

APPROVED

Chairman of the Board - Rector of
Taraz Regional University named
after M.Kh. Dulaty
Baizhumanov M.K.

Rules for the interaction of structural divisions of NAO “Taraz Regional University named after M.Kh. Dulati” in the organization and conduct of public procurement of goods, works and services

1. General Provisions.

1. These Rules for the interaction of structural divisions of NJSC “Taraz Regional University named after M.Kh. Dulati” in organizing and conducting public procurement of goods, works and services (hereinafter referred to as the Rules) were developed in order to coordinate and streamline the process of acquiring goods, works and services in NAO “Taraz Regional University named after M.Kh. Dulati”, in accordance with the Law of the Republic of Kazakhstan “On Public Procurement” No. 434- V of December 04, 2015 and the Rules for Public Procurement approved by Order of the Ministry of Finance of the Republic of Kazakhstan No. 648 of December 11, 2015.

2. Procurement planning

1. The customer generates a list of needs of goods, works and services with a breakdown by article and submits it to the Budget Commission for inclusion in the Development Plan and the Public Procurement Plan of the University for the corresponding period.

At the same time, the Customer, when forming the need for goods (commodity assets), is obliged to coordinate such an acquisition with the material department of the DEF for the presence / absence in the warehouse.

2. University Planning Office:

2.1. Forms the revenue part of the University Development Plan for the relevant period;

2.2. Determines the amount of expenses for the annual plan of the payroll fund for employees and mandatory tax payments;

2.3. Displays for the Budget Commission the amount of the budget for the purchase of goods, works and services, which remains from the total annual income minus the cost of the annual wage fund and tax payments.

3. All Customers of the University participate in the meeting of the Budget Commission in order to protect the requested amount for the purchase of goods, works and services and provide clear justifications for each article.

4. The Budget Commission distributes the amount provided by the Planning Department for the purchase of goods, works and services - between the Customers, based on the priority of each declared article and in accordance with the Strategic Plan of the University.

5. Procurement of goods, works and services is carried out strictly within the approved annual amount of the Development Plan and the Public Procurement Plan of the University.

In the event that the Customer submits during the calendar year an additional need for goods, works and services that are not included in the annual Development Plan and the Public Procurement Plan of the University, the purchase is carried out at the expense of the conditional savings of the purchases made or by reducing or canceling less priority budget items.

6. The customer, after approval by the Budget Commission, sends to the Planning Department for electronic document management (hereinafter - EDF) summary information on paper and in electronic form in Excel format for inclusion in the University Development Plan for the purchase of goods, works and services.

7. The Planning Department, after the approval of the University Development Plan by the Board of Directors for EDI, provides the Public Procurement Department with summary information with a breakdown of the budget items in electronic form in Excel format .

The method of procurement of goods, works and services is determined by the public procurement department together with the Customers, in accordance with the Law of the Republic of Kazakhstan “On Public Procurement”.

The responsibility for the compliance of the amounts planned for purchases with the approved budget of the University with the names, characteristics and units of measurement of goods, works and services according to the Unified Nomenclature Directory of Goods, Works and Services shall be borne by the Customer.

8. The customer annually submits to the public procurement department:

no later than 5 (five) working days from the date of approval of budgets, and / or plans for repairs and / or the production program, and / or the investment program of the University - a list of goods, works and services, purchases, which are provided for in the procurement plan, the approved technical specification , estimates, defective acts, design and estimate documentation, etc. in the state and Russian languages (with an extract from the minutes of the Budget Commission) on paper and electronic media;

9. The list of purchases of goods, works and services is formed by the public procurement department based on the information provided by the Customers.

10. If it is necessary to make and (or) additions to the approved plan for the procurement of goods, works and services, the Customer independently submits for consideration by the Budget Commission the issue of making changes and (or) additions to the List of purchases of goods, works and services.

The customer immediately sends to the public procurement department an extract from the minutes of the meeting of the Budget Commission of the University on the introduction of changes and (or) additions to the List of Procurement of Goods, Works and Services.

11. Public Procurement Department:

1) no later than (five) business days from the date of submission by the EDI Planning Department of summary information with a breakdown of budget items in electronic form in Excel format (Form 18) prepares a draft plan for public procurement of goods, works and services;

Ensures approval of the University's procurement plan;

12. When planning the timing of the delivery of goods, the Customer must take into account the technological production time and (or) the delivery time of the goods planned for purchase.

The customer must take into account the period required to perform work, provide services, regulated by the relevant regulatory legal acts, technological documents, rules for performing certain types of work (provision of certain types of services), etc.

It is not allowed to send applications for making changes to the procurement plan in terms of excluding positions that did not take place.

13. Public Procurement Department:

Not later than the last working day of the week following the week of submission of applications, in accordance with the established procedure, ensures the approval of changes and (or) additions made to the procurement plan.

The term for approval of changes and (or) additions is extended by the number of holidays observed during the week of submission of applications and the subsequent week of approval of changes and (or) additions made to the procurement plan.

