

NPJSC “Abylkas Saginov-Karaganda Technical University”	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 1 out of 12
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METHODOLOGICAL GUIDELINES

PROCUREMENT MANAGEMENT AND SUPPLIER SELECTION

MG XI-01-2022

Developed by: head of the PP&S Department

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Karaganda

NPJSC “Abylkas Saginov-Karaganda Technical University”	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 2 out of 12
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Table of Contents

1 Scope	3
2 Regulatory references	3
3 Terms, definitions and abbreviations	3
4 Liability and powers	4
5 Procedure description	4
6 Approval, coordination and implementation	8
7 Ensuring accessibility	8
8 Storage	8
9 Analysis and updating	8
10 Amendments to the document	8
Appendix A Stock control card of the materials	9
Appendix B Approval sheet	10
Appendix C Familiarization sheet	11
Bibliography	12

NPJSC "Abylkas Saginov-Karaganda Technical University"	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 3 out of 12
--	---	--

1 Scope

These methodological guidelines establish the procurement procedure and a unified system of organizing work with Suppliers and a unified procedure of documenting it in the very process of the Non-Profit Joint Stock Company "Abylkas Saginov Karaganda Technical University".

The provisions of these methodological guidelines are to be applied by the employees of the department of public procurement and supply (PP&S) of NPJSC "Abylkas Saginov Karaganda Technical University".

These methodological guidelines are included in the quality management system documents.

2 Regulatory references

In these methodological guidelines, references to the following regulatory documents are used:

ST RK ISO 9001-2016 (ISO 9001: 2015) "Quality management systems. Requirements";

ST RK ISO 9000: 2017 (ISO 9000: 2015) "Quality management systems. Basic provisions and vocabulary";

DP X-01-2022

3 Terms, definitions and abbreviations

In these methodological guidelines, the following terms are used with the corresponding definitions and abbreviations:

- NPJSC "Abylkas Saginov Karaganda Technical University"- Non-Profit Joint Stock Company "Abylkas Saginov Karaganda Technical University";
- PP&S - department of public procurement and supply;
- QMR - quality management representative;
- CQM&A – center of quality management and accreditation;
- QMS - quality management system;
- DA&EW - department of administrative and economic work;

Procurement is purchasing products (goods, works, services) by the customer on the basis of contracts (on a reimbursable basis).

Supplier is an individual carrying out entrepreneurial activity, a legal entity (with the exception of state institutions, unless otherwise established by the laws of the Republic of Kazakhstan), a temporary association of legal entities (consortium), acting as a customer's counterparty in a public procurement agreement concluded with him. An individual who is not a subject of entrepreneurial activity can be a supplier in the event that the customers purchase a dwelling that is privately owned by such an individual.

NPJSC "Abylkas Saginov-Karaganda Technical University"	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 4 out of 12
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Verification is the confirmation that the final product meets the predefined reference requirements.

Contract is a civil agreement concluded through the web portal of public procurement between the customer and the supplier, certified by electronic digital signatures, with the exception of cases provided for by the Law on Public Procurement.

4 Liability and powers

4.1 The developer of this methodical guidelines (MG) is the head of the PP&S.

4.2 Liability for the approval and implementation of these methodological guidelines lies with the head of the PP&S department.

4.2 The head of the guidelines is the director of the infrastructure development department.

4.3 Responsibility for organization and coordination of activities for implementing specific stages of the document management process and the quality of the final results are borne by the head of PP&S.

4.4 Responsibility for the safety, unauthorized copying the documents of the quality management system (QMS) located in the department, and leakage of official information are borne by the heads of departments.

5 Procedure description

5.1 Determining the type of procurement

5.1.1 The heads of the structural divisions of NPJSC "Abylkas Saginov Karaganda Technical University" must identify those materials and services purchased from outside that affect the quality of educational services.

5.1.2 Such purchases include:

- materials;
- component parts;
- equipment, measuring instruments;
- software;
- services of specialists hired for work from other organizations on a subcontract basis;
- services of involved organizations;
- materials necessary to ensure educational processes in structural units.

