

Chapter 4 “The procedure of selection and maintaining of register of specialized suppliers” of Procurement Policy and Procedures approved by decision of Managing Council of “Nazarbayev University” autonomous organization of education dd. March 27, 2018 № 27.03.18

4. THE PROCEDURE OF SELECTION AND MAINTAINING OF REGISTER OF SPECIALIZED SUPPLIERS

4.1. The procedure of selection of specialized suppliers

1) Specialized suppliers will be selected in the markets with advanced competition.

2) Individual entrepreneurs and organizations that meet the additional criteria approved by the Commission for the Selection of Specialized Suppliers and the following minimum requirements will be invited to participate in the selection of specialized suppliers:

work experience in the relevant market;

lack of significant debts or other liabilities that may affect the supplier’s ability to fulfill his/her contractual obligations;

consent to deliver goods, provide services and perform works based on framework agreements providing catalogs with fixed price or conditional price.

3) Committee for selection of specialized suppliers may approve additional selection criteria.

4) The selection process of specialized suppliers will not be announced if the University does not have any funds to purchase corresponding goods, works and services for planned period of attraction of specialized suppliers.

5) The Head authorized for procurement coordination and control makes decision on creation of Committee for selection of specialized suppliers.

6) Composition of Committee shall comprise no less than 5 (five) persons and consist of the Chairman, Vice Chairman and other members of Committee.

7) Sessions of a Committee are held subject to the presence of ordinary majority of Committee members.

8) Vice Chairman of the Committee acts for the Chairman during his/her absence.

9) In case of the absence of Committee member the absence reason is indicated in the Minutes.

10) Decision of Committee is made by open voting and deemed to be taken if the majority of votes of the total number of attendees on Committee member’s session is casted.

11) In the event of a tie, the Chairman shall have a casting vote.

12) In case of disagreement with Committee’s decision a member of the Committee has the right to special opinion which shall be executed in writing and attached to the minutes of the meeting.

13) If any member of Committee has conflict of interests, this person notifies the Secretary of that fact, which is evidenced in the Minutes. In such case this person does not participate in decision making by the Committee.

14) The Committee exercises following functions:

approves SCMD proposals for using purchases from specialized suppliers in certain goods, works and services chains;

approves draft additional selection criteria and, where necessary, submits proposals for making amendments to draft criteria;

makes decisions on selection of specialized suppliers.

15) Decision of Committee is drawn in the Minutes.

16) Organizational activity of the Committee is provided by the Secretary, which is not member of the Committee and has not the right to vote during decision making by the Committee.

17) Secretary of the Committee is appointed from among the SCMD employees.

18) Secretary of the Committee exercises following functions:

takes the meeting notes;

provides preservation of the materials under internal documents of “Nazarbayev University”.

19) Suggestions defining goods, works or services chains for procurement from specialized suppliers will be submitted by SCMD for consideration by Committee. Interested parties may send their suggestions regarding the list of specialized suppliers to SCMD.

20) SCMD arranges selection of specialized suppliers.

21) Announcement of selection and documents package with selection conditions will be approved by the Head of SCMD. Selection conditions are indicated in the announcement.

22) Announcement of specialized suppliers selection may be posted at EPP and/or on the web-site of “Nazarbayev University”.

23) Where necessary, SCMD is entitled to visit the site for visual inspection. In case of visual inspection SCMD and/or authorized representative of Requestor shall prepare written conclusion onsite inspection.

24) SCMD evaluates candidates for inclusion into the register of specialized suppliers meeting the selection conditions.

25) SCMD submits its recommendations on specialized suppliers selection for consideration by Committee based on evaluation results.

26) Potential suppliers are not subject to be registered in cases of:

noncompliance with sourcing criteria, and/or adverse opinion based on results of visual inspection;

presence in the List of unreliable potential suppliers (suppliers) of “Nazarbayev University”;

potential supplier is an affiliated person of the other potential supplier who has submitted an offer (bid) for relevant type of goods (works/services).

27) Potential suppliers with positive decision of the Committee will be invited to conclude framework agreements.

28) Specialized supplier will be included into the register of specialized suppliers after conclusion of the agreement.

29) Register is formed by SCMD in form approved by the Head of SCMD.

30) Specialized suppliers are usually included into the register for one calendar year. By the end of the period SCMD may recommend Committee to extend it for another calendar year. The number of extensions is not limited.

31) Specialized supplier is entitled not to extend period of his/her stay in register by sending notification to the University.
