 msu management & science university	MANAGEMENT & SCIENCE UNIVERSITY (MSU)	
CREATED ON: 2020	REVIEW ON: 2023	
PROCUREMENT POLICY		

1. PURPOSE & SCOPE

- 1.1. This document outlines the Management and Science University’s (MSU) strategies to provide a clear procedures for goods and services acquisition that poses an efficient, fair and transparent manner, in the same time stimulating accountability, value for money and environment-friendly objectives.
- 1.2. It is a University-wide policy and applies to all staff, and must also be applied to outsourced procurement activity being performed on behalf of the University by external parties.
- 1.3. This policy applicable to MSU’s related departments (e.g. Procurement Department), and its associates.


2. POLICY STATEMENT

2.1. Introduction

The approaches in procurement policy is to support the need to acquire goods and services in a cost-effective and timely manner. The strategies are mainly emphasis to comply with the applicable regulations and appropriate business processes. The policy echoes the university’s commitment in promoting effectiveness, efficiency, and responsible resource management.

2.2. Green Procurement

- 2.2.1 MSU to ensure a fair competition and acquiring of goods and services are made based on the stipulated and specified objectives, and to pursue the best outcomes in term of value of money and the quality assumed in return, which can give influence to the Return on Investment (ROI).
- 2.2.2 The related departments in MSU shall consider to comply with the environment and social impact in the procurement decisions to promote highly-beneficial sustainable practices, for example; the use of renewable energy that can reduce and save the use of electricity in the university.

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2.2.3 Green Procurement means purchasing products and services that cause minimal adverse environmental impacts. It incorporates human health and environmental concerns into the search for high quality products and services at competitive prices.

2.2.4 The departments are encouraged to avoid single-use disposable items, and purchase products:

- a) With improved recyclability, higher recycled content, reduced packing, and greater durability.
- b) To supply item with greater energy and water efficiencies.
- c) Utilizing clean technology and/or clean fuels.
- d) Which result in reduced water consumption.
- e) Which emit fewer irritating or toxic substances during installation.
- f) Smaller production of toxic substances, or of less toxic substance, upon disposal.

2.3. Vendors / Suppliers

2.3.1 Upholding to comply with the highest level of truthfulness that will avoid any conflicts of interest.


2.3.2 Required goods and services must be obtained through the following order of precedence:

- a) Existing contracted suppliers;
- b) Approved suppliers
- c) Other suppliers in accordance with this policy and the procedures which support it.

2.3.3 Suppliers used to provide goods or services to MSU must be on the university's procurement list of contracted or approved suppliers.

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- 2.3.4 For emergency procurement, any goods or services for which there is no specific contracted or approved supplier, the identified supplier for that goods or services must obtain approval from Procurement Category Management (PCM).
- 2.3.5 The requestor of the goods or services is responsible for determining the specifications of the required goods or services, and confirming that suppliers and or products selected by the Procurement meet the specifications established.
- 2.3.6 MSU should organize an annual evaluation with relevant departments to review the performance of all suppliers engaged in the past fiscal year.
- 2.3.7 User departments should response their feedback and comments on any problems with goods/services to the Procurement Department.
- 2.3.8 The relevant department is responsible to maintain database regarding vendor/supplier information's from selection of vendor until vendor's record performance.
- 2.3.9 When selecting a vendor, consider quality, cost, delivery, terms, past vendor performance and the following criteria:
- a) Vendor must demonstrate their ability to supply goods and services on a regular and timely basis.
 - b) Vendors should be cost competitive.
 - c) Vendors should demonstrate the ability to meet both the specification requirements and applicable University's standards.
 - d) Vendor's financial strength and stability.
 - e) Vendor's reputation for adhering to specifications and delivery schedules.
 - f) Vendor's commitment to the environment and sustainability.
 - g) Prioritize the selection of vendors that support the local community or local farmers, which can thrive and stimulate to the sustainable and economic growth of the local community. This will assist to reach a wider consumer base and increase the returns on their production and revenue.

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