	"S.J. ASFENDIYAROV ATYNDAGY QAZAQ ULTYQ MEDICINE UNIVERSITY" KEAK KAZAKH NATIONAL MEDICAL UNIVERSITY NAMED AFTER S.D. ASFENDIYAROV NAO	
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Approved
by order of the Chairman
of the Board - Rector No.
_____ dated ____ 20__.

Sustainable Procurement Regulations

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1 General provisions

This Regulation on the Public Procurement Department (hereinafter referred to as the Regulation) is the main regulatory document establishing the goals and objectives, functions, rights and powers, responsibilities of the Public Procurement Department (hereinafter referred to as the PP Department) and regulating the organisation of its activities, the procedure for interaction with other structural units and officials of the non-profit joint stock company "KazNMU named after S.D. Asfendiyarov" (hereinafter referred to as the University).


The GZ Department is an independent structural subdivision of the University.

The GZ Office reports directly to the Director of Finance.

In its activities, the GZ Department is guided by:

- legislative and other regulatory legal acts of the Republic of Kazakhstan, international norms concerning the sphere of public procurement;
- Bylaws of the University;
- by collective agreement;
- internal labour regulations;
- the rules of internal educational regulations;
- international standard ISO 9001:2015, approved documents of the quality management system (University's quality policy and objectives, quality manual, documented quality procedures, etc.);
- international standard ISO 37001 (anti-corruption policy, anti-corruption standard of the University and requirements of other internal regulatory documents of the University on combating corruption);
- decisions of the Board of Directors, the University Management Board, and the Academic Council;
- code of honour for faculty and staff of KazNMU;
- by orders and instructions of the University's top management and supervisor;
- other internal regulatory documents of the University (regulations, instructions, rules, standards, etc.);
- by these regulations.

This Regulation is a document of direct action and is binding on all employees of the Department of GS from the date of its approval.

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2 Normative references

These Regulations have been developed on the basis of the following external normative documents:

- of the Constitution of the Republic of Kazakhstan;
- Code of the RK dated 7 July 2020 No. 360-VI "On the health of the people and the health care system";
- Law of RK "On Education" from 27 June 2007 № 319-III (with amendments and additions as of 14.07.2022).
- Law of RK dated 18 February 2011 No. 407-IV "On Science";
- Law No. 434-V of the Republic of Kazakhstan dated 4 December 2015 "On Public Procurement";
- Rules for public procurement approved by the Order of the Minister of Finance of the Republic of Kazakhstan No. 648 dated 11.12.2015;
- Order of the Minister of Health of the Republic of Kazakhstan dated 7 June 2023 No. 110 "On Approval of the Rules for Organisation and Conduct of Procurement of Medicines, Medical Devices and Specialised Medical Products within the Guaranteed Volume of Free Medical Care, Additional Volume of Medical Care for Persons Held in Remand Prisons and Institutions of the Criminal Executive (Penitentiary) System, at the Expense of Budgetary Funds and (or) in the System of Compulsory Social Medical Insurance, Pharmaceutical Services".

The following internal regulatory documents were used in the development of these Regulations:

- Charter of the University;
- Collective Bargaining Agreement;
- Internal labour regulations;
- Internal regulatory documents of the University (regulations, instructions, rules, standards and others);
- Orders and directives of the University's top management;
- Staffing.

3 Terms, definitions and abbreviations

The following terms, definitions and abbreviations are used in these Regulations:


University - Non-profit joint stock company "Kazakh National Medical University named after S.D. Asfendiyarov";

GZ Directorate- Public Procurement Directorate.

4 Organisational structure

The organisational structure of the HZ Department is based on the functional principle in accordance with the staff schedule.

The structure of the HS Department is given in p.11. in the form of a block diagram "Organisational and functional structure".

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The activities of the GZ Department are regulated by the present Regulation.

The Department of State Procurement is headed by the Head of the State Procurement Department, whose activities are regulated by the job description.

The head of the HZ Department has a direct reporting line to the head of the HZ Department:

- Chief specialists of the Department of GS;

The procedure for appointment and dismissal, distribution of responsibilities within the HZ Department is determined by job descriptions of the subdivision employees, approved by the order of the Chairman of the Board - Rector.

5 Aims and objectives

The primary purpose of the GZ Directorate is to:

- provision of goods, works and services necessary for the University structural units to fulfil their activities;

- organising and conducting public procurement of goods, works and services.


The objectives of the GZ Directorate are:

- optimal and efficient use of the money used for procurement.
- implementation of the procurement process, based on the approved budget (development plan) for the relevant financial year.
- Ensuring publicity and transparency in the procurement process.
- ensuring the implementation of procedures for organising and conducting the procurement of goods, works and services in accordance with the current legislation of the Republic of Kazakhstan.
- placement and support of procurements, determination of procurement winners.
- creating equal conditions of competition among potential suppliers of goods, services and works.
- timely provision of information, as requested by the University management.
- compliance with the requirements of the anti-corruption management system, anti-corruption policy, internal regulatory documents and legislative acts of the Republic of Kazakhstan in terms of combating corruption.
- compliance with the requirements of the quality management system, the University's quality policy, and other internal regulatory documents of the University in the field of quality.
- compliance with the requirements of the anti-corruption management system, anti-corruption policy, internal regulatory documents and legislative acts of the Republic of Kazakhstan in terms of combating corruption.

