Approved by
Chairman of the Management Board, Rector of Abylkas Saginov Karaganda Technical University
S.S. Sagintayeva _____
Management Board Decision
No.____dated_____ ____, 20__

REGULATION

ON ORGANIZATION OF PUBLIC PROCUREMENT

R II-16-2026

Developed by: Deputy Head of the PPD
N.N. Zhantassov
_____

Karaganda 2026

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1. Scope

1.1. This Regulation on Organization of Public Procurement for Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University (hereinafter referred to as the Regulations) has been developed in accordance with the Law of the Republic of Kazakhstan "On Public procurement" (hereinafter referred to as the Law), the Laws of the Republic of Kazakhstan "On Electronic Document and Electronic Digital Signature" and "On Informatization," and the Rules for Conducting Public Procurement approved by Order No. 687 of the Minister of Finance of the Republic of Kazakhstan dated October 9, 2024; they define the procedure for organizing and conducting public procurement at Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University (hereinafter referred to as the University).

1.2. This Regulation does not apply to public procurement conducted under a special public procurement procedure.

2. Terms and definitions

2.1. This Regulation uses the terms in accordance with the legislation of the Republic of Kazakhstan regarding public procurement, as well as the following terms:

1) Budget Commission – a consultative and advisory body of the University that coordinates the budget planning and investment activity process through a mechanism of collegial review, discussion, approval, and authorization of the draft budget for the planning period, and formulates proposals for the revision, adjustment, and execution of the University's budget;

2) public procurement – the acquisition by procuring entities of goods, works, and services, funded wholly or partially by budget funds, monies allocated from the Special State Fund in accordance with the legislation of the Republic of Kazakhstan, and/or own revenues;

3) public procurement contract (hereinafter "the contract") – a civil law contract concluded via the web portal between the procuring entity and the supplier, authenticated by electronic digital signatures, except in cases provided for by the public procurement rules approved by the authorized body;

4) request – a document from the procurement initiator containing information on goods, works, and services (GWS), delivery timelines for GWS, and technical specifications in the Kazakh and Russian languages;

5) procurement initiator – a structural subdivision of the University that initiates the procurement of goods, works, or services;

6) tender documentation – documentation provided to a potential supplier for the preparation of a bid to participate in a tender, containing requirements for the bid as well as the terms and procedures for conducting public procurement via the tender method;

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7) tender commission (auction commission) – a collegial body established by the organizer or single organizer to conduct public procurement procedures via the tender (auction) method as prescribed by the Law. The tender commission (auction commission) must consist of an odd number of members, with a minimum of three persons;

8) Development Plan – a document defining the key areas of activity and the financial and operational performance indicators of the University;

9) University structural units – faculties, chairs, departments, divisions, etc.;

10) public procurement entities – potential supplier, supplier, customer, organizer, single organizer, single operator, authorized body, expert, expert commission;

11) University – Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University;

12) electronic store – a subsystem of the web portal that aggregates data posted on electronic trading platforms that meet the requirements determined by the single operator in coordination with the authorized body;

13) electronic digital signature – a set of electronic digital symbols created using electronic digital signature tools that confirms the authenticity of an electronic document, its authorship, and the integrity of its content;

14) technical specification – the content of requirements imposed on potential suppliers regarding the submission of documents confirming that the goods to be supplied comply with requirements established by technical regulations, standards, or other documents in accordance with the legislation of the Republic of Kazakhstan.

3. General provisions

3.1. Description of the activities

3.1.1. This Regulation defines the procedures for interaction and the responsibilities of the University's structural units regarding the organization of public procurement of goods, works, and services (GWS) within the following processes:

1) preparation of the annual public procurement plan;
2) making amendments and/or additions to the public procurement plan;
3) the public procurement process for GWS;
4) performance of the public procurement contract;
5) monitoring of and accountability for the execution of public procurement procedures for GWS.

3.1.2. The allocation of functions in the sphere of public procurement is carried out in accordance with the Matrix of Function Allocation for Public Procurement Procedures, as set forth in Appendix 1.

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3.2. Forming the Annual Public Procurement Plan

3.2.1. The decision to carry out public procurement is made by the University based on the approved or revised annual public procurement plan (or preliminary annual public procurement plan).

3.2.2. University structural units shall submit budget requests for the procurement of goods, works, and services (GWS) for the upcoming fiscal year to the Economic Planning and Analysis Department of the University Economics, Finance, and Accounting Directorate (hereinafter referred to as the EPA Department) no later than October 1 of the current year; these requests must be accompanied by the necessary set of documents containing information on the cost of the GWS planned for procurement.

3.2.3. Preliminary market analysis and price justification

Prior to formulating the budget request and initiating the procurement, the procurement initiator conducts a preliminary market analysis of the goods, works, and services to be procured.

The preliminary market analysis is conducted for the following purposes:

- determining the estimated market value of the goods, works, and services to be procured;
- determining the availability and number of potential suppliers;
- examining the technical, functional, and quality characteristics available on the market;
- determining the feasibility of establishing competitive and non-discriminatory requirements;
- determining realistic timeframes for the delivery of goods, performance of works, and provision of services;
- identifying risks regarding the lack of competition and potential procurement failure.

The market analysis can be conducted by examining commercial proposals, information from manufacturers' and suppliers' websites, catalogs, and other publicly available sources.

The procurement initiator collects and conducts an initial analysis of market information and formulates the justification of need, the estimated cost, and the key technical specifications of the procurement subject.

Price justification is based on at least three commercial proposals provided by the procurement initiator. The internal memorandum shall specify the lowest price among the submitted commercial proposals, excluding VAT, in cases stipulated by the legislation of the Republic of Kazakhstan regarding public procurement.

Upon verification of the completeness of the submitted documents and their compliance with established requirements, the Strategic Planning and Analysis Department (SPAD) submits the budget request, along with the accompanying materials, to the Budget Commission for review.

