acting as him/her, or the Head of Decision-Making Board of the central state body or the Acting Head of Decision-Making Board.

In cases of deciding on public procurement from one source by direct signing of an agreement, such public procurement is carried out in compliance with the principle of public procurement provided for in article 4 (1) of the Law.

An individual who decides to conduct public procurement from a sole source by directly concluding a public procurement contract is personally responsible for compliance with the principles of public procurement provided for in subparagraph 1) of Article 4 of the Law.

The customer, no later than ten working days from the date of signing the contract, publishes on the web portal a report on public procurement from a single source by direct signing of the contract in the form specified in Appendix 31 to present Regulations.

The report in accordance with the second part of paragraph 3 of Article 41 of the Law must contain the following:

- 1) information about the official who made the decision to conclude a public procurement contract from a sole source by directly concluding a public procurement contract;
- 2) the rationale of the reasons for the impossibility of public procurement by other means specified in subparagraphs 1), 2), 3), 5) and 6) of paragraph 1 of Article 13 of the Law;
- 3) the rationale of the supplier selection;
- 4) the rationale of the price of the concluded contract on public procurement, as well as other conditions of the contract.

In cases where a decision is made to carry out public procurement from a sole source by direct signing of an agreement on the grounds provided for in subparagraphs 6), 7), 15), 28), 46), 50), 51), 53) and 54) of paragraph 3 of the article 39 of the Law, the customer sends requests for offers to at least three potential suppliers via the web portal to determine the supplier, operating in the market of

purchased goods, works, services, including similar ones (similar) goods, works, services determined based on the analysis of the market of purchased goods, works, services by examining publicly available sources of information contained in advertising, catalogs, descriptions of goods, works, services and other proposals addressed to an indefinite range of persons, including those recognized as public offers in accordance with the Civil Law of the Republic of Kazakhstan.

A request for the provision of commercial proposals sent through the web portal to a potential supplier is drawn up in the form specified in Appendix 32 of the Rules on Public Procurement.

Commercial offers of potential suppliers may be presented in the form of price lists describing the characteristics of the goods supplied (work performed, services rendered) and other supporting documents.

Commercial offers at the request of the customer in the cases provided for in paragraph 470 of the Rules on Public Procurement, and (or) at the initiative of potential suppliers are submitted through the web portal.

Based on commercial proposals submitted at the request of the customer in the cases provided for in paragraph 470 of the Regulations on Public Procurement, and (or) at the initiative of potential suppliers, the customer, in compliance with the principle of public procurement provided for in subparagraph 1) of Article 4 of the Law, determines a potential supplier for the implementation of public procurement from a sole source by the direct contract.

The customer sends a draft contract certified by an electronic digital signature through the web portal to the prospective supplier for the purpose of concluding the contract.

5 SUPPLIER SELECTION AND EVALUATION

5.1 Evaluation of suppliers and their subsequent selection is carried out in accordance with the Law "On Public Procurement" and the Regulations for the implementation of Public Procurement.

5.2 Evaluation and selection of suppliers is carried out by the tender commission with the possible participation of authorized representatives of potential suppliers and in accordance with the established requirements of the Rules for the implementation of Public Procurement.

5.3 Competition commission:

- examines competitive bids for completeness, execution, the presence of inconsistencies, the availability of the required documented evidence of compliance and the presence of all signatures and seals;
- Rejects inappropriate bids.

5.4 Suppliers are evaluated using the following criteria:

- compliance with legal requirements;
- the best indicator at conditional prices determined in accordance with legal requirements and tender conditions;
- compliance with the requirements of the tender documentation;
- meeting registration deadlines.

5.5 The results of the competition are drawn up in accordance with legal requirements.

6 PUBLIC PROCUREMENT CONTRACTS IMPLEMENTATION

6.1 The agreement on public procurement shall be developed in accordance with the requirements of the legislation on public procurement.

