STATE TOURISM AGENCY

AZƏRBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

SUSTAINABLE PROCUREMENT POLICY

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Introduction

The sustainable procurement policy is a framework implemented with the aim of facilitating the procurement process for goods and services needed by higher education institutions.

This policy:

1.The implementation of a continuous procurement policy within ATMU will institutionalize gained experiences, leading to positive environmental, social, and economic impacts over time. By embracing sustainability as a core value and integrating it into procurement processes and decision-making, the institution can contribute to a more sustainable future for all stakeholders. Furthermore, activities under the Sustainable Procurement Policy aim to integrate, improve, and sustain impacts on ATMU culture and operations, including the approval of the annual procurement list;

2.Implementation of internal procedures;

3.Determination of the estimated value in accordance with existing legislation;

4.Establishment of the tender commission;

5.Organization of the tender commission meeting and determination of the terms of reference;

6.Posting of the announcement on the e-tender electronic portal;

7.Approval of the final protocol;

8.Obtaining approval from the State Service for Antimonopoly and Consumer Market Control under the Ministry of Economy of the Republic of Azerbaijan;

9. Signing of the contract for the announced goods (services and works);

10.Announcement of the competition (tender, quotation, and sole source) results.

ATMU's Procurement Activities:

1.Ensuring the sustainability of the procurement plan;

2.Identifying problematic suppliers and informing the relevant executive body accordingly;

3.Ensuring that the announced services and goods meet modern and international standards;

4.Giving priority to recyclable products;

5.Enhancing the knowledge of the procurement staff;

6.Increasing the diversity of companies within the supply chain;

7.Ensuring the application of knowledge and skills of trusted suppliers.

Legal Base

The Azerbaijan Tourism and Management University (ATMU), as a public legal entity, implements its procurement policy in accordance with the existing legislation of the Republic of Azerbaijan, based on the Decree of the President of the Republic of Azerbaijan, the Resolutions of the Cabinet of Ministers, the decisions of the Ministry of Economy of the Republic of Azerbaijan, and the State Service for Antimonopoly Policy and Consumer Market Supervision under the Ministry of Economy of the Republic of Azerbaijan.

ATMU's sustainable procurement policy is applied in accordance with the policies, procedures and rules outlined in the decree of the Republic of Azerbaijan on the application of the law of the Republic of Azerbaijan dated July 2023, 14, No. 988-VIQ” on Public Procurement".

Objective

The purpose of Sustainable Procurement Policy of ATMU is to regulate the procurement of goods and services in need of ATMU, to enhance its functionality, as well as to ensure fair, transparent and non-discriminatory participation of micro, small, medium and large entrepreneurs when purchasing used construction, consulting services, information technologies, goods, materials and various services.

The implementation of ATMU's Sustainable Procurement Policy aims to increase and manage financial literacy, increase effectiveness in improving students ' education and business opportunities for enterprise staff, and ensure and organize the maintenance of quality standards.

To ensure the implementation of stable internal procurement procedures of ATMU, the law on Public Procurement and other laws in force in the territory of the Republic of Azerbaijan (prevention of corruption, competition and other illegal activities).

The purpose of the contracts signed as a result of the announced competitions is to ensure the fulfillment of the rights and obligations of each party within the framework of the current legislation.

Current Situation

Decisions, results and purchasing processes of the Procurement Commission shall be held accountable and liable for the law on Public Procurement and state law. Procurement planning is carried out in order to ensure financial, social and environmental sustainability.

- Educational buildings under ATMU are provided with durable heating systems.
- In 2023, ATMU bought 1 Toyota Corolla hybrid car.
- ATMU plans to exchange existing cars on its balance sheet for hybrid cars.
- For recycling, batteries, plastic containers and garbage containers for paper waste were provided.
- The educational building uses LED lamps to illuminate the auditorium and rooms.

Basic principles:

1.Informing and instructing enterprise staff, students and third parties in ensuring ATMU's sustainable procurement policy activities.

2.Ensuring accuracy and responsibility for setting and implementing standards and meeting needs and expectations in ATMU's sustainable procurement processes.

3.Strengthening communication and cooperation between ATMU internal structures and their involvement in the procurement process during the implementation of the processes on the sustainable procurement policy of ATMU.

4.Accurate verification and ensuring compliance of ATMU's sustainable procurement policy with license and higher education standards.

5.Review, discuss, evaluate and document proposals on ATMU's sustainable procurement policy by procurement experts.

6.Implementation of transparent analysis of the activities of entrepreneurs operating in the sovereign territory of the Republic of Azerbaijan and the services (products) provided by them through the electronic portal of the declared competitions in the purchase of goods and services on the sustainable procurement policy of ATMU.

There is a Procurement Commission on the implementation of Sustainable Procurement Policy at ATMU. The main principle of the Procurement Commission is to analyze the technical, legal and financial capabilities of the entrepreneurs who will participate in the procurement process in accordance with the set of conditions drawn up and prevent the restriction of their participation opportunities. The Procurement Commission of ATMU does not communicate in an informal form with entrepreneurs participating in the competition, and all correspondence is carried out through an electronic portal.

