

Sustainable Purchase and Procurement Policy

The Silk Road International University of Tourism and Cultural Heritage Sustainable Procurement Policies (Guidelines) establish the minimum sustainability requirements for goods, works, and services purchased by the University and identify product attributes that are strongly preferred, where not mandatory. There are three fundamental pillars of sustainability: economic, environmental, and social responsibility. Effective sustainable purchasing and procurement practices contribute to sustainable development and serve as an essential factor for the efficient allocation and responsible use of resources. According to the Brundtland Commission Report (1987), sustainable development is defined as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

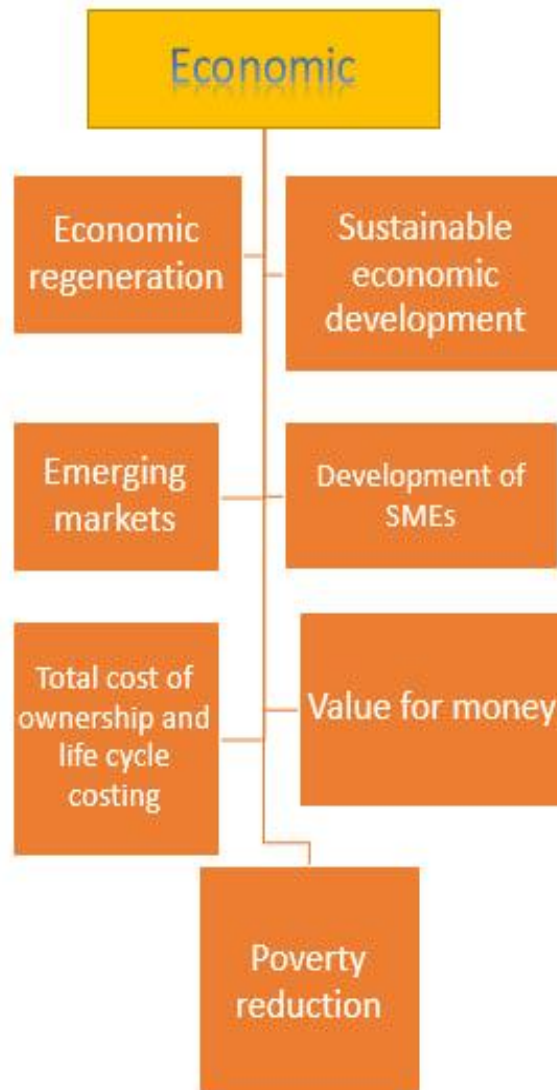


Figure- 01 Three Pillars of Sustainability

Silk Road International University of Tourism and Cultural Heritage strictly follows these three pillars before purchasing and procuring goods, works, and services. Detailed guidance has been developed to provide the University community with a clear understanding of each pillar and its practical application. Sustainable procurement is considered “smart” procurement because it applies a three-dimensional life-cycle approach instead of the traditional one-dimensional model focused only on economic cost. This three-dimensional approach considers economic, environmental, and social factors simultaneously. Such an approach

does not necessarily require more time, nor does it always result in higher costs. Rather, sustainable procurement represents procurement practice at its most strategic and effective level.







Silk Road International University of Tourism and Cultural Heritage purchases and procures goods, works, and services with due consideration of several important factors.

1. **Financial Efficiency:** The University seeks to purchase and procure more efficient and sustainable goods, works, and services in order to reduce costs and achieve long-term value.

- (a) Identify and develop markets for sustainable solutions.
- (b) Increase competitiveness by expanding demand for sustainable goods and services.
- (c) Promote innovative and more sustainable solutions.

- (d) Reduce costs through the application of life-cycle costing on a long-term basis.
- (e) Minimize disposal costs and reduce environmental impacts of products at the end of their life cycle.

2. Risk Management: The University proactively assesses economic, legal, environmental, and social sustainability risks and opportunities related to procurement activities and develops appropriate strategies to manage and mitigate these risks effectively.

3. Commitment to Sustainable Goals: The University aligns its organizational culture, values, and ethics with relevant sustainability policies prior to purchasing and procurement activities. Institutional commitments and priorities are clearly defined in policy documents and are consistently reflected in procurement practices across the University.

4. Response to Increasing Stakeholder Expectations: The University prioritizes its social and environmental responsibilities and recognizes the growing expectations of stakeholders. In addition to internal requirements, the University actively supports and implements sustainable solutions to address environmental and social challenges.

5. Social Responsibility: The University is committed to fulfilling its social and sustainability responsibilities in order to enhance institutional competitiveness and achieve a stronger strategic position. The implementation of sustainable procurement practices may attract additional investors, strengthen labor market engagement, and encourage high-quality organizations to participate in bidding processes.

These Guidelines are prepared for use by the University's procurement department, faculties, and all relevant units. The Guidelines aim to educate personnel involved in the purchasing and procurement of goods and services on the required and preferred green (environmentally sustainable), economic, and socially responsible criteria to be included in tender specifications and reporting processes. They also support improved approaches to negotiation and pricing of goods and services.



Figure-02 Shows sustainable purchasing and procurement method

Identification:

In order to implement a sustainable purchasing and procurement policy, the University's responsible personnel shall identify key requirements using 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. Natural environmental risks.
4. Environmental and social impact assessments.

Analyze Sustainability Needs:

University personnel responsible for purchasing and procurement of goods and services shall research and analyze the supply market. This involves selecting appropriate procurement methods and evaluating available market options. Strategic actions related to sustainability ought to be embedded in the purchase and procurement policy, such as:

1. Key findings on sustainable procurement needs, opportunities, and risks, as well as the market's capacity to deliver such requirements.

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 benefit.
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 ₂ 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 involves engaging with the market, determining when to include sustainability criteria in tender documents, evaluating bids, and awarding contracts to the most advantageous proposals. It is essential that procurement documents clearly define sustainability evaluation criteria so that suppliers fully understand how their proposals will be assessed. For this purpose, the University may organize a pre-bid supplier briefing to provide advance

notice to potential suppliers and communicate the University's 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 Silk Road International University of Tourism and Cultural Heritage shall proactively manage contracts to ensure that agreed sustainability priorities are effectively delivered. An appropriate approach to contract implementation and supplier relationship management is the development of a comprehensive contract management plan. This plan should be jointly finalized and include clear performance targets and measurement indicators. The contract manager and supplier should regularly review and update the established sustainable procurement risk profile throughout the planning and selection stages.

Check:

This stage covers activities for monitoring, reviewing, and verifying whether the agreed sustainability outcomes and priorities have been achieved. It may also include debriefing sessions with suppliers and key stakeholders to evaluate performance, identify what was successful, and determine areas for improvement. The process further involves capturing lessons learned and sharing them among all relevant parties to enhance future procurement practices.