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Following the Budget Commission meeting, minutes are drawn up recording the decisions adopted, the list of attendees, and the voting results.

3.2.4. The draft Development Plan is prepared in accordance with Order No. 18 of the Deputy Prime Minister – Minister of National Economy of the Republic of Kazakhstan dated April 30, 2025, "On Approval of the Rules for the Development and Approval of Development Plans for State-Controlled Joint-Stock Companies, Limited Liability Partnerships, and State Enterprises; Monitoring and Evaluation of Their Implementation; and the Preparation and Submission of Reports on Their Execution," and based on the Budget Commission minutes; it is reviewed and endorsed at a meeting of the University Management Board and the Strategic Planning Committee, and subsequently approved by the Board of Directors.

3.2.5. The SPAD submits the University Development Plan in Excel format to the Public Procurement Division of the Legal Support and Public Procurement Department (hereinafter referred to as the Public Procurement Division) no later than one (1) working day following its approval.

3.2.6. Based on the University Development Plan and in accordance with the legislation of the Republic of Kazakhstan, the Annual Public Procurement Plan is developed and approved in the manner and form prescribed by the rules governing public procurement.

In this regard, the timelines and volumes of public procurement must align with the financing timelines and volumes reflected in the Development Plans approved in the established manner.

3.2.7. The Public Procurement Department is responsible for preparing the Plan for Public Procurement of Goods, Works, and Services (and the preliminary public procurement plan).

The Public Procurement Plan (or preliminary public procurement plan) is drawn up for the financial year.

The Preliminary Annual Public Procurement Plan remains in effect until the annual public procurement plan is approved (or revised).

3.2.8. Within 3 (three) working days of the approval of the Development Plan, the Public Procurement Department prepares a draft Public Procurement Plan and secures its approval by the Chief Accountant and the Head of Administration. Once approved, the Public Procurement Plan is authorized by an order of Chairman of the Board, Rector.

The Annual Public Procurement Plan is approved by Chairman of the Board, Rector within 10 (ten) working days of the approval of the Development Plan.

3.2.9. Within five working days of the approval of the Annual Public procurement Plan, the Public Procurement Department publishes it on the public procurement web portal of the Republic of Kazakhstan.

3.2.10. The scheduled date for conducting public procurement is set no later than September 1 of the current year for procurements conducted via tender (or auction)—

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with a delivery period not exceeding 30 (thirty) calendar days and no later than November 1 of the current year for procurements conducted via a request for price quotations or through an electronic store.

4. Amendments (additions) to the Annual Public Procurement Plan

4.1. Procurement initiators shall submit proposals to the Budget Commission regarding amendments and/or additions to the Public Procurement Plan, accompanied by supporting documentation, no later than 5 (five) working days prior to the scheduled Budget Commission meeting.

4.2. In the event that there is no longer a need to procure goods, works, or services (GWS), the procurement initiator shall within 3 (three) working days of such circumstances arising submit a reasoned letter to the Public Procurement Department (hereinafter referred to as the "SP Department") declining the procurement; this letter must be signed by the head of the structural unit, approved by the supervising Vice-Rector, and serve as the basis for making the corresponding amendments to the Public Procurement Plan.

4.3. In the event of changing the cost or subject matter of a procurement, structural units shall initiate amendments and/or additions to the annual public procurement plan for goods, works, and services by submitting an internal memorandum requesting adjustments to the Development Plan and the Annual Plan.

4.4. The internal memorandum shall be addressed to Chairman of the Budget Commission, signed by the head of the structural unit initiating the amendments and/or additions, and approved by the Economics, Planning, and Analysis (EP&A) Department, after which it shall be reviewed at a Budget Commission meeting. Following the Budget Commission meeting, minutes shall be drawn up recording the attendees, decisions adopted, and voting results.

4.5. Upon a favorable conclusion by the Budget Commission, the EP&A Department shall proceed to adjust the Development Plan—including obtaining notification of the electronic report results from the e-qazyna.kz state property registry web portal after which the SP Department shall incorporate the amendments and/or additions into the Annual Public Procurement Plan.

Amendments and/or additions to the annual public procurement plan are made by the Public Procurement Department in accordance with the legislation of the Republic of Kazakhstan on public procurement, based on an order signed by an authorized person.

5. Public procurement procedure

5.1. The public procurement procedure includes the following:

1) Planning of public procurement;
2) Selection of a supplier and conclusion of a contract;

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3) Implementation of the contract.

5.2. Initiation of public procurement

Regardless of the method used to conduct public procurement, the structural unit initiating the procurement must carry out the following sequential organizational and preparatory measures:

5.3. The initiator of the procurement initiates the public procurement process by submitting a memorandum addressed to Chairman of the Management Board, Rector, signed by the head of the structural unit initiating the procurement.

The memorandum must contain:

- the name of the subject of procurement;
- the basis and a detailed justification for the procurement need;
- the quantity (volume) of goods, works, and services;
- the planned unit price and the total procurement amount excluding VAT, in accordance with the approved Public procurement Plan;
- information on the source of funding (if applicable);
- the technical specification (terms of reference) and other documents necessary for organizing the procurement.

5.4. The initiating structural unit shall provide a detailed technical specification outlining the required functional, technical, quality, and operational characteristics of the goods, works, or services to be procured. These specifications must use ranges (e.g., "no more than/no less than," "from/to") rather than exact values and must not specify brands or manufacturer identifiers (such as trade names, makes, models, country of origin, etc.).

5.5. The technical specification must be prepared by the responsible official (initiating the procurement) in both Kazakh and Russian, with authentic texts in both languages. It must cite applicable national standards or, in their absence, interstate standards for the goods, works, or services being procured.

