



SATBAYEV
UNIVERSITY



SUSTAINABLE
DEVELOPMENT
GOALS

SUSTAINABLE PROCUREMENT/PURCHASING POLICY

PREFACE

1 DEVELOPED by the Project Office for Sustainable Development Goals – support and facilitation of inclusive education of NJSC “Kazakh National Research Technical University named after K.I. Satpayev”

2 APPROVED

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« 2 » 03 2026 y.



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SUSTAINABLE PROCUREMENT POLICY

SATBAYEV UNIVERSITY

I. INTRODUCTION

1.1. Purpose

This Policy defines the principles for the procurement of goods, works, and services, taking into account environmental, social, and economic factors (sustainable procurement).

The objective of the Policy is to meet the University's needs while simultaneously reducing negative environmental impact, ensuring social responsibility, and using budgetary funds efficiently in accordance with the legislation of the Republic of Kazakhstan.

1.2. The objectives of the Policy

Objectives of the Policy:

- integration of sustainability principles into all stages of the procurement cycle;
- consideration of the total cost of ownership (life cycle cost);
- reduction of environmental impact;
- promotion of ethical and responsible practices in the supply chain;
- ensuring transparency and fair competition.

II. THE UNIVERSITY'S COMMITMENT TO SUSTAINABLE PROCUREMENT

2.1. General approach

The University seeks to procure goods, works and services that:

- meet actual needs;
- have high energy efficiency, durability, repairability and recyclability;
- minimize waste and resource consumption;
- are supplied by responsible suppliers complying with labor, environmental and anti-corruption legislation.

Sustainability principles are applied at all stages, from needs planning to acceptance and disposal.

2.2. Sustainability throughout the purchasing cycle

The principles of sustainable procurement are taken into account at all stages of the procurement cycle, including:

1. demand planning;
2. preparation of a technical specification or description of the procurement subject;
3. market analysis and selection of purchasing approach;
4. establishment of qualification and other requirements in cases permitted by law;
5. evaluation of proposals in accordance with the established criteria;
6. execution of the contract, acceptance of the result, and, if necessary, issues of maintenance, disposal, decommissioning, or replacement.

2.3. Correlation with legislation and internal documents

This Policy is applied in accordance with the legislation of the Republic of Kazakhstan in the sphere of public procurement, as well as with other applicable laws and internal documents of the University.

In the event of a conflict between this Policy and the mandatory requirements of the legislation of the Republic of Kazakhstan, the requirements of the legislation of the Republic of Kazakhstan apply.

III. GUIDELINES FOR SUSTAINABLE PROCUREMENT

3.1. Environmental responsibility

When making purchases and depending on the nature of the procurement subject, the University strives to take into account the following environmental aspects:

1. energy efficiency;
2. rational use of water, electricity, paper, fuel, and other resources;
3. waste and packaging volume reduction;
4. the use of recyclable, reusable, reclaimed, or environmentally preferable materials, if it is reasonable and possible;
5. durability, reliability, and maintainability of products;
6. reducing the negative impact on the environment during the production, delivery, operation, and disposal of goods.

3.2. Social responsibility

Compliance by suppliers with labor legislation, prohibition of forced and child labor, ensuring safe working conditions, and prevention of discrimination.

3.3. Economic efficiency

Selection of solutions with the best balance of price, quality, and operating costs (total cost of ownership).

3.4. Integrity and transparency

Sustainability criteria shall be applied within the limits permitted by the legislation of the Republic of Kazakhstan, without unjustified restriction of competition.

IV. GOVERNANCE AND RESPONSIBILITY

4.1. Responsible bodies

Overall supervision of the implementation of the Policy is carried out by the Member of the Management Board – Vice-Rector for Administrative, Social and Educational Work.

Operational responsibility is borne by the Public Procurement Sector jointly with the Project Office for Sustainable Development Goals.

4.2. Powers of the Public Procurement Sector

- integration of sustainability criteria into procurement documentation;
- methodological support and консультация структурных подразделений;
- monitoring of Policy implementation;
- preparation of proposals for its improvement.

4.3 Responsibilities of employees

All employees involved in planning, preparation and conduct of procurement shall be guided by this Policy.

V. SCOPE OF APPLICATION OF THE POLICY

5.1. Applicability

The Policy applies to all procurements of the University regardless of the source of funding (unless otherwise provided by the legislation of the Republic of Kazakhstan).

5.2. Exceptions

Deviations are allowed only in justified cases (conflict with legislation, absence of alternatives in the market, urgency, specifics of scientific/educational activities) and must be properly documented.

VI. MONITORING AND REVISION

6.1. Monitoring

The Public Procurement Sector annually analyzes the application of sustainability criteria, cases of deviations, and proposals for improvement.

6.2. Revision

The Policy shall be reviewed at least once every three years or earlier in case of changes in legislation or procurement practices. Proposals for revision are prepared by the Public Procurement Sector jointly with the Project Office for Sustainable Development Goals.

VII. FINAL PROVISIONS

1. This Policy comes into force on the date of its approval, unless otherwise established by the relevant act of the University.

2. The Policy shall be applied in conjunction with the legislation of the Republic of Kazakhstan and other internal documents of the University.

3. This Policy is part of the University's overall approach to sustainable development and is aimed at implementing the priorities identified by the University's Sustainable Development Strategy, as well as contributing to the achievement of the relevant United Nations Sustainable Development Goals (SDGs).

APPENDIX 1. BASIC DEFINITIONS

Sustainable procurement is an approach to the procurement of goods, works, and services, which, along with price and quality, takes into account environmental, social and economic factors throughout the life cycle of the procurement subject.

Supplier is a potential supplier, supplier, contractor, or executor involved in the procurement procedure or executing a contract with the University.

Sustainable criteria are characteristics of a product, work, service, supplier, or method of contract performance related to environmental responsibility, social responsibility, economic efficiency, safety, durability, energy efficiency, packaging, maintenance, and other similar aspects.

APPENDIX 2. THE UNIVERSITY'S MINIMUM EXPECTATIONS FOR SUPPLIERS

The University expects suppliers, contractors, and performers to:

1. comply with the legislation of the Republic of Kazakhstan and the terms of the contract;
2. not use forced or child labor;
3. ensure safe working conditions and respectful treatment of employees;
4. not allow corruption, fraud, the provision of deliberately false information and other unfair actions;
5. take reasonable measures to reduce waste, overpackaging, inefficient use of energy and other resources;
6. at the request of the University, provide supporting information on the characteristics of the goods, works, and services offered, within the limits permitted by law and the terms of purchase.