SWOT Analyses

STRENGHTS

The procurement policy of ATMU is regulated in accordance with the law on Public Procurement;

The activities of the commission are independent;

Implements a policy aimed at the purchase of ecological goods.

WEAKNESSES

Members of the Procurement Commission are not interested in attending trainings;

Poor intra-departmental coordination;

Analysis poor quality of services of goods offered by entrepreneurs and those they will provide in reality.

OPPORTUNITIES

Conduct of future goods and services according to environmental standards and sustainable development goals;

Strengthening cost control;

Opportunities to establish cooperation in accordance with the principles of sustainability.

THREATS

Unrealistic capabilities of suppliers participating in the relevant procurement announcement;

Inability of suppliers to present products manufactured in modern technologies;

Long period of delivery of goods.

Strategy Implementation

The implementation strategy and planning of the sustainable procurement policy is based on the decision set to achieve the goals and objectives of the policy implemented in the ATMU in a sustainable and rapid manner. On the basis of the annual forecast provided by the financial and Planning Department of ATMU, the purchase of the required goods and services is functionally ensured in accordance with the corresponding sustainable procurement method declared in the annual plan. The implementation strategy aims at the short-term and long-term action plan:

Short-term action plan (3-5 years):

1.Review and update the Sustainable Procurement Policy document to improve and comply with sustainability standards;

2.Conducting training sessions to raise awareness among stakeholders on the importance of sustainable procurement practices;

3.Development of an improvement action plan for compliance of ATMU with updated policies, audit of procurement processes and documentation;

4.To ensure the effective organization of the sustainable procurement process, it is necessary to carry out data collection and analysis (costs, suppliers ' working principles, environmental impact, etc.) implementation;

5.Development and enhancement of internal and Inter-structural expertise on procurement-related Sustainable Development Goals;

6.Organizing an opinion poll with domestic and (or) international suppliers to improve or adjust the Sustainable Procurement Policy;

7.Exploring opportunities for joint procurement initiatives or attracting suppliers;

8.Assessment of sustainability principles of international practice and application of ATMU to procurement process;

9.Cooperation with other HEIs` and (or) suppliers for the purpose of using collective procurement practices in sustainable procurement processes;

Long-term action plan (10-13 years):

1.Integration of sustainable procurement objectives into ATMU's strategy;

2.Stakeholders (students, teaching staff, administrative staff, NGO members, etc.) creation of formal mechanisms for sustainable participation;

3.Implementation of ATMU's commitment to sustainable procurement and its social, environmental practices to reach and promote existing and potential suppliers;

4.Organizing pilot programs for the acquisition of environmentally supported goods and services;

5.Determination and performance measurement of key performance indicators (KPI) for procurement policy effectiveness control based on Sustainable Development Goals;

6.Integrating sustainability principles into the curriculum and providing students with opportunities to participate in sustainability projects;

7.Implementation of third-party certifications and recognition programs to confirm ATMU's commitment to sustainable procurement.

Stakeholder Engagement

Stakeholder involvement is important for the successful implementation of a Sustainable Procurement Policy at ATMU. Stakeholders include students, faculty, administrative staff, administrators, suppliers, local agencies, and other relevant parties who have an interest in the procurement activities of the enterprise.

1.Conducting surveys, focus groups, interviews or workshops to explore interest groups and understand their needs, concerns and expectations;

2.Collect feedback on key issues such as supplier selection and product choices in line with the Sustainable Development Goals prior to the procurement process;

3.Development of communication strategies and feedback mechanisms to raise awareness among stakeholders;

4.Formation of a mechanism for attracting stakeholders on an international scale.

In accordance with the principles of sustainable procurement policy in the organization of participation of interested parties can cover:

Monitoring & Evaluation

The procurement process should be carried out on the basis of the principles of a sustainable procurement policy;

Procurement responsible persons shall ensure that the goods and services acquired during the execution comply with the Sustainable Procurement Policy.

Outcome & Reporting

Upon receipt of goods and services during procurement, monitoring will be carried out on evaluation criteria in accordance with the Sustainable Procurement Policy; Members of the relevant procurement structure and (or) commission will report to the Rector on the implementation of the procurement process; In cooperation with procurement officers on procurement activities supervision at ATMU.

Resource Allocation

- Financial resources;
- Human resources;
- Technology implementation;
- Infrastructure availability;
- Supplier participation.

Periodic Updating

It may be based on annual, biannual, or specific milestones or changes in the institutional context, in accordance with a predetermined division of jobs for revision of sustainable procurement policies. At its core, strengthening integration into sustainable development goals, prioritizing factors that are not foreseen, attracting stakeholders based on a vision of sustainability, improving ATMU's strategic goals, etc. it can be.