6.2. As the agreement is developed and the supplier secures the implementation of the agreement the PPD and the customers (structural divisions) organize (control) the delivery of the purchased products to the University.

7 DELIVERY OF PURCHASED PRODUCTS

7.1 Delivery of products can be carried out (in accordance with contractual stipulation) by:

- suppliers of purchased products; specialized transport organizations;
- by the University's own resources.

7.2 The PPD documents the purchase. Control over the accuracy of the primary documents by the supplier is carried out by the PPD.

7.3 Delivery of products by the University is carried out in the following order.

The PPS negotiates with the supplier the time, place of shipment of products from the supplier, determines the person responsible for the delivery of products (these functions can be entrusted to the driver of the vehicle), issues a letter of attorney to receive tangible assets in the accounting and analysis of assets department, transfers information to the person responsible for delivery received products (by nomenclature, quantity, packaging, quality control methods, transportation requirements and other information).

Based on a letter of attorney to receive tangible assets, the responsible person receives products from the supplier in accordance with the supplier's accompanying documentation: waybill, invoices, certificate of completion.

Products are loaded onto vehicles in accordance with the requirements of the contract (agreement) for the purchased products or by a method previously agreed with the supplier using technical means for performing loading and unloading operations of the supplier or manually.

The received products are delivered to the University and transferred to the stock officer (hereinafter SO) according to the accompanying documentation received from the supplier. The shipping documentation of the SO is transferred to the department of accounting and analysis of assets.

7.4 Registration and identification of purchased products is carried out according to the records of accounting and operational accounting used at the University in accordance with the nomenclature of files.

7.5 Purchases are documented in the form of contracts, agreements, and other documents in accordance with the current legislation of the Republic of Kazakhstan.

7.6 Documentation of the transfer of purchased products to the ownership of the University is carried out according to the established forms of accounting.

7.7 Prior to signing by the University management, contracts and agreements must be reviewed and agreed with the legal support sector in accordance with the requirements of the Law of the Republic of Kazakhstan.

7.8 Contracts, procurement agreements on the part of the University are signed by the head and / or the vice-rector based on the Charter and a letter of delegations.

7.9 After the purchase, all completed financial documents are transferred to the Department of Finance and Accounting.

7.10 The technical documentation for the purchased products must contain sufficient information:

- the name, type, class, grade or other technical identification.
- the requirements for products laid down in the accompanying documentation, packaging, labeling, testing and other technical data, including certification requirements;
- the name, number and date of the normative document applied to the products.

8 INCOMING CONTROL OF PURCHASED PRODUCTS

8.1 Checking (incoming control) of the products received by the University is carried out with the employees who made the purchase (upon request).

8.2 Incoming control of products consists in comparing the accompanying documentation with the established requirements for products, as well as in checking:

- quality and compliance with the requirements of national standards, and in case of their absence, interstate standards for purchased goods;
- the purchased goods must be new, unused, in their original packaging, free from any defects in material and workmanship;
- conformity of the name, brand and type of purchased goods;
- availability of accompanying documentation for the goods, certifying its quality and completeness;
- conformity in quantity and configuration;
- expiration dates;
- free from any rights and claims of third parties based on industrial and (or) other intellectual property.

8.3 The input control of products at the University begins with the verification and study of the accompanying documents confirming its quality (certificates of conformity, passports, operational documentation).

8.4 In case of detecting an underdeliver of the Goods, according to the list of purchased goods and technical specifications, or finding any hidden manufacturing defects in the delivered Goods at the time of opening the package, or if the quality of the Goods does not fully comply with the technical conditions of manufacture, the Customer draws up a reclamation report within twenty days, and the Supplier within 14 (fourteen) calendar days and at its own expense replaces the Goods with a new one.

8.5 The guarantee period for the delivered Goods is 12 (twelve) calendar months from the date of receipt of the Goods at the Customer's warehouse. The warranty period for the replaced or repaired Goods begins from the moment of replacement with new Goods. All costs for the elimination, replacement of defects in the Goods, including those associated with customs clearance, are also borne by the Supplier. If the delay in eliminating the defects that have arisen occurs due to the fault of the Supplier, the guarantee period is extended by the corresponding period.