The technical specification for the goods, works, or services must be initialed by both the head and the executing employee of the initiating structural unit.

The initiating structural unit bears full responsibility for the content of the draft technical specification.

Before submission to Chairman of the Management Board, Rector, the internal memorandum must undergo mandatory approval in the following order:

5.6. The Public Procurement Department (PPD) shall within 2 (two) working days:

- verify that the subject of the procurement complies with public procurement legislation and internal regulatory documents;
- verify the correctness of the procurement method and the completeness of the submitted documents;
- the Public Procurement Department reviews the draft technical specifications to ensure compliance with the legislation of the Republic of Kazakhstan on public

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procurement and to identify any risks of unjustified restriction of competition.

5.7 The review process examines, among the other things, the following indicators:

- specifying characteristics that, in combination, correspond to products from a single specific manufacturer or supplier;
- unjustifiably specifying exact characteristics instead of permissible ranges;
- establishing requirements not directly related to the functional purpose of the subject of procurement;
- establishing excessive technical, quality, qualification, or the other requirements;
- requiring specific experience, equipment, personnel, certificates, letters, or other documents without sufficient legal and technical justification;
- use of trade names, brands, models, manufacturers, countries of origin, or other indicators linking the goods to a specific manufacturer or supplier, except in cases expressly provided for by the legislation of the Republic of Kazakhstan on public procurement, pursuant to Clause 5, Article 12 of the Law of the Republic of Kazakhstan "On Public Procurement";
- setting unjustifiably short timeframes for delivery, performance of work, or provision of services;
- the other requirements that create unjustified advantages for specific potential suppliers.

5.8. If issues are identified or additions are required, the Public Procurement Department shall, within 1 (one) working day, return the technical specification to the Procurement Initiator for revision, specifying the identified issues and suggestions.

The Procurement Initiator is required, within 1 (one) working day of receiving the comments, to rectify the identified non-compliances and resubmit the revised technical specification to the Public Procurement Department, incorporating all comments and additions.

5.9. If there are significant risks of restricting competition, the procurement process shall not proceed further until the identified issues have been resolved.

Within 1 (one) working day of receiving the revised technical specification, the Public Procurement Department shall review it again and, provided there are no further issues, approve the technical specification for the subsequent public procurement procedure.

5.10. The Economic Planning and Analysis Department shall within 2 (two) working days:

- verify the existence of the requirement within the approved Development Plan;
- confirm the alignment of the planned cost and the availability of allocated funding;
- if necessary, send comments to the Procurement Initiator for rectification.

Chief Accountant shall within 2 (two) working days:

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- verify the availability of financial backing for the procurement;
- confirm compliance with budget funding and the feasibility of assuming financial obligations;
- return documents for revision if any issues are identified.

5.11. Head of the Legal Support and Public Procurement Division shall within 2 (two) working days:
- conduct a legal review of the documents;
- verify the procurement compliance with the legislation of the Republic of Kazakhstan and the University internal regulatory documents;
- if necessary, provide comments and suggestions for rectifying identified non-compliances.

5.12. Within 2 (two) working days, the supervising Vice-Rector shall:
- review the justification for the procurement;
- confirm the advisability of the procurement within their area of responsibility;
- approve the memorandum or return it to the Procurement Initiator with reasoned comments.

5.13. Upon receipt of all the needed approvals, the memorandum is forwarded to Chairman of the Management Board, Rector for a decision.

5.14. It is not permitted to require potential suppliers, in their bids for a tender (auction), to submit copies of letters (certificates, attestations) from manufacturers or their dealers/distributors, technical data sheets, or product conformity certificates (i.e., documents confirming compliance with technical regulations) that are listed in the potential supplier's technical specifications.

5.15. Where applicable, the following must be specified: ancillary services (unloading, installation, assembly, dismantling, coordination of supplied equipment dimensions, commissioning, connection, staff training with certificate issuance, etc.), the equipment delivery timeframe, and the year of manufacture.

The Initiator bears responsibility for the accuracy of the information provided in the memorandum.

5.16. The procurement of goods, works, or services not provided for in the Development Plan and the Annual Plan for Public procurement of Goods, Works, and Services (whether initially approved or subsequently revised) is not permitted.

5.17. Repeated public procurement

If a public procurement procedure is declared void, the Public Procurement Department, jointly with the Procurement Initiator, analyzes the reasons for this outcome. The analysis includes an assessment of:
- the presence or absence of bids;
- reasons for the rejection of bids;
- alignment of the technical specification with market conditions;
- adequacy of the timeframe for delivery, performance of work, or provision of services;

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- alignment of the planned cost with market value;
- presence of indications of restricted competition;
- feasibility of using an alternative public procurement method in cases and in the manner prescribed by the legislation of the Republic of Kazakhstan.

5.18. Based on the analysis results, one of the following decisions is made:

- conducting a repeat procurement without changing the terms;
- conducting a repeat procurement with amendments to the technical specification;
- revising the timeframes for delivery, performance of work, or provision of services;
- adjusting the planned cost, provided there are valid grounds;
- changing the procurement method, provided there are grounds prescribed by the legislation of the Republic of Kazakhstan;
- cancelling the procurement due to a lack of need or funding.

If amendments to the annual public procurement plan are required, the relevant actions shall be carried out in accordance with the procedure set forth in this Regulation.

6. Public procurement organization

6.1. The Public Procurement Department is responsible for organizing and conducting public procurement in accordance with the legislation of the Republic of Kazakhstan governing public procurement, as well as for adhering to established timelines for procurement procedures, correctly selecting the procurement method, timely posting information and documents on the public procurement web portal, preparing and managing documentation related to public procurement, and amending the Public Procurement Plan based on approved decisions and submitted documents.