5.1.3 Heads of structural divisions must timely and accurately determine the needs of purchased products.

5.1.4 Identification of the necessary purchases is carried out on the basis of applications submitted to the PP&S by divisions after the approval of applications with the chief accountant, director for the infrastructure development and Chairman of the Management Board – Rector.

5.2 Supplier assessment

NPJSC "Abylkas Saginoy-Karaganda Technical University"	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 5 out of 12
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5.2.1 Supplier selection is made in accordance with the Law on public procurement and the Rules of implementation of public procurement.

5.3 Assessment of the subject of procurement

5.3.1 The purchased products must comply with the technical specifications.

5.3.2 The supplier shall provide a warranty for the replacement of the supplied product due to non-conformity.

5.4 Making a purchasing decision

The purchase is carried out according to the memo of the subdivision with the stamp "Permitted" Chairman of the Management Board – Rector. The procurement notice is then submitted to the Public Procurement Portal. There participate from 1 to 20 suppliers. Whose price is the lowest, he wins the tender. After the decision on the results of public procurement, a procurement contract is drawn up.

5.5 Receiving the purchased products

5.5.1 The products received must comply with the established procurement requirements. The PP&S must perform verification of the purchased products (incoming control). The incoming control is carried out by the warehouse manager, together with a representative of the PP&S and representatives of the University divisions. At the entrance control, the warehouse manager conducts:

- checking the availability of accompanying documentation (delivery documents) confirming the corresponding type of delivery;
- assessing the appearance;
- inspecting the condition of containers, packaging, the presence of seals (integrity).

5.5.2 All the data of the purchased products movement are entered by the warehouse manager in the "Stock control card" (Appendix A).

5.5.3 Acceptance of products in terms of quality, quantity, assortment, completeness must be carried out in accordance with the accompanying documents (certificates, operational documentation, invoices, specifications, packing labels, inventories).

5.5.4 In the absence of the specified accompanying documents, the PP&S draws up an act on the actual quality and quantity of the products received, and the act indicates which documents are missing.

5.5.5 If a non-compliance of the received products with the requirements of the delivery documents or the contract is found, the PP&S specialist draws up an act of non-compliance signed by the warehouse manager and a representative of the unit, in which he indicates the nature of the identified non-compliance.

5.5.6 Non-complying products according to the act are isolated in specially designated places in the warehouse.

5.5.7 Non-complying purchased products shall be returned to the supplier or replaced with the appropriate one.

5.5.8 The purchased products that have passed the incoming inspection are placed in the warehouse on storage racks.

NPJSC "Abylkas Saginov-Karaganda Technical University"	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 6 out of 12
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5.5.9 The delivery of the purchased products from the warehouse is made upon request.

5.5.10 Upon delivery of purchased products, there is envisaged transportation by the supplier himself.

5.5.11 All documents for purchased products (specifications for delivery, invoices, acceptance documents) must be sent to the accounting department for accounting entries.

5.6 Procedure of selecting a Supplier

5.6.1 The PP&SD shall select and assess the Suppliers.

5.6.2 To resolve the issues related to the acquisition of materials and components, the PP&S is obliged to possess market prices, the information of potential Suppliers, to know the range, properties, purpose and scope of the purchased materials, to have and to update constantly the database.

5.6.3 The type and scope of control applied to the Supplier and the purchased products should be determined by the influence that the purchased products have on subsequent educational processes.

5.6.4 The PP&SD shall assess and select Suppliers in accordance with the Public Procurement Law and the Public Procurement Rules.

The method of public procurement and selection of suppliers of NPJSC "Abylkas Saginov Karaganda Technical University" as legal entities, fifty or more percent of voting shares (stakes in the authorized capital) of which belong to the state, must be carried out on the basis of requirements of the Law on Public Procurement and the Rules for Public Procurement.