8.6 If necessary, for example, when purchasing complex equipment, the incoming control procedure can be carried out at the supplier's enterprise. This must be specified in the relevant purchase agreement.

8.7 The purchased technological equipment is checked by the specialists of the University for this equipment. If the University does not have the necessary specialists to check the technological equipment, the University apply for the help of a third-party expert.

8.8 In case of obtaining negative results at the entrance control:

The structural division registers the failure in compliance and draws up a statement in 2 copies for the products that did not pass the incoming inspection and informs the supplier in a written form.

9 ACCEPTANCE OF COMPLETED WORKS AND RENDERED SERVICES

9.1 Acceptance of work performed and services rendered is carried out by representatives of the department concerned in the prescribed manner.

9.2 The Customer or its representatives may monitor and verify the Services provided for compliance with the requirements specified in the technical specification. In this case, all costs for these checks shall be borne by the Supplier. The Customer shall, in writing and promptly, notify the Supplier of its representatives designated for these purposes.

9.3 Services must meet or exceed the standards specified in the technical specification.

9.4 If the results of the Services rendered during the inspection are found to be inconsistent with the requirements of the technical specification, the Supplier shall take measures to eliminate inconsistencies with the requirements of the technical specification, at no additional cost to the Customer, within 5 calendar days from the date of the inspection.

10 STORAGE

10.1 Storage of purchased products can be carried out:

- in respective locations / usage;
- in specially designated places, including warehouses.

10.2 Storage of purchased products at the University is organized in accordance with the requirements for storage facilities, defined in the relevant regulations.

10.3 Storage of products can be carried out in closed warehouses, containers or outdoor areas in accordance with the requirements of technical specifications or other regulatory documents for products, the requirements of fire safety rules.

10.4 The Infrastructure Management Department is responsible for the condition of storage facilities, labeling, compliance with expiration dates and correct storage of materials, equipment, and components.

11 PUBLIC PROCUREMENT RECORDS

11.1 All documentation on public procurement carried out must:

- be kept under the responsibility of the PPS;
- be kept in files (folders) according to the nomenclature of files.

12 RISK MANAGEMENT IN PUBLIC PROCUREMENT

12.1 Risks may arise during implementing public procurement, depending on the situation there are different measures to resolve and prevent them.

Risk nominations	Risk Causes	Risk Effects	Risk management / reduction measures
Risk of incorrect code CGWS product when developing and approving a public procurement plan	Non-compliance of the characteristics of the purchased goods, works and services with UNHGWS	Increasing the purchase time of certain product, works and service	Control and qualitative determination of the type of goods, works and services in accordance with the Law "On Public Procurement in the Republic of Kazakhstan"
The risk of the participant's refusal to sign a contract	Non-fulfillment of the approved item of the plan. The need to amend the public procurement plan, increase the cost and / or increase the delivery time of goods, works and services	Increasing the purchase time of certain product, works and service	Control during the signing and execution of contracts to be guided by the corresponding articles of legislative and regulatory acts in accordance with the Law "On Public Procurement in the Republic of Kazakhstan".
The risk of non-fulfillment or improper fulfillment of the terms of the contract (non-delivery of goods, delivery of low-quality goods, violation of deadlines).	Disruption of the purchase of goods, works and services at the scheduled time or / or the purchase of low-quality goods. Recovery of a penalty (fine, penalty fee) from the customer	Failure to meet the delivery date of procurement	Control over the execution of the contract the name, quantity, technical specification, cost, place and time of delivery of goods (execution of works, provision of services, invoice) are issued in electronic form in accordance with the Law "On Public Procurement in the Republic of Kazakhstan"