6.2. The Public Procurement Department is responsible for the following:

- organizing and managing public procurement procedures in accordance with the legislation of the Republic of Kazakhstan and the University's internal regulatory documents;
- adhering to the timelines for public procurement procedures established by legislation;
- selecting and applying the public procurement method in cases stipulated by the legislation of the Republic of Kazakhstan;
- verifying the completeness of documents submitted by the procurement initiator that are required to organize and conduct the public procurement;
- posting information and documents on the public procurement web portal within the timeframes established by legislation;
- preparing the draft tender (auction) documentation, draft public procurement contracts, and other documents related to the procurement procedure;

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- organizing the work of the public procurement commission (if established), as well as the preparation of documents related to the conduct of the procurement;
- record-keeping and storage of public procurement documents and the compilation of relevant materials;
- timely amendment and supplementation of the Public Procurement Plan.

6.3. The procurement initiator is responsible for the following:
- the accuracy and completeness of information contained in the internal memorandum, technical specifications, and other submitted documents;
- the justification of the need for the procurement;
- the correctness of the definition of technical, quality, and functional characteristics of the subject of procurement;
- the determination of the required quantity (volume) of goods, works, and services;
- the timely submission of documents and the rectification of comments/deficiencies identified during their review.

6.4. When conducting public procurement, the University employs public procurement methods in accordance with Clause 1 of Article 10 of the Law of the Republic of Kazakhstan "On Public Procurement".

6.5. Public procurement via the auction method is conducted in real-time on a web portal, the operation of which is facilitated by a single operator.

The subject of the auction is goods.

The auction is conducted for a single lot following the review of potential suppliers' applications for participation to ensure compliance with qualification requirements and the requirements of the auction documentation, in the manner prescribed by the rules for conducting public procurement.

6.6. Public procurement via the request for price quotations method is conducted for homogeneous goods, works, or services, provided that the annual volume of such homogeneous goods, works, or services in monetary terms does not exceed eight thousand times the monthly calculation index established for the relevant financial year by the law on the republican budget. In this instance, price is the deciding factor.

For the purpose of applying the price quotation request method, it is prohibited to split the annual volume of public procurement of homogeneous goods, works, or services during the financial year into parts where the size of any single part is less than the amount specified in the first paragraph of this clause.

6.7. Public procurement via an electronic store is conducted for homogeneous goods where the annual volume does not exceed four thousand times the monthly calculation index established for the relevant financial year by the law on the republican budget.

For the purpose of using the electronic store method, it is prohibited to split the annual volume of public procurement of homogeneous goods during the financial year

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into parts where the size of any single part is less than the amount specified in the first paragraph of this clause.

6.8. In cases where a decision is made to carry out public procurement via the single-source method through the direct conclusion of a contract as provided for by the Law of the Republic of Kazakhstan "On Public Procurement", the initiator of the procurement must, in order to select a supplier, submit at least three commercial proposals from potential suppliers operating in the market for the goods, works, or services being procured (including for similar or analogous goods, works, or services identified through a market analysis based on publicly available information sources such as advertisements, catalogs, descriptions of goods, works, or services, and other offers addressed to an indefinite circle of persons, including those recognized as public offers under the civil legislation of the Republic of Kazakhstan).

6.9. Conducting the public procurement procedure:

1) receiving and registering participants' bids;

2) opening the bids (if applicable);

3) evaluating and comparing bids;

4) preparing minutes (preliminary, final, admission, rejection, etc.).

Responsible persons: Chairman and members of the Commission, Commission Secretary.

Timeframes: in accordance with the legislation of the Republic of Kazakhstan on public procurement.

6.10. To carry out the procedures for organizing and conducting a tender/auction, the composition of the tender/auction commission is approved, and the commission secretary is designated.

The following employees must be included in the tender (auction) commission:

1) Chairman of the tender (auction) commission: Rector or the deputy, or members of the Management Board (Vice-Rectors for specific areas);

2) Head of the Public Procurement Department;

3) An employee of the Public Procurement Department acting as Secretary;

4) The other members as determined by the Chairperson of the tender (auction) commission.

6.11. The decision to establish a tender/auction commission (if necessary) is made and approved via an order issued by Chairman of the Management Board, Rector of the University or the deputy.

6.12. The commission operates from the effective date of the decision establishing it and ceases its activities on the date the contract for the public procurement of goods, works, or services is concluded.

6.13. The total number of members on the tender commission must be an odd number, comprising at least three individuals.

The decision of the tender commission is adopted by voting via the web portal and is deemed adopted if it receives a majority of votes from the total number of tender

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commission members. In the event of a tie, the decision supported by the chairperson of the tender commission shall prevail.

6.14. The evaluation and subsequent selection of suppliers shall be conducted in accordance with the legislation of the Republic of Kazakhstan regarding public procurement.

6.15. The tender commission should:

- review tender bids for compliance with the requirements of the tender documentation, including verifying completeness, correctness of formatting, presence of required documents, signatures, and seals, as well as identifying any non-compliance;
- reject tender bids in cases and on grounds stipulated by the tender documentation and/or the legislation of the Republic of Kazakhstan.

Rejection of bids occurs in the following cases:

- non-compliance of the proposed goods, works, or services with the requirements of the technical specifications, including failure to meet established technical, quality, functional, and other characteristics (specific characteristics to be indicated);
- failure of the potential supplier to meet qualification requirements established by the legislation of the Republic of Kazakhstan on public procurement and/or the tender documentation, including failure to submit, or the submission of inaccurate or incomplete, the information regarding qualifications, material and labor resources necessary for the performance of works, as well as documents confirming such information.

6.16. Members of the tender commission are responsible for adherence to application review procedures and for the objectivity and completeness of their evaluation, in accordance with the legislation of the Republic of Kazakhstan on public procurement and the Company's internal regulatory documents.