3. Organization and conduct of purchases.

1. The customer, upon the formation of tender documentation, coordinates the technical specification for goods, works and services with the public procurement department for compliance with the Law and these Rules. The term for consideration by the public procurement department of the technical specification should not exceed 3 (three) working days from the date of its receipt for consideration.

The Customer receives the form of technical specification for goods, works and services with the necessary fields for filling in electronic form from the public procurement department.

In the event that the technical specification is returned to the Customer for revision, the consideration by the public procurement department of the technical specification is suspended;

When returning the technical specification to the Customer for revision, the Public Procurement Department corrects and eliminates comments, changes and additions within 2 (two) working days. For violation of the deadlines for the elimination of comments, the Customer is responsible.

The following documents are attached to the application:

An application for the purchase of goods, works, services signed by the supervising manager or a person acting as his/her duties on paper and electronic media (in the state and Russian languages);

Approved by the first head of the Customer or the person acting as his technical specification/technical assignment, design and estimate documentation (if any) and other necessary documents. The technical specification/terms of reference is signed and initialed by the sheet by the responsible employee of the Customer:

information about the candidacy (s) of the member (s) of the competitive (auction) commission;

An application for the purchase of goods, works, services signed by the supervising head or a person acting as his/her duties must be submitted to the public procurement department through the EDI system and (or) on paper.

The procurement organizer, on the basis of the submitted application of the procurement customer, develops a draft order on the organization and conduct of public

procurement and on the approval of the composition of the competitive (auction) commission.

2. The Public Procurement Division provides the DEF Director with information on:

on a weekly basis:

- on concluded and rejected contracts, indicating the amounts and the initiator of the application;

- on additional agreements concluded to the contracts, if any, indicating the main contract;

- on the amount of savings by items of goods, work and services.

- about the amounts announced on the portal for goods, works and services.

To clarify the Company Development Plan for the next year:

3. To clarify the Development Plan of the University for the next year, the Material Department of the DEF provides information to the Planning Department:

- on the amounts of debts carried over to the next year under the University contracts concluded through the public procurement portal during the year (accounts payable under contracts for goods, works and services concluded only through the PP portal);

- about the amounts of debts for other types of goods, works and services of the University that are carried over to the next year (accounts payable for other types of goods, works and services).

4. The Planning Department, when updating the Development Plan for the next financial year, includes the amount of carry-over accounts payable in terms of cash outflow.

4. The procedure for accepting goods under public procurement contracts

Employees of the University should carry out actions according to the following sequence:

1. Conclusion of an agreement on public procurement of goods on the public procurement web portal by the public procurement department.

2. Determination of the person responsible for the acceptance of the goods and their compliance with the technical specification, including in terms of quantity and quality (hereinafter referred to as the Responsible Person), which will be the financially responsible person, the representative of the structural unit of the University, from which the application for the purchase of goods was received and for which responsible for the storage and operation of the goods.

Goods supplied under public procurement contracts, except for construction materials, household goods, stationery, electrical goods, must be accepted by the structural unit that has applied for the purchase of these goods.

The head of the department of the University, who applied for the purchase of goods (laboratory equipment, educational equipment), signs the invoices as the recipient of the goods, then the document is signed by the director of the institute or the dean of the faculty, after which the electronic act is agreed and approved by the responsible persons of the University.

Construction materials, household goods, stationery, electrical goods are accepted to the University warehouse, invoices are signed by the head of the economic service and the head of the warehouse.

If in order to determine the conformity of the product to the technical specification, including in terms of quantity and quality, it is necessary to have special technical and other knowledge, the structural unit of the University - the customer of the product creates a commission that will act as the Responsible Person.

3. Registration of a power of attorney by the accounting department of the University for the warehouse manager or for a person replacing him (hereinafter referred to as the Warehouse Manager), to receive the goods. The power of attorney issued by the accounting department of the University is transferred to the public procurement department.

4. Provision by the public procurement department of information about the power of attorney to the Supplier (for example, by sending an electronic scanned copy of the power of attorney to the Supplier's e-mail).

5. Receipt of the goods by the Responsible person.

6. Reconciliation by the Responsible person of the goods in terms of quantity, quality, verification of the compliance of the goods with the requirements of the technical specification.

7. Receipt by the Responsible Person from the Supplier along with the goods of the original invoices, certificates of conformity, certificates of origin and other documents under the contract (hereinafter referred to as the Supplier's documents).

If the goods comply with the requirements specified in the technical specification, as well as in terms of quantity and quality, the Supplier's documents are transferred for verification to the public procurement department.

In case of non-compliance of the goods with the technical specification, as well as inconsistencies in quantity and quality, the Responsible Person refuses to accept the goods from the Supplier, the invoices are returned to the Supplier. Also, an Act on the non-conformity of the goods is drawn up in two copies, which indicates the justified reason for the non-acceptance of the goods, the acts are signed by the Warehouse Manager, the Responsible Person and the Supplier. One copy of the Certificate of non-conformity of the goods is transferred to the public procurement department, and the second copy is given to the Supplier.

8. Checking by the Public Procurement Department of the Supplier's documents for the correctness of their compilation and the data specified in them.