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Risk of non-fulfillment or improper fulfillment of the terms of the contract (untimely provision made by the Supplier)	Inclusion of the Supplier in the list of dishonest Suppliers	Restriction (services, goods and works supply) for participation on the public procurement portal	Control on the part of the Customer of the deadlines for submitting the application by Suppliers in accordance with the Law "On Public Procurement in the Republic of Kazakhstan".
Failure in correct compilation of the technical specification of goods, works and services	Appeal and cancellation of the announced tender, as well as disruption of deadlines	Failure to comply with the paragraph of the public procurement plan	Competently composed a technical specification of goods, works and services in accordance with the Law "On public procurement in the Republic of Kazakhstan"

13 EVALUATION, ANALYSIS AND IMPROVEMENTS

13.1 The legislation of the Republic of Kazakhstan on public procurement is based on the principles:

- optimal and efficient spending of money used for public procurement;
- providing potential suppliers with equal opportunities to participate in the public procurement procedure, except in cases provided for by the Law on Public Procurement;
- fair competition among potential suppliers, prevention of collusion between procurement participants;
- openness and transparency of the public procurement process, including compliance with the legitimate rights of suppliers to trade secrets (before making decisions on public procurement);
- providing support to domestic producers of goods, as well as domestic suppliers of work and services to the extent that it does not contradict international treaties ratified by the Republic of Kazakhstan;
- responsibility of participants in public procurement;
- prevention of corruption manifestations;
- acquisition of innovative and high-tech goods, works, services.
- observance of intellectual property rights contained in the purchased goods.

13.2 The basis of financial and economic activity is the planning of income and expenses, preparation, and approval of the Public Procurement Plan (preliminary public procurement plan) of goods, works, services of the University.

14 ANTI-CORRUPTION CLAUSE

14.1 An employee of the PPD in the performance of his/her work duties under an employment contract in accordance with the requirements of the legislation of the Republic of Kazakhstan on combating corruption undertakes not to commit offenses, i.e. - not to give/receive bribes /remuneration (not to mediate in bribery, not to abuse authority, not to participate in commercial bribery or other illegal use of one's official position contrary to the legitimate interests of the Employer for the

purpose of gratuitously or using the advantages of obtaining benefits in the form of money, securities, other property, including property rights, works or services of a proprietary nature, for their own benefit or for the benefit of other individuals or to influence the actions or decisions of any individuals (including - officials) and/or bodies in order to obtain unreasonable advantages, to achieve other unlawful purposes.

14.2 The employee of the PPD is obliged to notify the Employer if any individuals contact him/her to persuade him/her to commit corruption, as well as if the Employee becomes aware that on behalf of the Employer, employees, contractors, or other individuals are organizing (preparing) and/or committing a corruption.

14.3 If an Employee of the PPD suspects that a violation of any provisions of this Section has occurred or may occur, the Employee undertakes to notify the Employer personally and/or in a written form. In a written notification, the Employee is obliged to refer to facts or provide materials that reliably confirm or give reason to assume that a violation of any provisions of this Section has occurred or may occur.

14.4 The employee of the PPD is obliged to take measures to prevent any possibility of a conflict of interest in the understanding of the requirements of the legislation of the Republic of Kazakhstan on combating corruption and immediately notify the Employer of the conflict of interest or the possibility of its occurrence as soon as he/she becomes aware of it.

14.5 The employee of the PPD is aware that the Employer encourages employees to submit confirmed information about corruption offences.

14.6 Compliance by the Employee of the PPD with the principles and requirements of the legislation of the Republic of Kazakhstan on combating corruption is considered when forming a personnel reserve for the nomination of an Employee to get higher positions.