In the event that violations committed during the review of applications result in the imposition of administrative fines on the Company, members of the tender commission may be held disciplinarily liable in the manner established by the labor legislation of the Republic of Kazakhstan.

Violation of the requirements of the legislation of the Republic of Kazakhstan on public procurement entails administrative liability in the form of a fine imposed on officials in the manner prescribed by the Code of the Republic of Kazakhstan on Administrative Offenses.

6.17. Upon receiving via the web portal of a complaint regarding the actions (inaction) or decisions of the Customer, the organizer, or the commission, the Public Procurement Department shall immediately arrange for the review of the complaint's arguments.

The employee of the Public Procurement Department responsible for the relevant procurement shall:

- gather documents and materials related to the subject of the complaint;

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- prepare factual information and explanations regarding the procurement procedure;

- coordinate with the procurement initiator, commission members, and other structural units.

The Legal Department shall:

- participate in preparing the legal position;

- conduct a legal assessment of the complaint's arguments;

- participate in preparing explanations, objections, and other documents;

- represent the University's interests before authorized bodies and in courts within the scope of its granted authority.

The procurement initiator:

- regarding matters concerning technical specifications and procurement requirements, is obliged to provide the necessary clarifications, documents, and justifications within the timeframe established by the Public Procurement Department, taking into account the deadlines stipulated by the legislation of the Republic of Kazakhstan on public procurement. Clarifications regarding a complaint must be prepared and submitted in accordance with the timeframes established by the legislation of the Republic of Kazakhstan on public procurement and requirements received via the web portal.

In the event that the authorized body issues an order:

The Public Procurement Department arranges for its registration and dissemination to the relevant structural units;

- a list of necessary measures and responsible persons is determined;

- the order is executed within the established timeframes;

- information and documents confirming the execution of the order are submitted in the manner prescribed by legislation and the order of the authorized body.

6.18. The criteria and procedure for evaluating potential suppliers are determined in accordance with the requirements of the legislation of the Republic of Kazakhstan;

6.19. The finalization of the tender results is conducted in accordance with the legislation of the Republic of Kazakhstan.

7. Concluding a contract on public procurement

7.1. The Customer (the University) shall send the draft contract certified by an electronic digital signature via the web portal to the winner in accordance with the standard contracts for Public Procurement of goods, works, and services (pursuant to the Rules for Public Procurement approved by Order No. 687 of the Minister of Finance of the Republic of Kazakhstan dated October 9, 2024; hereinafter referred to as the "Rules"), except for persons subject to restrictions stipulated by the Law of the Republic of Kazakhstan "On Public Procurement":

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1) within 3 (three) working days from the date of expiration of the period for appealing the protocol on the results of Public Procurement conducted via tender (auction);

2) within 3 (three) working days from the date the protocol on the results of Public Procurement conducted via tender using the rating-scoring system is finalized;

3) within 3 (three) working days from the date the winner is determined for Public Procurement conducted via a request for price quotations or through the electronic store.

7.2. The timeframe for concluding contracts shall not exceed thirty calendar days from the date the draft contract is sent to the potential supplier.

7.3. In cases where the contract is concluded with a non-resident of the Republic of Kazakhstan, the contract can be executed in the form proposed by said non-resident on a paper medium, subject to the requirements of the legislation of the Republic of Kazakhstan.

7.4. The contract shall be concluded for a term of one financial year. To ensure the optimal and efficient expenditure of funds used for Public Procurement, a contract may be concluded for a term exceeding one financial year.

Conclusion of a contract for a term exceeding one financial year is permitted provided there is appropriate funding in the approved (adjusted) budget (development plan) for subsequent years.

7.5. The Contract shall be deemed fulfilled upon the complete performance by the Customer and the Supplier of the obligations assumed under said contract.

7.6. Amendments and additions to the Public Procurement Contract.

7.7. Amendments and additions to the Public Procurement Contract are permitted exclusively in the cases and in the manner prescribed by Article 18 of the Law of the Republic of Kazakhstan on Public Procurement and the terms of the Contract.

7.8. The grounds for considering the issue of amending the Contract shall be a written request from the Procurement Initiator or the Supplier, or other documented circumstances.

7.9. Pursuant to Article 18 of the Law of the Republic of Kazakhstan, amendments to a concluded contract are permitted—provided there is no change to the quality or other conditions that formed the basis for selecting the Supplier in the following cases:

1) by mutual agreement of the parties regarding a reduction in the price of goods, works, or services and, consequently, the total Contract amount;

2) regarding an increase in the Contract amount, if amendments have been made to the design and estimate documentation (which has undergone expert review in accordance with the legislation of the Republic of Kazakhstan) and a decision has been made to allocate additional funds covering the amount of such amendment, in the manner prescribed by the legislation of the Republic of Kazakhstan;

3) regarding a reduction or increase in the Contract amount associated with a decrease or increase in the required volume of goods, works (excluding the works

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specified in subparagraph 2 of this paragraph), or services being procured, provided that the unit price of the goods, works, or services specified in the concluded contract remains unchanged. Such amendment to the concluded contract is permitted within the limits of savings realized on the specific public procurement, excluding transport services, communication services, and goods and services related to the provision of meals for the Armed Forces of the Republic of Kazakhstan and the other troops and military formations;

4) where, during the performance of the concluded contract, the supplier proposes subject to the unit price of the goods, works, or services remaining unchanged superior quality and/or technical specifications, or better delivery schedules and/or terms for the goods, works, or services that are the subject of the contract;

5) regarding a reduction or increase in the contract amount for works or services with a completion date in the next (or subsequent) financial year(s), necessitated by changes in the tax, customs, or other legislation of the Republic of Kazakhstan;

6) regarding a reduction in the contract amount for works or services with a completion date in the next (or subsequent) financial year(s);

