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EAST WEST UNIVERSITY

Sustainable Procurement / Purchasing Policy of East West University

2024

Sustainable Procurement/Purchasing Policy of East West University

1. Purpose of the Policy

The purpose of the Sustainable Procurement/Purchasing Policy of EWU is to ensure the procurement of the best quality sustainable goods, works and services at a most competitive price. The Sustainable Procurement/Purchasing Policy of East West University is named as East West University Procurement Manual 2021 (EWUPM 2021). This policy serves as operational guidance for the employees of East West University who are engaged in procurement related activities. It provides procedures and guidelines to be followed in an endeavor to ensure transparency, sustainability and accountability for effective and efficient procurement of goods, works or services for the University.

2. Scope of the Policy

- a Procurement of goods, works or related services by any procuring official (s) using EWU funds.
- b Procurement of goods, works or related services under loan, credit or grant agreement or under any other agreement with donors or other organizations.
- c Procurement of non-consulting and consulting services undertaken by EWU irrespective of the sources of funds, i.e. own fund, government grants, international grant and/or loan etc.
- d If the provision of any procurement policy/guidelines/procedures of any foreign university or international organization or donor agency or government, under which goods and related services are to be procured, comes into conflict with the EWUPM 2021, separate provisions may be mutually agreed in conformity with the objectives of the EWUPM.

3. Objectives of the Policy

- a. Ensure the best interest of EWU through efficient and effective procurement of goods, work and services.
- b. Ensure procurement related tasks are accomplished most fairly.
- c. Create trust and confidence among the suppliers and contractors regarding transparency, neutrality, objectivity, and integrity.
- d. Make the procurement process simpler so that larger participation of the vendors is encouraged.
- e. Ensure best value for money in procuring goods, works, and services, and also ensure quality is needed to meet the requisitioner's requirements.
- f. Ensure that goods, work, and services are procured at the evaluated lowest prices without compromising with quality.
- g. Assign responsibilities and ensure accountabilities through delegation of financial powers to various levels of officials of EWU.

- h. Meet the requirement of foreign universities, donor agencies and other national and international organizations, who are partners of EWU, through aligning procurement practices agreed mutually.
- i. Create the administrative culture of better maintenance and keeping of necessary documents, files and records as per the guidelines and procedures delineated in this Manual.
- j. Design to align with its climate action goals by prioritizing environmentally sustainable and ethically sourced products and services.
- k. Favor suppliers and vendors that demonstrate a commitment to sustainability, such as those offering energy-efficient equipment, renewable materials, and products with minimal environmental impact.
- l. Encourage to purchase locally sourced goods to reduce transportation emissions and support local economies.
- m. Emphasis on reducing waste by selecting products with minimal packaging and promoting the use of reusable or recyclable materials.

4. General and Operational Principles

- a. The procurement process shall be fair and non-discriminatory where transparency, neutrality, objectivity, integrity and sustainability will be ensured at all steps.
- b. The procurement process will be kept simple to encourage participation of large number of vendors, making the participation more competitive.
- c. 'Best Value for Money' shall be the motto in procuring goods, services, and works and also ensuring quality is needed to meet the requisitioner's requirements. Goods, works, and services will be procured at the evaluated lowest prices without compromising with quality.
- d. For an effective and efficient procurement process, responsibilities will be assigned, and accountabilities will be ensured through delegation of financial powers to various levels of officials of EWU.
- e. To avoid 'conflicts of interest', officials who have a financial interest in a bidder are prohibited from involvement in any procurement process involving such bidder. Officials with a personal or professional interest in a bidder are also prohibited from any involvement in the procurement process. The official concerned will disclose that interest to the university authority and formally withdraw herself/himself from procurement matters.
- f. The actual expenditure should not exceed the sanctioned or the budgeted amount. In unavoidable circumstances prior approval of appropriate authority has to be obtained for such expenditure.
- g. In a situation where it is felt that the provisions of this manual are not adequate to address the issues of a particular procurement proposal, such a case will be settled as per rules stated in The Public Procurement Act 2006 and The Public Procurement Rules 2008 and its subsequent amendments and/or as per provision at Clause-18.1 of EWUPM 2021.