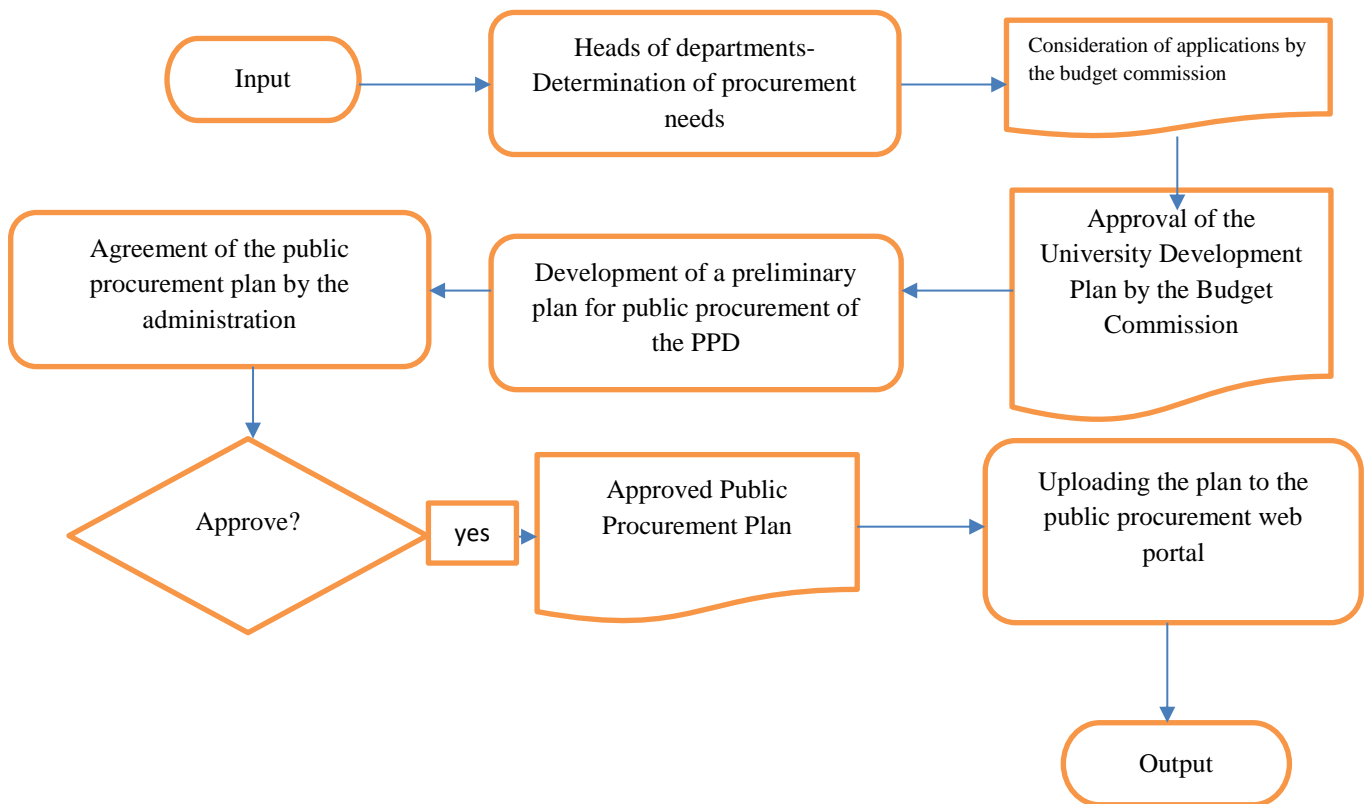
14.7 The employee of the PPD has been warned about the possibility of bringing disciplinary, administrative, civil and/or criminal liability in accordance with the procedure established by the legislation of the Republic of Kazakhstan for violation of anti-corruption requirements provided by the legislation of the Republic of Kazakhstan and internal regulatory documents of the Employer.

14.8 The Employer guarantees the implementation of proper proceedings on the facts of violation of the provisions of this Section in compliance with the principles of confidentiality and the use of effective measures to prevent possible conflict situations. The employer guarantees the absence of negative consequences for the notifying party who reported the fact of violations.