7) regarding changes to the deadlines for fulfilling obligations under contracts for works or services due to changes in annual funding allocations, provided the total contract amount remains unchanged;

8) regarding changes to the deadline for fulfilling obligations under a contract for works in the event that criminal proceedings related to the contract's performance are initiated against an official of the customer and/or the supplier;

9) regarding changes to the deadline for fulfilling a contract for the supply of goods where the supplier is the manufacturer of the goods being supplied. Such a modification to the contract is permitted within the current financial year, upon notification by the supplier, for a period not exceeding ten working days;

10) regarding changes to contract performance deadlines due to the imposition of a state of emergency or quarantine restrictions. Such a modification to the contract is permitted within the current financial year, upon notification by the supplier;

11) regarding changes to the payment recipient's details (bank accounts) when the supplier enters into a contract for financing against the assignment of a monetary claim (factoring);

12) to ensure the customer's uninterrupted operations, regarding the extension of the contract pending the outcome of a public procurement process conducted via tender or auction and the entry into force of the resulting contract for a period not exceeding two months, performance of a contract for daily or weekly requirements based on a list approved by the authorized body. Such modification of an existing contract is permitted within a volume not exceeding the volume of Public Procurement for such goods, works, or services required to meet the customer's needs during the Public Procurement process, but for a period not exceeding two months;

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13) regarding changes to the source of funding or budget expenditure classification codes (specifics) within the contract terms (for state bodies and state institutions);

14) regarding a reduction in the contract amount due to the withholding (recovery) of a penalty, fine, or late-payment charge;

15) regarding changes to the details (bank accounts) of the customer and/or the supplier;

16) regarding changes to the contract amount due to adjustments in tariffs (prices) approved by the state body regulating the relevant natural monopoly sectors;

17) regarding changes to the contract amount resulting from the supplier registration for, or deregistration from, Value Added Tax (VAT);

18) regarding changes to the timelines for fulfilling obligations under contracts for the performance of works or provision of services due to the supplier's inability to fulfill obligations caused by "force majeure" events, including instances where the customer prohibits access to the work site or requires tests and/or expert assessments not stipulated in the contract.

The Public Procurement Department verifies the grounds for making amendments and ensures the proposed amendments comply with the legislation of the Republic of Kazakhstan on Public Procurement.

The Economic Planning and Analysis Department and the Accounting Department confirm the availability of appropriate funding, where necessary.

The Legal Department conducts a legal review of the draft supplementary agreement in cases stipulated by the University internal procedures.

Upon receipt of the necessary approvals, the Public Procurement Department arranges for the preparation and execution of a supplementary agreement via the public procurement web portal, in accordance with the procedure established by law.

7.10. Responsible parties: Head of the Public Procurement Department, Chairman of the Management Board, Rector.

Timeframes: in accordance with the legislation of the Republic of Kazakhstan on public procurement.

8. Contract Performance

8.1. During contract performance, the name, the quantity, the quality, technical specifications, the cost, and the place and timeframes for the delivery of goods (performance of works, provision of services) must comply with the terms of the contract.

Monitoring of the full and proper performance of obligations under concluded contracts for the public procurement of goods, works, and services (GWS) is carried out by the Head and the designated employee of the Public Procurement Department

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within the scope of their authority as established by the University's internal regulations.

Performance of contractual obligations regarding the public procurement of GWS is ensured by the Procurement Initiator and the person responsible for the acceptance of goods, works, and services.

The Procurement Initiator monitors the supplier's timely and proper fulfillment of contract terms and, where necessary, initiates measures to address any identified violations.

The person responsible for the acceptance of GWS verifies the conformity of delivered goods, performed works, and rendered services with the contract terms and technical specifications, and prepares acceptance documentation in accordance with the legislation of the Republic of Kazakhstan and the University's internal regulations.

8.2. Goods supplied under a public procurement contract must meet or exceed the standards specified in the technical specifications.

8.3. If, upon inspection, the supplied goods are found not to comply with the requirements of the technical specifications, the Supplier shall take measures to rectify the non-compliance at no additional cost to the Customer (the University) within 3 (three) days of the inspection. In the event that, following inspection, the supplied goods are found not to comply with the requirements of the technical specifications, the Goods, Works, and Services Acceptance Commission shall, within 3 (three) working days, draw up a non-compliance report detailing the documented facts of the identified non-conformities and forward it to the Public Procurement Department.

Based on the act regarding the non-compliance of goods, works, or services (GWS), the Public Procurement Department notifies the supplier in the prescribed manner of the identified non-compliance and the need to take measures in accordance with the contract terms and the legislation of the Republic of Kazakhstan.

8.4. Contract performance regarding the execution of works (provision of services) is carried out in the following sequence:

1) preparation of the act of completed works (rendered services) via the web portal;

2) submission and acceptance of the completed works (rendered services);

3) issuance of an electronic invoice via the electronic invoice information system, in accordance with the Rules for Issuing Electronic Invoices within the electronic invoice information system;

4) payment by the customer for the completed works (rendered services).

8.5. In the event of non-performance or improper performance by the supplier of obligations under the public procurement contract, the Public Procurement Department shall within the timeframes established by the legislation of the Republic of Kazakhstan on public procurement send an official memorandum to the legal service of the Legal Support and Public Procurement Directorate. This memorandum must include documents confirming the violations, to facilitate the preparation and filing of a lawsuit

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to have the supplier declared an unscrupulous participant in public procurement, in cases provided for by the legislation of the Republic of Kazakhstan.

If a potential supplier has provided false information, the organizer, a single organizer, or customer must no later than thirty calendar days from the date they became aware of the violation of the legislation of the Republic of Kazakhstan on public procurement by the potential supplier or supplier file a lawsuit to have such potential supplier declared an unscrupulous participant in public procurement.