6 Functions

1) Functions performed by the Office of the HZ:

1. Execution of orders and instructions of the University's superior management.
2. On the basis of the relevant budget, the development and approval of an annual procurement plan in the manner and form specified in the procurement rules.

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3. Preparation of amendments and/or additions to the annual procurement plan.

4. Placement in the unified information system in the procurement sphere of the procurement plan and changes made to it on the official website of the Republic of Kazakhstan in the Internet www.goszakup.gov.kz.

5. Implementation of organisation of public procurement by competitive methods of determining suppliers (contractors, performers) through tenders, auctions, request for quotations, from a single source, through commodity exchanges, through an electronic shop through e-procurement.

6. Organisation of procurement by means of tender, automated tender, request for quotations, from a single source via web portal, procurement from a single distributor according to its list, through a single distributor in cases provided for in the Rules.

7. Posting information about the procurement through the web portal.

8. Organisation and control of all procurement activities in accordance with the approved annual plan.

9. Organising the conclusion of contracts based on the results of purchases.

10. Approval of technical specifications of purchased goods, works, services for compliance with the Law of RK "On Public Procurement".

2) Maintaining the process of informing the University management about potential or existing violations of the anti-corruption policy, conflict of interest rules, corruption risks or incidents, and requirements of other internal anti-corruption regulations of the University.

- Timely implementation of the University's Strategic Directions and Development Programme within the scope of its activities and provision of information on their implementation, including strategic indicators.

- Assistance in the implementation of measures to improve the University's quality management system (timely elimination of remarks, fulfilment of recommendations of external / internal audits, etc.).


- Report to the University management and/or the Compliance Department when a problem or situation arises that may be related to corruption.

- Maintaining the process of informing the University management about potential or existing violations of the anti-corruption policy, conflict of interest rules, corruption risks or incidents, and requirements of other internal anti-corruption regulations of the University.

7 Rights and powers

The GL Office shall be vested with the following rights and powers necessary for the performance of its functions:

- The Department is vested with all rights and powers necessary for the performance of its functions. The rights and powers of the Department are exercised by the Head of the Department in accordance with the job description.

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- To refuse to participate in any operation in respect of which there is a perceived higher than low level of risk of corruption that falls within the management of the University.

- Reports made in good faith or because of a sincere belief that there is attempted, actual or suspected bribery, or breaches of the University's Anti-Corruption Policy and Conflict of Interest Rules.

The rights and powers of the GZ Department are exercised by the head of the GZ Department in accordance with the job description.

8 Responsibility

The Head of the GZ Directorate is responsible for:

- achievement of the set goals within the competence, as well as for non-performance / improper performance of his/her official duties, for committing offences in the course of his/her activities in accordance with the current legislation of the Republic of Kazakhstan.
- risks arising in the sphere of competence of the GZ Department.
- compliance with the requirements of the quality management system, the University's quality policy and other internal regulatory documents in the field of quality.
- compliance with the requirements of the anti-corruption management system, anti-corruption policy, rules for resolving conflicts of interest, internal regulations and legislative acts of the Republic of Kazakhstan in terms of combating corruption.

Employees of the HS Department in accordance with the established procedure bear personal responsibility for the quality and timeliness of performance of functions and tasks assigned to them, in accordance with this Regulation, legislation of the Republic of Kazakhstan, labour contracts and job descriptions.

For violation of labour discipline, non-performance or improper performance of assigned labour duties by the decision of the Disciplinary Commission, disciplinary penalties are applied to employees of the Department of GEO in accordance with the established procedure.


Material responsibility of employees of the HS Department and the procedure for compensation for damage caused by them (if any) are determined in accordance with the legislation of the Republic of Kazakhstan.

9 Interaction with other structural divisions

In the process of carrying out its activities, the Department of GS interacts with all structural units of the University.

10 Final provisions

The present Regulation presents the basic norms regulating the legal position of the Department of GS in the general structure of the University and spheres of its activity, which may be changed, clarified or supplemented in the course of the University's activity by internal regulatory documents and organisational and administrative acts of the University administration, issued in accordance with the established procedure.

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The GZ Department is established and liquidated on the basis of the order of the Chairman of the Board - Rector.

Changes in the Regulations are approved by the order of the Chairman of the Board - Rector of the University. Proposals are made by the Chief of Staff, Head of the Department of GS.

The organisational structure of the HZ Department is agreed with the Chief of Staff and approved by the staffing table.

The staff schedule of the GZ Department shall be approved by the Management Board. Proposals are made by the Financial Director.

The number and name of structural subdivisions included in the HS Department, the number of employees working in them may change depending on organisational and functional and structural changes of the University, changes in the specifics of its activities.

The function of control over the implementation of this Regulation is assigned to the head of the Department of GEO, who ensures its communication to subordinate employees and interested officials of the University, control over the implementation and timely updating of the Regulation.