

# Samarkand State University named After Sharof Rashidov

## Sustainable Purchase and Procurement Policy

The Samarkand State University's Sustainable Procurement Policies (Guidelines) lay out the minimum sustainability requirements for products and services purchase and identify those product attributes that are strongly preferred, if not mandatory. There are three pillars behind the notion of sustainability i.e., economic, environmental, and social. It means effective sustainable purchase and procurement practices bring sustainable development and act as a primary factor for wise distribution and utilization of resources. According to Brundtland Commission Report (1987), it was defined as "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs."



Figure- 01 Three Pillars of Sustainability

Samarkand State University strictly follows three pillars before purchasing and procuring goods and services. Significant information has been derived to provide a detailed description of each pillar to the university community. It is said that sustainable procurement is "smart" procurement, as it takes a three-dimensional life cycle approach versus the traditional one-dimensional,

economics-focused approach. Three-dimensional thinking (economic, environmental, and social) does not mean it takes three times longer, nor is the outcome necessarily more expensive. Sustainable procurement is strategic procurement practice at its optimum.

Social	<ul style="list-style-type: none"> <li>• Human rights</li> <li>• Clean drinking water</li> <li>• Food security</li> <li>• Fair pay and labor law protections</li> <li>• Anti-child labor and forced labor laws</li> <li>• Fair trade</li> <li>• Health and safety</li> <li>• Gender equality including universal education</li> <li>• Child mortality and maternal health</li> <li>• Healthy lives and well-being for all</li> </ul>
Economic	<ul style="list-style-type: none"> <li>• Economic regeneration</li> <li>• Sustainable economic development</li> <li>• Emerging markets</li> <li>• Development of SMEs</li> <li>• Total cost of ownership and life cycle costing</li> <li>• Value for money</li> <li>• Poverty reduction</li> </ul>
Environmental	<ul style="list-style-type: none"> <li>• Environmental resource management</li> <li>• Urban planning</li> <li>• CO2 reduction</li> <li>• Alternative energies: e.g.: solar, wind</li> <li>• Water management</li> <li>• Sustainable agriculture</li> <li>• Marine resources management</li> <li>• Protection of ecosystems</li> <li>• Pollution and waste management</li> </ul>

Samarkand State University purchases and procure goods and services with the anticipation of some important factors.

1. **Financial:** University needs to purchase and procure more efficient and sustainable goods, works or services to reduce the cost.
  - (a) Identify and develop the sustainable solution's market.
  - (b) Increase competitiveness by increasing demands for sustainable solutions.
  - (c) Strive for innovative and more sustainable solutions.
  - (d) Cost cuttings by applying life-cycle costing on long-term basis
  - (e) Minimize disposal costs and sustainable impacts of products at their end of life.
2. **Risk Management:** Proactively work in assessment of economic, legal, environmental and social sustainability threats and opportunities, and develop strategy for manage the risks.
3. **Commitments Towards Sustainable Goals:** Samarkand State University describes its organizational culture, values and ethics in accordance with relevant policies before purchasing and procurement. We are also determined to commitments and priorities ought to be clearly stated in the policy and operational implementation ought to be reflected in procurement practices at university.
4. **Response to Increasing Stakeholders Expectations:** Samarkand State University prioritizes its social and sustainable responsibilities. Beyond the requirements established by university, university also acts on sustainable solutions for environmental and social problems.
5. **Social Responsibilities:** University is determined to perform well on social and sustainable responsibilities in order to enhance competitiveness and scores greater competitive advantage. Implementing sustainable procurement may attract other financial investors, boost labor markets and attract the best organizations to bid.

These guidelines are prepared to be utilized by the university's purchase and procure department, faculties, and departments. Guidelines are aimed to educate personnel involved in purchasing and procurement of goods and services at the university on required and preferred Green (environmentally sustainable), economically, and socially responsible sustainable criteria to be included in the bid specifications and reporting. It provides new negotiations for the pricing of goods and services.

## Procurement Process:

The procurement regulations comprise a defined procurement process as “The procedure that starts with the identification of need and continues through planning, preparation of specifications, budget considerations, selection of goods, contract award, and contract management.