If a supplier has failed to fulfill its obligations under contracts concluded with it, the customer must no later than thirty calendar days from the date of contract termination or the expiration of the contract term file a lawsuit to have such supplier declared an unscrupulous participant in public procurement.

If a supplier has improperly performed its obligations under contracts concluded with it, the customer must no later than thirty calendar days from the date it became aware of the supplier's violation of the legislation of the Republic of Kazakhstan on public procurement and/or the terms of the contract file a lawsuit to have such supplier declared an unscrupulous participant in public procurement, except in cases where the following conditions are met cumulatively:

1) payment of a penalty (fine, late-payment penalty) by the supplier;

2) performance of contractual obligations;

3) absence of damage caused to the customer.

In the event that a potential supplier designated as the winner evades the conclusion of a contract, the Register of Unscrupulous Participants in Public Procurement is compiled by the authorized body based on the customer's decision to declare potential suppliers unscrupulous participants in public procurement.

If a potential supplier or supplier is declared an unscrupulous participant in public procurement based on a court decision that has entered into legal force, the procuring entity shall, no later than three working days after receiving such court decision, apply to the authorized body via the web portal to have the potential supplier or supplier included in the register of unscrupulous participants in public procurement, in accordance with the procedure established by the authorized body.

The Public Procurement Department is responsible for the implementation of Clause 8.5 of these Regulations.

8.6. The calculation of the penalty amount is performed by the Public Procurement Department via the web portal.

9. Control and responsibility for the execution of public procurement procedures

9.1. Control and responsibility for ensuring the proper execution of procedures for organizing and conducting the University public procurement lies with Head and

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staff of the Public Procurement Department responsible for organizing and conducting such procurement.

9.2. Responsibility for the custody, possession, validity period, and timely renewal of the electronic digital signature used on the public procurement web portal lies with its holder.

9.3. The Procurement Initiator bears responsibility for the full and timely fulfillment of the requirements included in the public procurement plan.

10. Risk management in public procurement

10.1. General provisions

Risk management in the sphere of public procurement is carried out at all stages of the procurement process with the aim of preventing legal violations, ensuring the timely conduct of procurements, and ensuring the efficient use of funds.

10.2. Key procurement risks

Key risks include:

1) Risk of procurement failure — absence of bids, rejection of all bids, refusal by the winning bidder to conclude the contract, declaration of the procurement as failed, or violation of procedural timelines.

2) Risk of lack or insufficiency of funding — absence of allocated funds, changes to the Development Plan, or a reduction or reallocation of funding.

3) Risk of complaints — challenges regarding the terms of procurement documentation, technical specifications, commission decisions, or other actions or omissions by public procurement entities.

4) Risk of the procurement being declared unlawful — violation of legal requirements during planning, selection of the procurement method, development of technical specifications, bid evaluation, determination of the winner, or contract conclusion.

5) Risk of restricting competition — establishment of requirements that create unjustified barriers to the participation of potential suppliers.

6) Risk of untimely contract performance — violation by the supplier of deadlines or other contract terms.

7) Risk of improper contract performance — delivery of goods, performance of works, or provision of services that do not comply with the requirements of the contract and technical specifications.

10.3. Risk management measures

To prevent and to minimize procurement risks, the following measures are applied:

- preliminary market analysis;
- verification of the availability and adequacy of funding;
- review of technical specifications for risks of restricting competition;

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- monitoring compliance with procurement procedure timelines;
- legal review of documents;
- preliminary assessment of grounds for potentially declaring a procurement void;
- timely preparation of a position regarding received complaints;
- monitoring of contract performance;
- timely action in response to a supplier's breach of contractual obligations;
- organization of repeat procurements when grounds arise.

10.4. Allocation of responsibility

The procurement initiator is responsible for the timely identification of risks associated with the requirement, technical specifications, and contract performance.

The Public Procurement Department is responsible for identifying procedural risks, as well as risks of legal non-compliance, procurement failure, and non-compliance with procurement timelines.

The Economic Planning and Analysis Department is responsible for assessing risks related to funding and planning.

The Legal Department participates in assessing legal risks and preparing legal positions regarding complaints, regulatory orders, and litigation.

11. Procurement closure, archiving, and document storage

11.1. Completion and closure of the procurement

Upon full performance of contractual obligations by the parties, the responsible person ensures the completion of procedures prescribed by legislation on the public procurement web portal.

11.2. A procurement is considered internally completed after:

- full performance of contractual obligations;
- execution of documents regarding the acceptance of goods, works, and services;
- processing of payment;
- settlement of mutual claims, if any;
- fulfillment of obligations regarding the payment of penalties, fines, or late fees, if any;
- completion of procedures on the web portal in cases prescribed by legislation.

11.3. Upon completion of the procurement, the Public Procurement Department compiles the procurement file, which includes documents related to planning, conducting the procurement, and the conclusion and performance of the contract.

11.4. Documents are organized and transferred for storage in accordance with the University's records schedule and the requirements of the legislation of the Republic of Kazakhstan regarding archives and records management.

11.5. The Public Procurement Department is responsible for compiling and transferring the procurement file; the Procurement Initiator and other structural units

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ensure the timely provision of documents falling within their respective areas of competence.

12. KPIs and performance metrics for procurement procedures

12.1. The following key performance indicators are established for the internal monitoring of the efficiency of public procurement organization and activities:

- the share of procurements conducted within established timeframes, that is the ratio of the number of procurements completed within scheduled timeframes to the total number of planned procurements;
- the number of cancelled procurements, that is the number of procedures cancelled at the initiative of the procuring entity or due to identified violations;
- the number of procurements declared failed, including an analysis of reasons and a breakdown by procurement method;
- the number of complaints received, including the results of their review;
- the number of upheld complaints and identified violations;
- an average procurement duration, that is the period from the receipt of the complete set of documents for organizing the procurement to the selection of the supplier and the conclusion of the contract;
- budget savings, that is the difference between the planned procurement cost and the actual cost of the concluded contract, taking into account the specifics of the procurement method used;
- the share of contracts fulfilled on time;
- the number of instances where suppliers violated contract performance deadlines;
- the number of repeat procurements and the primary reasons for conducting them.

