



Approved
by Resolution #6.2.1 of the
Executive council of the
autonomous organization of
education "Nazarbayev University"
dated June 5, 2012.

**RULES OF COMPILING AND KEEPING A LIST OF UNRELIABLE
POTENTIAL SUPPLIERS (SUPPLIERS)**
(as amended as of October 22, 2013)

Astana



1. General provisions

1. These Rules of compiling and keeping a list of unreliable potential suppliers (suppliers) (hereinafter - Rules) have been developed in accordance with the Rules for procurement of goods, works, and services approved by Resolution #3 of the Board of Trustees of the autonomous organization of education "Nazarbayev University" dated December 10, 2011 (hereinafter – Rules for procurement).

2. The Rules shall determine a procedure of compiling and keeping a list of unreliable potential suppliers (suppliers) (hereinafter - List) related to procurement of goods, works, and services of the autonomous organization of education "Nazarbayev University" (hereinafter – Nazarbayev University) and its organizations except for non-profit organizations with a status of a fund.

The aim of keeping the List is temporary restriction for unreliable potential supplier (supplier), included in the List, to participate in procurement process of Nazarbayev University and its organizations, and to create favorable competitive environment for procuring goods, works, and services.

3. The List shall be compiled and kept by the authorized body on the issues of procurement in the electronic form in accordance with the sample provided in Attachment 1 hereof.

*Clause 4) is amended in accordance with **Resolution** No. 22.10.13 of the Management council dated October 22, 2013(see previous version)*

4. Resolutions about including potential suppliers (suppliers) into the List and amending the List shall be documented in the minutes of the Management council of Nazarbayev University.

5. The Rules shall apply notions provided by the Rules for procurement.

2. Procedure of compiling and keeping the List of unreliable potential suppliers (suppliers)

6. The List shall be compiled by the authorized procurement body as soon as information is received from client/department which has initiated procurement of goods, works, and services in the cases stipulated by the Rules for procurement.

7. A potential supplier (supplier) shall be included into the List in the cases as follows:

1) submission of unreliable information in accordance with the requirements of tender documentation which influences the results of the tender;

2) avoiding signing the procurement contract in case of being recognized as a winning bidder;

*Subclause 3) is amended in accordance with **Resolution** No. 12.2.1 of the Executive council dated December 11, 2012(see previous version)*

3) failure to perform or untimely non-performance of requirements of the tender documentation, as well as providing and/or terms of providing the security for procurement contract fulfillment and/or security of procurement contract



Clause 11) is amended in accordance with **Resolution** No. 22.10.13 of the Management council dated October 22, 2013(**see previous version**)

11. Within ten business days from the date of receiving information from the client/department that has initiated procurement of goods, works, and services the authorized procurement body shall submit for consideration of the Nazarbayev University Management council an issue about recognizing a potential supplier (supplier) as unreliable and including it into the List.

The terms established thereto shall be extended according to the terms if additional information, specifications are received from the client/department that has initiated procurement of goods, works, and services, potential supplier (supplier) and other people that have participated in the relevant procurement and/or acceptance of goods, works and services.

Clause 12) is amended in accordance with **Resolution** No. 12.2.1 of the Executive council dated December 11, 2013(**see previous version**)

Clause 12) is amended in accordance with **Resolution** No. 22.10.13 of the Management council dated October 22, 2013(**see previous version**)

12. The authorized procurement body shall post information on the Internet-resource of Nazarbayev University as provided by Attachment 1 hereof not later than five business days as soon as the Nazarbayev University Management council makes decision to recognize a potential supplier (supplier) as unreliable and include it into the List, as well as to amend/supplement the List.

13. The authorized procurement body shall automatically exclude a potential supplier (supplier) from the List in the following cases:

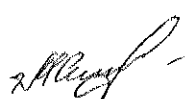
if one year expires from the time of including the supplier into the List;

in accordance with the court decision on its exclusion which has come into legal force.

3. Posting the List of unreliable potential suppliers (suppliers)

14. The List and amendments shall be posted on the Internet-resource of Nazarbayev University.

15. A potential supplier (supplier) shall have a right to appeal the decision about recognizing a potential supplier (supplier) as unreliable and including it into the List in accordance with the procedure established by the legislation of the Republic of Kazakhstan.



**Attachment 1
to the Rules of compiling and
keeping the List of unreliable
potential suppliers (suppliers)**

Sample List of unreliable potential suppliers (suppliers)

List of unreliable potential suppliers (suppliers)

No. of record and including into the List	Date of including into the List	Information about unreliable potential supplier (supplier) and its location/residence			Reasons to include	Date of excluding from the List
		Name of legal person or individual entrepreneur	Mail and legal address of potential supplier (supplier)	TRN (IIN)/BIN		

**Attachment 2
to the Rules of compiling and
keeping the List of unreliable
potential suppliers (suppliers)**

Information about unreliable potential supplier (supplier)

Information about unreliable potential supplier (supplier)*

No.	Information about unreliable potential supplier (supplier) and its location/residence			Data about contract			Reasons for including into the List **	Date of contract termination
	Name of legal person or individual entrepreneur	Mail and legal address of potential supplier (supplier)	TRN (IIN)/BIN	Details of documents, date of procurement, results of procurement	Full name of goods, works, and services	Price of contract		

Full name and signature of the CEO of the client/department that has initiated procurement of goods, works, and services.
Full name, position and signature of the responsible executor, phone number.

Notes:

* it is not allowed to change the table format.

** please indicate a relevant subparagraph of Clause 7 hereof.

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