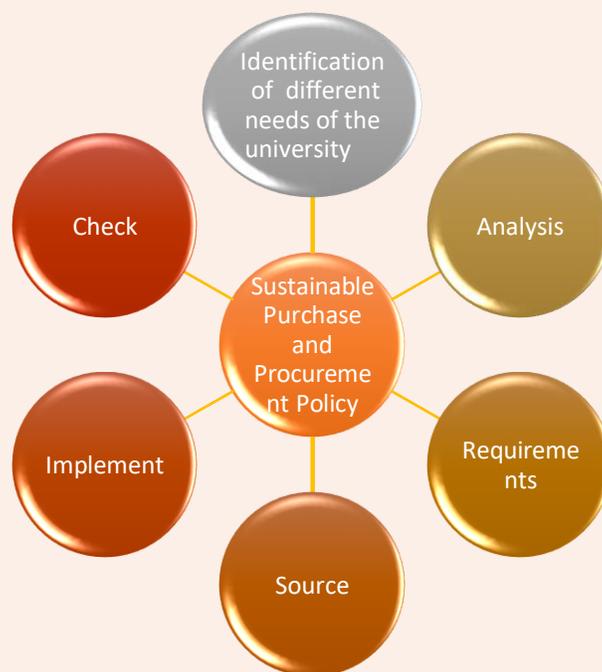


Figure-02 Shows sustainable purchasing and procurement method

### Identification:

In order to implement a sustainable purchase and procurement policy, the university’s responsible personnel will identify the key requirement with economic, environmental, and social indicators.

Sustainability priorities may arise from a variety of sources, such as:

1. Buyer policies on economic, environmental, and social sustainability.
2. Community needs and expectations.
3. Environmental risks (Natural)
4. Environmental and Social Assessment

### Analyze Sustainability Needs:

University personnel responsible for purchasing and procurement of goods and services need to research and analyze the supply market. It deals with choosing the appropriate selection method and approach to market options.

Strategic actions related to sustainability ought to be embedded in the purchase and procurement policy, such as:

1. Key findings about sustainable procurement needs, opportunities, and risks and supply marketability to deliver it.
2. Actions required to manage key sustainable procurement risks and opportunities.
3. Recommended demand-related approach (reduce, reuse, and recycle).
4. Sourcing strategies for delivering sustainable procurement objectives.
5. Prequalification/ Initial Selection of bid/ proposal consideration.
6. Criteria for sustainability evaluation.
7. Expected sustainability benefits
8. Impact of the sustainability approach on the procurement and budget.

**Sustainability Score Matrix:** Sustainability issues have been ranked and classified into three categories i.e., **1- Less Priorities, 2- Moderate Priorities, and 3- High Priorities.**

This table clearly intends the university's goal towards sustainability. As university wants to reduce carbon emissions, fair pay, and economic regeneration.

Issue	Organizational Needs	Risks and Opportunities	Market Analysis	Target Score
	Priority	Scope to Improve	Market Responsiveness	
CO <sub>2</sub> Emission	3	3	3	9
Use of Natural Resources	2	2	2	6
Fair Pay	3	3	1	7
Economic Regeneration	3	3	1	7
Waste Minimization	2	2	1	5

#### Source:

At this stage, the university's procurement process deals with approaching the market, decisions on when to include sustainable criteria and full bids, identifying the most advantageous bid proposal, and awarding the contract. It is important that the procurement documents clearly describe the sustainability evaluation criteria so that suppliers are informed on how their proposals would be evaluated against them. For this purpose, buyer may organize a pre-bid supplier briefing. The purpose of this to give prior notice to the potential suppliers about the procurement and inform them about sustainability priorities.

University's purchase department will set out criteria to evaluate the bids/ proposals. This methodology includes.

1. Qualifying Criteria
2. Rated Criteria
3. Monetary Quantifiable Criteria

The supplier with the best sustainable procurement solution may not always be the successful Bidder/Proposer if they are not competitive in other areas. It is important that the whole of their Bid/Proposal is assessed on all criteria to determine the best fit-for-purpose solution.

**Implement:**

The designated office at Samarkand State University ought to proactively manage the contract to ensure that the sustainability priorities are delivered, as agreed. They opt for an appropriate way to manage contract implementation and the relationship with the supplier is to develop a comprehensive contract management plan. The contract management plan should be finalized together to include performance targets and measures. The contract manager and supplier ought to revisit the established sustainable procurement risk profile, throughout the planning and selection stages.

**Check:**

It covers activities to check and review delivery and assess if the sustainability outcomes and priorities were delivered. Part of this process may involve debriefing the supplier and key stakeholders on what went well and what could have been improved. What lessons were learned and how can these be shared by all parties involved.