

# Sustainable Procurement Policy

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## 1.0 Purpose

To establish the principles to adopt and implement transparent, competitive and consistent approach to procurement resulting in economical purchase of goods and services in compliance with the relevant Cabinet Resolutions and Federal Laws.

To fulfill the requirements of related standards and endorse continuous improvement to ensure sustainability in procurement processes and the system.

## 2.0 Scope

This policy and its provisions hereof shall be applied system-wide to all those involved in the purchasing activities at all campuses and locations of HCT, as long as it is in compliance with the applicable laws and regulations.

## 3.0 Control and Distribution

3.1 The VP - Shared Services is the owner of this Policy.

3.2 All requests for revisions shall be addressed to the VP - Shared Services. Amendments shall be made, if any are required, after approval as per the DoA, and superseded versions of the policies shall be retained for future reference.

3.3 Date of next review: XX XXX 2027

## 4.0 Definitions

**4.1 Sustainable procurement:** is the integration of Corporate Social Responsibility (CSR) principles into HCT's procurement processes and decisions while ensuring to meet the requirements of HCT's stakeholders

4.2 Other terms in this policy are as defined in the Cabinet Resolution No. 4 of 2019 pertaining to the Procurement & Warehouse Management Regulations in the Federal government, and its amendments or replacements, and as detailed in the relevant procedures.

## 5.0 Roles and Responsibilities

The following are responsible for the implementation and management of procurement; according to the applicable laws; the detailed responsibilities are defined in the relevant procedures:

5.1 Budget Owner

5.2 Director - Procurement & Contracts

5.3 Tender Opening Committee

5.4 Technical Evaluation Committee

5.5 Commercial Evaluation Committee

5.6 Contracts Administration Officer

5.7 Procurement Committee

5.8 Vice President Shared Services

5.9 Concerned Vice Presidents

5.10 President & Chief Executive Officer

5.11 Chancellor

## 6.0 Policy Statements

6.1 HCT is committed to:

6.1.1 Procure HCT's business needs with the required quality, specifications and on a timely manner with competitive prices, to ensure the efficiency and effectiveness of the procurement processes, avoid the inefficient use of

public funds and ensure alignment with relevant federal laws, Cabinet resolutions and compliance with national/international standards as and when applicable.

- 6.1.2 All related laws and regulations as well as sustainability requirements and stakeholders' needs.
- 6.1.3 Endorse the procurement governance, integrity, equality and transparency in all procurement and contractual processes.
- 6.1.4 Provide clear and accurate information about the specification and details of the requested goods and services, promote fair competition among vendors, respect their privacy, confidentiality of offers and property rights.
- 6.1.5 Conduct a fair and transparent investigation on all vendors' complaints and feedbacks in a professional manner.
- 6.1.6 Ensure the business continuity and the supply chain flow of HCT's critical business activities through signing solid strategic partnership agreements with the key Vendors.
- 6.1.7 Raise awareness and commitment of stakeholders towards sustainability in the purchasing processes and provide them with recommendations and solutions to enhance their performance towards sustainability.
- 6.1.8 Maintaining sustainability in multiple dimensions: environment, society, economy, health and safety for all HCT's employees, customers, and vendors during the procurement and contractual processes. Also, to express HCT's commitment towards implementing the related standards and best practices.
- 6.1.9 Provide effective communication channels to enhance collaborative approach among all supply chain parties, as well as study of all suggestions and feedback provided to enhance sustainability.
- 6.1.10 Obtain Value for Money through ideal combination of quality, cost and expected useful lifetime of the goods/services, its suitability to meet HCT's requirements as well as the sustainability of the purchases.
- 6.2 All tenders, practices and competitions shall be announced through the relevant system(s) in compliance with the relevant laws and ensuring a high degree of transparency and professional integrity by applying open competition purchasing processes.
- 6.3 Annual Procurement Plan shall be developed, consolidated, approved and implemented prior to the start of the fiscal year in coordination with the Budget Owners and in alignment with the approved budget for the fiscal year to support sustainable procurement. The Annual Procurement Plan shall be approved by the authority as per HCT Delegation of Authority (DOA).
- 6.4 Procurement of goods and services shall be made through defined procurement methods as per the relevant laws/cabinet resolutions, and related procedures.
- 6.5 Mandatory Requirements that all vendors shall comply with are:
  - 6.5.1 The environmental sustainability requirements set out in the Relevant Regulations and Resolutions.
  - 6.5.2 Wage Protection Policy applicable in the UAE.
  - 6.5.3 Provisions of the Pension Law for federal and local entities, and social insurance for the private sector.

## 7.0 Related Documents

- 7.1 Cabinet Resolution No. (4) of 2019 Procurement Regulation and Storehouse Management in Federal Government (/Other%20Related%20Documents/Cabinet+Resolution+No.+ (4)+of+2019+Procurement+Regulation+and+Storehouse+Management+in+Federal+Government+.pdf)
- 7.2 Financial Circular No. 3 of 2018 regarding permanent and special imprest (/Other%20Related%20Documents/Financial\_Circular\_No.\_3\_of\_2018\_regarding\_permanent\_and\_special\_imprest.pdf)
- 7.3 UAE Circular Economy Policy 2021 - 2031 (/Other%20Related%20Documents/UAE\_Circular\_Economy\_Policy\_2021-2031.pdf)
- 7.4 Delegation of Authority - Shared Services 2019
- 7.5 Procurement Planning Procedure
- 7.6 Purchase Requisition Procedure
- 7.7 Tender Procedure
- 7.8 Competition and Competitive Dialogue Procedure
- 7.9 Direct Order Procedure
- 7.10 Price Agreement Procedure
- 7.11 Vendor Management Policy

- 7.12 Contracts Management Policy
- 7.13 HCT Approved General Terms and Conditions  
(/Other%20Related%20Documents/HCT\_Aproved\_General\_Terms\_and\_Conditions.pdf)
- 7.14 President and CEO Directives
  - 7.14.1 President and CEO Directive (05)-2020 - Amendment on the Appointment of Procurement Committee  
(/Other%20Related%20Documents/President\_and\_CEO\_Directive\_(05)-2020\_-\_Amendment\_on\_the\_Appointment\_of\_Procurement\_Committee.pdf)
  - 7.14.2 President and CEO Directive (04)-2019 -Appointment of Procurement Committee  
(/Other%20Related%20Documents/President\_CEO\_Directive\_(04)-2019\_-\_Appointment\_of\_Procurement\_Committee.pdf)

## Version Control and Change History

Version	Amendment details	Review and approval details
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