- h. The procuring concern of EWU shall ensure that the rules, orders, directions and guidelines prescribed in this Manual and such other procurement-related papers or documents required by the concerned persons/parties, are made available to them and properly preserved.
- i. All tasks relating to the procurement of EWU shall be accomplished by its HR and Logistics Department, until not changed through administrative orders by the competent authority.
- j. The primary scrutiny of the Tender bids including checking the originality of the bid documents, relevant documents/certificates required as per the Tender document/schedule, (e.g. Trade License, Certificate of Incorporation, VAT and Income Tax Certificate, Earnest Money, Security Deposit, Bank Guarantee, etc.) will be carried out by the HR&L Department during the Tender Opening Committee (TOC) meeting. Any mathematical errors, manipulation (overwriting) shall also be checked by HR&L Department.
- k. All procurement related documents containing any requisition, proposal, recommendation, observation, opinion and approval must contain the signature of the employee along with his/her full name and designation.
- l. The estimated cost of all procurement proposals must be inclusive of VAT and Tax, wherever applicable.
- m. No payment shall be made without prior approval of the appropriate authority.
- n. All bills must be checked and audited internally by the Chief/Head of the Internal Audit Unit of EWU and signed before placing for payment.
- o. All payments shall be made through crossed cheques except the expenditure within the University from the imprest fund and except the provision at clause 12.0 of this Manual.
- p. No payment shall be made without preparing payment vouchers and obtaining approval on the same.
- q. After necessary approval from the competent authority, the Director of Finance shall ensure that all payments are processed efficiently in accordance with the approval and conditions thereof, if any, as per guidelines mentioned in clause no. 15.3 (viii).
- r. All vouchers for bank payment must be signed by the Director of Finance.
- s. All cash payment vouchers must be signed by the Director of Finance.
- t. The administrative culture of better maintenance and keeping of necessary documents, files and records will be promoted as per the guidelines and procedures delineated in this Manual.

5. Procurement and Approval Process

In general, the entire procurement process will have the following three broad stages, each having further steps in processing any procurement proposals and obtaining approval from competent authority:

5.1 Pre-Tendering Stage:

- a. Initiation of Requisition
- b. Finalization of Tender Specification
- c. Endorsement by the Departmental Development Committee, where applicable
- d. Rationalization of Estimated Cost
- e. Checking the availability of Budgeted Fund
- f. Forwarding the Final Requisition/ Procurement Proposal to HR&L Department

5.2 Tendering Stage

- a. Examination of the Proposal by the HR&L Department
- b. Referring to the Requisition Back to the Source (requisitioner) in Case of Non-Compliance
- c. Placing before PNAC
- d. Determination of Tender Method
- e. Invitation of Tenders/Proposals/Quotations
- f. Opening of Tender bids/ quotations
- g. Examining the Tender Bid Documents by HR&L Department
- h. Sending the bids to the Technical Evaluation Committee for Technical Evaluation
- i. Preparing Working Paper for TEC-1 or TEC-2, as the case may be
- j. Evaluation of Tender Bids/Proposals by TEC-1 or TEC-2
- k. Consideration of the Recommendation of TEC-1 or TEC-2 by the CDCPAC / VC / Treasurer / Director of Finance / Chief of HR and Logistics as the case may be
- l. Decision on the Recommendation of CDCPAC by the Board of Trustees (BOT)
- m. Notification of Award (where necessary)
- n. Issuance of Purchase Order/ Work Order
- o. Execution of Agreement (AMC or otherwise), if required

5.3 Post-Tender Stage

- a. Delivery of Goods and Services
- b. Verification of Quality and Quantity
- c. Payment for Purchases: Initiation of Bill Payment Process
- d. Examination of Bill by the HR&L Department
- e. Internal Audit: Clearance of the Bill by the Head of Internal Audit Department
- f. Obtaining Approval of Bill Payment
- g. Making final payment

6. Compliance

For the procurement of goods, works and services, concerned officials of East West University shall strictly comply with the rules formulated in the Procurement Manual. If any ambiguity arises or clear-cut guidance is absent in these to settle any matter relating to procurement, such cases will be settled in accordance with the resolved directives of the BOT or as per rules stated in The Public Procurement Act 2006 and Public Procurement Regulation 2008 and their subsequent amendments.

7. Policy Review and Revision

- a. For the purpose of removing any complications in giving effect to any provision of the Procurement Manual on account of any ambiguities occurring in such provision, the BOT may, by resolution in its meeting, issue a direction, clarifying or interpreting such provision in keeping with other provisions, as to how such matters shall be dealt with.
- b. In order to keep the Procurement Manual most relevant and if needs arise in the context of the time and situation, this Manual may be updated, modified, altered, and changed with the endorsement of the Syndicate and approval of the Board of Trustees, East West University.
- c. If needed, an exclusive meeting of the Board of Trustees may be held in a year to reflect and discuss the issues pertinent to different aspects of sustainable procurement/purchasing policy at the university. In accordance with the discussion and decision of the meeting, the Board shall instruct to bring about changes, modifications or addition of any provision of the Manual as it considers appropriate.

Committee for the Sustainable Procurement / Purchasing Policy

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