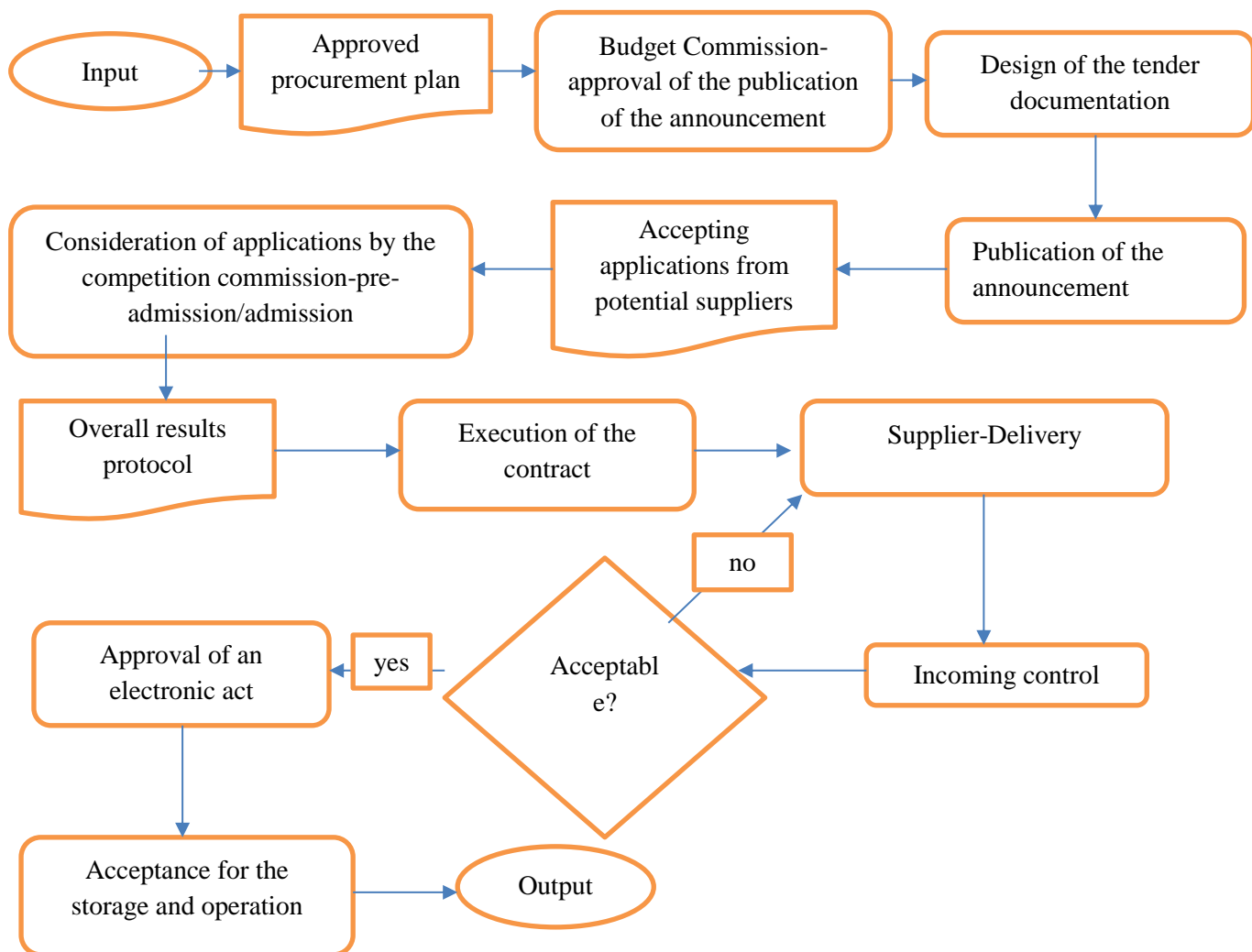
Appendix A

A Flowchart of the "Procurement Management" process

A1. Public procurement management



A2. Procurement by the "open tender" method



Amendments Record Sheet

Amendment Sequential Number	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Number and date of notification	The amendment made	
				Date	Surname and initials, signature, position