13. Other provisions

In the course of its operations and organization of public procurement procedures, the Public Procurement Department is authorized to:

- Request and receive from the University structural units the documents and information needed to perform functions related to public procurement within the Department scope of competence; reject submitted documents if inconsistencies with the legislation of the Republic of Kazakhstan or internal regulatory documents are identified; and provide comments and proposals regarding the rectification of identified violations.

14. Coordination, approval, and implementation

These Rules shall be coordinated in accordance with DP X-01 by the Member of the Management Board – Vice-Rector for Academic Affairs, Member of the

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Management Board – Vice-Rector for Strategic Development and Internationalization, Member of the Management Board – Vice-Rector for Science and Innovation, Member of the Management Board – Vice-Rector for Social and Educational Work, Member of the Management Board – Vice-Rector for Digitalization, Chief of Staff, Head of the Internal Audit Service, Head of the Department of Economics, Finance and Accounting (Chief Accountant), and Head of the Legal Support Service for Procurement and Public procurement, and such coordination shall be documented in the Coordination Sheet (Appendix B).

15. Ensuring accessibility

Ensuring accessibility shall be made in accordance with DP X-01.

16. Safekeeping

Safekeeping shall be made in accordance with DP X-01.

17. Analyzing and updating

Analyzing and updating shall be made in accordance with DP X-01.

18. Amendments to the document

Amendments to these Regulations shall be made in accordance with DP X-01.

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Appendix A

Matrix of function allocation across public procurement procedures

Part I. Basic procedures of performing public procurement

Procedure/stage	Procurement initiator	PPD	Commission for the acceptance of GWS	EP&A department	Accounting office	LS	Vice-Rector	Tender Commission	Rector
Identifying the need and justifying the procurement	R/A	C		C	C	C	C		I
Preliminary market analysis	R/A	C					C		I
Preparing the budget request		I		R/A	C		C		I
Adjusting the development plan	C	I		R/A	C	C	C		I
Preparing and adjusting the Public Procurement plan	C	R/A		C	C	C	C		I
Initiating the procurement (internal memo)	R/A	C		C	C	C	C		I
Confirming the funding source and alignment with the development plan	C	I		R/A	C	I	C		I
Preparing, reviewing, and approving technical specifications	R/A	C				C	C		I
Conducting the procurement procedure	C	R/A		I	I	C	I		I
Approving tender documentation and finalizing tender results	C	R				C	I	R/A	I
Concluding the contract	C	R				C	I		A
Amending the contract	R	R/A			C	C	I		A
Acceptance of goods/works/services	A	I	R/A		C	I	I		I
Contract acceptance and payment	I	C		C	R/A	I	I		I

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Part II. Supporting, control and final procedures

Procedure/stage	Procurement initiator	PPD	Commission for the acceptance of GWS	EP&A department	Accounting office	LS	Vice-Rector	Tender Commission	Rector
Contract performance	C	R/A				I	I		I
Review and preparation of a position regarding a complaint	C/ R	R/A		I	I	R	I		I
Monitoring contract performance	R/A	A		I	I	C	I		I
Designating a supplier as an unreliable participant in Public Procurement	C	R		I	I	R/A	I		I
Procurement risk management	C	R/A		C	C	I	I		I
Monitoring procurement KPIs	C	R/A		I	I	I	I		I
Document archiving and handover	I	R/A		I	I	I	I		I

*** Designations:**
R (Responsible) — executes
A (Accountable) — bears final responsibility
C (Consulted) — coordinates / consults
I (Informed) — is informed

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Appendix B
(mandatory)

Coordination sheet

Position	Name	Date	Signature
Member of the Board, Vice-Rector for Academic Affairs	Nussupbekov B.R.		
Member of the Board, Vice-Rector for Strategic Development and Internationalization	Kanapyanov T.E.		
Member of the Board, Vice-Rector for Science and Innovation	Mekhtiyev A.D.		
Member of the Board, Vice-Rector of Social and Educational Work	Kalykov A.K.		
Member of the Board, Vice-Rector for Digitalization	Amirov A.Zh		
Chief of Staff	Issagulov A.Z.		
Head of the IAS	Abisheva T.Yu.		
Head of the Economics, Finance and Accounting (Chief Accountant)	Abiltussupova A.Kh.		
Head of the Legal Service	Ayazbayeva G.S.		

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Appendix C
(mandatory)

Familiarization sheet

Position	Name	Date	Signature
И.о. нач. отдела ОЗ	Жантасов Н.Н.		
специалист ОЗ	Бауырбекова Ф.Б.	11.09.26 г	
специалист ОЗ	Камбекова Д.К.	11.09.26	
специалист ОЗ	Жасарова А.Ж.	11.09.26	
специалист ОЗ	Сарсенова Т.Б.	11.09.26	
И.о. нач. отд. ВПиОС	Адуакенова К.А.	11.09.26г	
Директор ДИТ	[illegible]	11.09.26	
Начальник С.А.	Убеков Н.Ж.	11.09.26	
Нач. У.О.	[illegible]	11.09.26	
Руководитель комитета	[illegible]	11.09.26	
и.о. Директора ДИТ	Мухтаров Э.Ф.	11.09.26	
Зав. склад	Нашкорт Н.Г.	11.09.2026	
Зав каф ЭС	Нешин Е.Ф.	11.09.2026	
Декан АСФ	Токтанов В.Р.	11.09.26г	
Энергетик	Ахмагалиев С.К.	11.09.2026	

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