



Purchasing Policy of Azerbaijan Technical University

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Purpose of the policy

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.

The policy also aims to reduce the environmental impact of the organization's operations by prioritizing eco-friendly products and sustainable practices.

General Principles

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

Ethical Principles

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);

Sustainable Purchasing

Applying sustainability to the purchasing process involves integrating environmental, social, and economic considerations into procurement decisions.

The primary purpose providing sustainable purchasing strategy is multifaceted, aiming to align procurement activities with broader organizational goals related to sustainability.

For this goal department can incorporate environmental and social criteria into supplier selection processes and refer suppliers with recognized sustainability certifications (e.g., ISO, Fair Trade, etc.). Aim to reduce waste in the purchasing process by choosing products with minimal packaging or that are recyclable is the efficient way for sustainability. Align procurement practices with industry standards and best practices for sustainability.

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.

All these processes use electronic procurement systems that support sustainability criteria that is carried out on the basis of the electronic portal pursuant to the law of the Republic of Azerbaijan on public procurement.

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.

Using these payment methods in AzTU enhance transparency and traceability, also e-invoicing systems eliminate paper invoices, reducing paper waste and improving efficiency.

Monitoring and Evaluation

In AzTU, corruption-related requests should be investigated in an operative, fair and objectively.

According to annual and semiannual reports, measure metrics such as carbon footprints, energy consumption, water usage, and waste generation. Moreover, using e-procurement system increases to collect and manage data on purchasing activities and sustainability performance. 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 every 2 years. The previous version of the policy will remain in full force and effects until the adoption of new version