



**BAKU
ENGINEERING
UNIVERSITY**

SUSTAINABLE PROCUREMENT POLICY

**Approved by Rectorate
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1. INTRODUCTION

Baku Engineering University (BEU) acknowledges that procurement activities are not merely operational but have a strategic role in promoting sustainability across its academic, administrative, and infrastructural domains. By adopting responsible procurement practices, the university aims to contribute positively to environmental protection, social well-being, and economic integrity. BEU acknowledges that sustainable procurement practices are the central and key mechanism and factor supporting the University's climate action and net-zero greenhouse gas emissions responsibilities and commitments.

2. OBJECTIVES

The primary objective of BEU's Sustainable Procurement Policy is to ensure that all purchasing decisions are aligned with the university's commitment to sustainable development. Environmental and social sustainability criteria shall form a mandatory component of supplier evaluation and contract award decisions. Specifically; the policy is designed to:

- Reduce the environmental impact of procured goods and services;
- Promote ethical and inclusive supply chains;
- Implement lifecycle-based cost assessments wherever it is possible to take into consideration environmental, social, and operational impacts over the full product lifespan.

3. POLICY COVERAGE

This policy applies institution-wide and includes the acquisition of:

- Educational materials and supplies.
- Laboratory and IT equipment.
- Construction and facility maintenance services.
- Food, cleaning, and general support services.

All university staff involved in procurement are required to apply sustainability criteria as part of their decision-making process.

4. CORE PRINCIPLES

4.1 Environmental Consideration

The university prioritizes reducing its ecological footprint by:

- Selecting products with lower energy consumption and minimal packaging;

- Preferring goods made from recycled or certified sustainable materials;
- Supporting suppliers that demonstrate environmental stewardship.
- Decision to award contract to company should not be based solely on lowest price but considers social impact, environmental impact and other criteria.

4.2 Social Responsibility

BEU's procurement decisions consider the social impact of suppliers by:

- Requiring compliance with fair labor practices and human rights standards;
- Supporting local enterprises and underrepresented business groups;
- Ensuring transparency and equity in supplier engagement.

4.3 Economic Rationality

While maintaining fiscal responsibility, BEU emphasizes:

- The long-term cost-effectiveness of sustainable products;
- Avoidance of hidden costs stemming from environmental harm or unethical labor;
- Investment in quality and durability to reduce frequent replacements.

5. SUPPLIER RELATIONS AND STANDARDS

Suppliers working with BEU are required to:

- Comply with relevant environmental and labor laws;
- Disclose sustainability certifications and performance data when applicable;
- Demonstrate efforts toward improving sustainability outcomes.
- Suppliers at some stage may be required to submit evidences of sustainability performance, environmental quality certificates or any other plans and strategies as part of procurement practices.

A Supplier Code of Ethics will serve as a reference for expectations regarding conduct, transparency, and accountability.

In general, the following steps are taken during procurement under the BEU:

Step 1. After the submission is received by the department, the department's employees examine the probable price of goods, works or services.

Step 2. The probable price is approved by the manager.

Step 3. The set of conditions, contract and other documents are discussed and approved together with the commission members.

Step 4. An announcement is made after the relevant documents are posted on the <https://etender.gov.az/> website.

Step 5. During the tender, the opening takes place within at least 15 (fifteen) working days, and during the request for quotation - within at least (10) working days.

Step 6. After the envelopes are opened through the portal, the documents and price proposals of the companies that submitted the bid are checked by the commission members.

Step 7. In the event of a withdrawal, a withdrawal protocol is prepared.

Step 8. The company that submitted the lowest price proposal with the documents in order from the suppliers is declared the winner and a final

protocol is prepared.

Step 9. The final protocol is approved by all commission members via the electronic system.

Step 10. After the final protocol is approved, the waiting period begins

Step 11. After the waiting period ends, the final protocol is sent to the State Agency for Antimonopoly and Consumer Market Supervision under the President of the Republic of Azerbaijan for approval.

Step 12. After approval by the competition control authority, the contract is signed.

Step 13. Goods, works and services are taken over.

Step 14. Finally, payment is made.

6. IMPLEMENTATION STRATEGY

To embed sustainability into procurement operations, the university will:

- Train procurement staff and key decision-makers on sustainability criteria;
- Include environmental and social metrics in tendering and evaluation processes;
- Develop monitoring tools to track progress and identify areas for improvement.

7. Implementation of this policy and regulation is charged to BEU procurement department in coordination with senior academic management. CAPACITY BUILDING AND COMMUNITY AWARENESS

BEU will promote sustainable procurement as part of its broader educational and outreach initiatives by:

- Organizing seminars, workshops, and campaigns to engage students and staff;
- Encouraging campus-wide participation in sustainable practices;
- Including sustainability themes in academic and extracurricular programming.

8. MONITORING AND CONTINUOUS IMPROVEMENT

The university will establish an internal review mechanism to:

- Regularly assess procurement outcomes against sustainability targets;
- Update procurement guidelines in response to emerging best practices;
- Ensure alignment with national policy and international commitments on sustainability.
- University commits to review periodically (ideally 6-9 months) compliance of the procurement practices with this policy and make reports publicly available

Through this policy, Baku Engineering University reinforces its dedication to responsible procurement as a vital dimension of institutional sustainability. This framework enables the university to not only optimize resource use and ensure ethical supply chain practices but also to lead by example in advancing sustainable development in higher education.