

Universiti Tunku Abdul Rahman			
Form Title: Sustainable Procurement Policy			
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1.0 Objective

The purpose of this policy is to establish a framework for sustainable purchase of goods and services for the University in a timely and cost-effective manner, while minimizing the impact on health and the environment, and deliver community benefits through better selection of products and services in line with the University's Vision and Mission as stated below:

Vision

To be a global university of educational excellence with transformative societal impact.

Mission

We are committed to achieving the Vision through:

Universal values in our beliefs

Tenacity in overcoming challenges

Agility in facing new frontiers

Responsibility in pursuit of excellence

2.0 Scope and Focus

2.1 This policy applies to all faculty/centre/department of the University involved in the procurement of goods and services:

- to procure goods and services that maximizes efficiency and effectiveness while minimizing social and environmental impact, and total risks.
- to support the University Green Campus Strategic Plan to improve the eco effectiveness of the University in line with the United Nations (UN) Sustainable Development Goals (SDGs).

2.2 The procurement of goods and services for the University covers a broad range of areas such as:

- capital development and facilities investment for campus infrastructure (laboratory and teaching equipment, computer and telecommunication, furniture, fixtures and fittings, office equipment, sports facilities, maintenance, utilities, etc)
- research and innovation. and teaching and learning educational objectives, (consumables, library systems, labs, databases, digitalization, learning platforms, teaching materials and student recruitment etc),
- strategic and operational management (training, projects, travel and mobility, ICT, cleaning services and other services).

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3.0 Approach and Commitment

3.1 The University aims to focus on improving environmental, social and governance (ESG) performance by integrating sustainability into everyday practice and decision making processes, thereby minimizing our environmental impact and optimising the social and economics outcomes for the University operations. By embedding sustainability considerations within the University procurement processes, it will support the implementation of UTAR Green Campus project.

3.2 The purchase of goods and services on the best possible terms, has generally been based on two criteria i.e. price and quality to maximise benefits for the University. Sustainable procurement broadens the framework to ensure that the quality criteria includes minimizing adverse environmental and health impacts.

The University will evaluate all environmental, social and economic negative impacts and benefits in the procurement decision-making processes towards more sustainable goods and services throughout their life cycle. The life cycle costs of the services and products will be taken into consideration. The life cycle takes into account raw materials extraction, production, manufacturing, distribution, operation, use, maintenance, recycle and disposal.

Most of the sustainable products are competitively priced, have comparable quality, and have one or more of the following features:

- High content from post-consumer recycled materials
- Low embodied energy (total energy required to produce a finished product including row, extract, manufacture, transport and dispose)
- Recyclable, reusable or biodegradable
- Healthy and non-toxic materials
- Energy or water efficient
- Durable and/or low maintenance requirement
- Reduce waste and maximize resource efficiency

3.3 To integrate the sustainability into the procurement decision-making processes to support the implementation of this Policy, the University will:

- Provide information and training in relation to sustainable and ethical procurement practice and related issues to the staff with the procurement responsibility;
- Ensure that the procurement of goods and services is absolutely necessary, review and analyse usage and consumption of the goods and services to reduce the usage and adopt the most environmental-friendly alternative products wherever possible;
- Work in partnership with local communities and companies in relation to sustainability initiatives;

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- Implement best practice and innovative processes to minimize sustainability impacts, including carbon emissions, associated with the procurement of goods, services and capital works;
- Reduce emissions by encouraging more sustainable travel alternatives, use of bicycle, energy efficient vehicles and promoting awareness of impacts related to transportation to, from and between University sites and on University business;
- Create a campus culture with sustainable and inclusive behavior.

4.0 Purchasing Committee

In managing the procurement of goods and services required for university operational needs, the following committees have been established:

- (a) UTAR Purchasing Committee
- (b) Faculty Purchasing Committee
- (c) Facilities and Services Purchasing Committee
- (d) ICT Purchasing Committee
- (e) Department of Student Affairs Purchasing Committee

5.0 Procedures

The following purchasing procedures are used to support the procurement process:

- (a) Procurement For Goods and Services For Facility Management and Other Items
- (b) Procurement for ICT Equipment, Software, Services and Consumables
- (c) Procurement For Laboratory/ Teaching/ Research Equipment, Laboratory Consumables and Special Services
- (d) Procurement for Goods and Services For Student Activities

6.0 Review

UTAR reserves the right to review this policy from time to time.