In case of compliance of the Supplier's documents, the Public Procurement Department endorses the invoices marked with the following text : *"I confirm the correctness of the preparation of documents"* and certifies with his signature indicating the position, full name. and date of signing. After the consignment notes are endorsed by an employee of the public procurement department, he is responsible for the correctness of the data specified in the Supplier's documents. After endorsement of the invoices, the public procurement department gives the original power of attorney to the Warehouse Manager.

In case of inconsistency between the Supplier's documents for the correctness of the compilation or the data indicated in them, the public procurement department refuses to accept the goods and documentation in accordance with clause 5.1. and also draws up an Act on the non-compliance of the documentation in two copies, which indicates the

justified reason for the non-acceptance of the documentation, the acts are signed by an employee of the public procurement department and the Supplier. One copy of the Documentation Nonconformity Statement is transferred to the Public Procurement Department, and the second copy is given to the Supplier.

9. After verification by the Public Procurement Department of the Supplier's documents, in case of conformity of the goods and the completeness of the documents provided, the Responsible person endorses the invoices marked with the following text : *"I confirm the compliance of the goods with the technical specification, including in terms of quantity and quality"* and certifies with his signature indicating the position , FULL NAME. and date of signing. After the Responsible person approves the invoices, the responsibility for the compliance of the goods with the technical specification, including in terms of quantity and quality, rests with him.

10. After the invoices contain visas of the public procurement department, the Responsible person signs the invoices as the recipient of the goods, gives one copy to the Supplier, and the second to the public procurement department, and also gives the original power of attorney to the Supplier. After the Responsible person signs the invoice, the responsibility for the safety of the received goods rests with him.

11. Issuance by the Supplier of the act of acceptance and transfer on the web portal of public procurement with the attachment of a scanned copy of the invoice, certificate of origin and filling out a report on local content.

12. Adding by the public procurement department to the electronic act of acceptance and transfer of goods on the web portal of public procurement of an employee of the public procurement department, who approved the Supplier's invoices in accordance with clause 8 of this Procedure, in the act of acceptance and transfer of goods as a "Representative of the customer responsible for the correct execution".

13. Adding by the public procurement department to the electronic act of acceptance and transfer of goods on the web portal of public procurement of the head of the public procurement department to the act of acceptance and transfer of goods as a "Representative of the customer responsible for the correct execution".

14. Checking the act of acceptance and transfer of goods on the public procurement web portal by the public procurement department for compliance with the requirements, namely:

14.1. the presence of an attached scanned copy of the invoice signed by the Supplier and the persons specified in clauses 8, 9, 10 of this Procedure;

14.2. compliance of the data of the scanned copy of the consignment note with the data specified in the electronic act of acceptance and transfer on the public procurement web portal;

14.3. the correctness of the completion of the report on local content with the attachment of a certificate of origin;

14.4. authenticity, validity period of the certificate of origin of goods, as well as compliance of the data specified in the certificate of origin of goods with the received goods.

15. In the event that the act of acceptance and transfer of goods on the public procurement web portal does not comply with the requirements of clause 14 of this Procedure, the employee of the public procurement department specified in clause 12 of this Procedure rejects the act of acceptance and transfer with justification for refusal through the functionality of the public procurement web portal.

16. Adding by the public procurement department to the act of acceptance and transfer of goods on the web portal of public procurement of the Responsible person as the "Representative of the Customer responsible for the acceptance of the goods".

17. Adding by the public procurement department to the acceptance certificate on the web portal of public procurement "Approver from the customer".

18. Filling in by the public procurement department of information about the foam, if there was a delay in the delivery of goods.

19. Signing of the act of acceptance and transfer of goods on the public procurement web portal by an employee of the public procurement department specified in clause 12 of this Procedure.

20. Signing the act of acceptance and transfer of goods on the public procurement web portal by the head of the public procurement department.

21. Signing of the act of acceptance and transfer of goods on the public procurement web portal by the Responsible person, in the absence of any claims to the goods.

22. After the execution of all the above paragraphs of this Procedure, the Approver signs the act of acceptance and transfer of goods on the public procurement web portal.

Note.

Clauses 12-22 of this Procedure, in accordance with clause 426-4 of the Rules, must be executed within 3 working days from the date of receipt of the notification on the public procurement web portal about the Supplier's submission of the acceptance certificate on the public procurement web portal.

If it is necessary to further study the received goods, it is allowed to increase the deadline for the execution of clauses 12-22 of this procedure by seven working days, subject to mandatory notification through the Supplier's web portal of this need within a period of no more than three working days from the date of receipt of the notification of the issuance of the acceptance certificate by the Supplier on the public procurement web portal.

5. Responsibility of the heads of structural divisions and employees of the Company in the organization and conduct of public procurement.

1. Members of the competitive (auction) commission bear personal (administrative) responsibility for late consideration of applications from potential suppliers, for late placement (signing) of the protocol of the preliminary cut and (or) the protocol of results.

2. The first heads (the person acting in his capacity) of the departments of the University are personally responsible for organizing and conducting the procurement of goods, works and services, including for conducting unreasonable purchases, exercising control and monitoring during procurement, compiling and submitting reports on procurement issues, for violation of the terms and norms of these Rules.