



**Purchasing Policy
of
Azerbaijan Technical University**

Baku-2024

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Policy Statement

Azerbaijan Technical University Purchasing Policy supports the need to procure goods and services for the university in a timely and cost-effective manner, while ensuring compliance with applicable regulations, requirements which the university must satisfy, and appropriate business processes. Through strategic sourcing, rigorous evaluation, and continuous improvement, we aim to optimize resource utilization and support the university's mission of academic excellence and innovation.

General Principles

Azerbaijan Technical University makes purchases on the law of the REPUBLIC of AZERBAIJAN on antimonopoly activity and public procurement during procurement.

Ethical Principle

To enhance the ethical standards of AzTU's purchasing policy, consider adding the following elements:

- **Economy** - application of price, quality and non-price factors in a way that does not negatively affect the realization of the purchase;
- **Integrity** – activity free from fraud, bribery and corruption in a coordinated and purposeful manner from the budget and resources;
- **Efficiency** - organization of a process appropriate to the value and risk of the result, taking into account the possibilities of application, time limitation and cost savings;
- **Transparency** - timely presentation of relevant procurement information to interested parties in the same accessible form, documentation of procurement activities and compliance with confidentiality requirements;
- **Accountability** – fulfills the requirements of transparency and responsibility by combining them and requires the persons involved in the procurement process to be accountable for their actions (or inaction);

Responsibilities

Procurement Department

- Develop and maintain the purchasing policy and procedures.
- Oversee all procurement activities and ensure compliance with policy guidelines
- Identify departmental procurement needs and prioritize purchases.
- Submit accurate and complete requisitions in a timely manner.
- Process purchase requests efficiently and in accordance with policy guidelines.

Financial Department

- Conduct market research to identify potential suppliers and obtain competitive bids.
- Verify budget availability for proposed purchases and ensure proper fund allocation.
- Process purchase orders, invoices, and payments in a timely manner.

Supplier

- Provide accurate pricing information and adhere to agreed-upon terms and conditions.
- Maintain ethical business practices, including transparency and honesty in all dealings.
- Address any concerns or issues raised by AzTU promptly and professionally.
- Comply with contractual obligations, specifications, and delivery timelines.

Procurement Methods

All proposals and quotations received will be evaluated based on quality, service, compliance to specifications and price and all awards will be made in the best interest of the university. During the procurement process, Azerbaijan Technical University complies with the Law of the Republic of Azerbaijan on Public Procurement. AzTU procurement Method include:

Open Tendering: This is a competitive process where bids are invited from all interested suppliers or contractors. It ensures transparency and gives equal opportunity to all potential suppliers.

Restricted Tendering: In this method, only pre-qualified suppliers or contractors are invited to bid. It's used when specific expertise or qualifications are required, or for high-value procurements.

Request for Quotations (RFQ): RFQs are used for procuring standardized items or services with well-defined specifications. Suppliers provide quotations based on the requirements outlined in the RFQ. Pursuant to the law of the Republic of Azerbaijan on public procurement, procurement at the Azerbaijan Technical University by the quotation method is carried out when the estimated price is up to 100,000 manats.

Single-Source Procurement: Also known as sole-source procurement, this method involves procuring goods or services from a single pre-selected supplier. It's used when there's only one suitable supplier available or for specialized goods/services.

Payment Methods

The payment methods used by AzTU for procurement would likely align with common practices in Azerbaijan and adhere to relevant policies and regulations. Here are some typical payment methods that AzTU might utilize:

- Advance payment at the request of the supplier
- Implementation of payment with the contract and handover act with the supplier enterprise
- Business card: It is used for making minimal online payments.

Monitoring and Evaluation

In AzTU, corruption-related requests should be investigated in an operative, fair and objectively. If, as a result of the investigations carried out, the corruption situation is prevented from occurring, then the legal decision to disrupt the situation will be taken in order to prevent the occurrence of such situations in the future.

Review

This policy will be reviewed at least every 2 years. The previous version of the policy will remain in full force and effect until the adoption of new version.