5.6.5 The selection of a Supplier should be guided by the following criteria:

- the price (the price of purchased materials and components must be minimal in comparison with the prices prevailing on the market for this type of product);
- the product quality (purchased materials and components must comply with current regulatory documents);
- the efficiency and stability of supplies (the Supplier's ability to supply materials, components and services strictly on time);
- the delivery terms (preference is given to the Supplier who is able to ensure the delivery of goods and materials by his own vehicle and at his own expense, or at minimal costs for the delivery of goods and materials);
- the payment terms (preference is given to the Supplier, to whom an advance payment is possible with minimal risk);
- requirements for the qualifications of the personnel of the Supplier's company (preference is given to Suppliers whose personnel qualification level meets the requirements for ensuring the release and delivery of quality products);
- the Supplier's ability to supply products in the maximum assortment (preference is given to the Supplier who has the ability to meet the needs of NPJSC "Abylkas Saginov Karaganda Technical University" as much as possible in terms of nomenclature);

NPJSC "Abylkas Saginoy-Karaganda Technical University"	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 7 out of 12
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5.6.6 The information of public procurement plans is posted on the public procurement web portal.

5.7 Monitoring compliance with these guidelines

5.7.1 The main purpose of organizing the control over the correctness of selecting the Supplier is to ensure financial and production interests.

5.7.2 Control over executing the correct selection of the Supplier shall be subject to:

- business and commercial correspondence with the Supplier;
- correct execution of the contract;
- pricing policy applied to the Supplier.

The correspondence with the Suppliers is carried out on condition that the solution of the issue does not require promptness, in cases where documentation is necessary (replacement of brands, quantities, price coordination, etc.). In other cases, oral coordination of the issues is permitted.

5.7.3 The execution control includes:

- control over the maintenance of documentation related to correspondence with the Supplier;

- control over the delivery time;
- control over the course of execution of contracts;
- control over payments.

5.7.4 Control is carried out:

- by the prices of concluded contracts;
- by the terms of execution of contracts;
- by the correctness of the execution of contracts;
- by the terms of payment.

5.7.5 Control over the delivery time is carried out by the PP&S specialist;

5.7.6 Control over the correctness of executing contracts is carried out by the contractor, PP&SD.

5.7.7 General control over the implementation of this instruction is carried out by the Director of Infrastructure Development.

6 Coordination, approval and implementation of internal regulatory documentation

Coordination, approval and implementation of these MG is carried out in accordance with DP X-01-2022 and is formalized in the "Approval Sheet" (Appendix B).

7 Ensuring accessibility

Ensuring the availability of this MG should be carried out in accordance with DP X-01-2022.

NPJSC “Abylkas Saginov-Karaganda Technical University”	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 8 out of 12
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8 Storage

The storage of this MG must be carried out in accordance with DP X-01-2022.

9 Amendments to the document

Amendments to this document should be made in accordance with DP X-01-2022.

Appendix A
(mandatory)

F. MG XI-01-01

Form of the stock control card of the materials

предприятие, организация _____											
КАРТОЧКА № _____ СКЛАДСКОГО УЧЕТА МАТЕРИАЛОВ											
Склад	Стел-лаж	Ячей-ка	Марка	Сорт	Профиль	Размер	Кол (но-менклатур-ный номер)	Единица измерения		Цена	Номер запроса
								наиме-нование	код		
1	2	3	4	5	6	7	8	9	10	11	12
Наименование материала _____								Номер строки к форме № 1-си <div style="text-align: center; border: 1px solid black; width: 100px; margin: 0 auto;">13</div>			
Дата записи	Номер доку-мента	Поряд. номер записи	От кого получено или кому отпущено				Приход	Расход	Остаток	Контроль (под-запись, дата)	
14	15	16	17				18	19	20	21	

NPJSC "Abylkas Saginov-Karaganda Technical University"	Methodological Guidelines. Procurement Management and Supplier Selection	MG XI-01-2022 Version 02 Date 2022.11.02 Page 12 out of 12
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Bibliography

1 The rules for public procurement were approved by the order of the Minister of Finance of the Republic of Kazakhstan dated 2021.

2 The Law on Public Procurement – The Law of the Republic of Kazakhstan "On Public Procurement" of 2021.