Approved
By Resolution of Board of Trustees of The Nazarbayev University
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RULES FOR PROCUREMENT OF GOODS, WORKS, SERVICES

(as amended as of June 13, 2025)

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These Rules for Procurement of Goods, Works, Services (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 3) of Clause 5 Article 6 of the Law of the Republic of Kazakhstan On the Status of Nazarbayev University, Nazarbayev Intellectual Schools and Nazarbayev Fund (hereinafter referred to as the Law) and regulate the procedure of procurement of goods, works, services by the autonomous organization of education Nazarbayev University and its organizations.

1. Terms and definitions

1.1. The basic terms and definitions used in Rules:

affiliated entity of potential supplier - any individual or legal entity, who has the right to make decisions and/or influence the decisions made by the potential supplier, including by virtue of the transaction made in writing, and any individual or legal entity in respect of which this potential supplier has such right;

procurement contract – a civil contract entered into between the client and the supplier in accordance with the civil legislation of the Republic of Kazakhstan and the Rules;

Clients – autonomous organization of education Nazarbayev University and its organizations except for non-profit organizations in the corporate form of a fund;

procurement – purchase of goods, works, services by clients on a paid basis needed to support operations and also to perform client's statutory activity according to the procedure established by the Rules and also civil legislation of the Republic of Kazakhstan except for the following goods, works, services:

purchase of goods, works, services related to usage of funds of grants, donations, contributions, funds received under sponsor support, beneficent help;

purchase of works, services provided by individuals who are not entrepreneurs; purchase of securities, participation interests in charter capital, including contributions to a newly established legal entities;

purchase of the rating agency services, financial services;

purchase of goods, works, services related to representational expenses;

purchase of goods, works, services to support activities of the Supreme Board of Trustees, Board of Trustees, Board of Directors, Scientific and Supervisory Boards;

purchase of goods, works, services at prices, norms, limits, rates, charges and payments established by the legislation of the Republic of Kazakhstan, the legislation of other countries;

purchase of services for training, retraining, and advanced training of employees, including training abroad, as well as passing the exams;

payment of fees for participation in exhibitions, workshops, conferences, meeting, forums, symposia, trainings, internships, master classes, as well as purchase of goods, works, services for participation in said events;

Paragraph fifteen has been amended in accordance with decision of the Board of Trustees dated November 30, 2014 No17, dated December 06, 2015 No.21.

purchase of goods, services related to participation of the students of Nazarbayev University in the sport, cultural and other events, training for military service, traineeship/practical training, as well as procure services on identifying students' level of knowledge;

Paragraph sixteen of the item 1.1. has been restated in accordance with the decision of Board of Trustees dated May 19, 2020 No. 42

purchase of goods, works, services for the amount not exceeding 500 (five hundred) fold of the Monthly Calculation Index established by the law on the Republican Budget for a relevant financial year, excluding value added tax, for payment made by a corporate card in accordance with an internal document of Nazarbayev University;

purchase of services of the property trust management;

purchase of services related to procurement of visas and booking, issuance and selling of plane, railway, river, sea and bus travel documents (tickets);

payment of arbitrations fees, state fees and other expenses incidental to dispute resolution in courts;

purchase of goods, works, services from the national operators, market entities holding a monopolistic position;

purchase of services from the entities conducting customs operations;

purchase of services of the Chambers of Commerce and Industry of the Republic of Kazakhstan;

purchase of housing under construction and construction of residential complexes as a part of the investment projects for employees of Nazarbayev University and its organizations according to the internal document of Nazarbayev University;

purchase of services related to arrangement of measures for patenting, protection of the intellectual property rights and other expenses under the international treaties;

purchase of medicines, medical items to remove a threat to the life of a patient in emergency cases;

purchase of public services in accordance with the procedure established by the legislation of the Republic of Kazakhstan;

Paragraph twenty seven has been added to item 1.1.in accordance with decision of Board of Trustees dated December 06, 2015 No.21

Paragraph twenty seven has been amended in accordance with decision of Board of Trustees dated December 28, 2016 No.25

Paragraph twenty seven has been restated in accordance with decision of Board of Trustees dated December 9, 2017 No. 28

purchase of goods, works, services necessary to identify, fix malfunctions of the service maintenance of academic, research, medical equipment and also service equipment for laboratories;

Paragraph twenty eight has been added to item 1.1.in accordance with decision of Board of Trustees dated December 06, 2015 No.21

purchase of goods, works, services for to fulfill obligations under contracts concluded by it as a supplier (contractor), except for the contracts concluded with Nazarbayev University and/or its organizations;

Paragraph twenty nine has been added to item 1.1.in accordance with decision of Board of Trustees dated December 23, 2022 No.48

It is not allowed to make acquisition of goods, works, services specified in paragraphs 6-28 of this item from potential suppliers included in the lists of unreliable taxpayers available on the Internet resource of the State Revenue Committee of the Ministry of finance of the Republic of Kazakhstan;

integrated works - set of works and services aimed to implementation of:

construction projects, including project management and associated supply of goods; or projects in the field of information technologies, which includes supply of software,

consulting services for the implementation of information systems and supply of equipment (if necessary);

organizer of procurement – a client represented by its structural subdivision which is responsible for carrying our procedures related to organization and holding of the procurement, or a legal entity assigned to organize and conduct procurement;

potential supplier - an individual, engaged in entrepreneurial activity, a legal entity (except for the state institutions, unless otherwise provided for them by the laws of the Republic of Kazakhstan), a consortium claiming to the conclusion of a procurement contract, having legal capacity (for legal entities), civil capacity (for individuals);

supplier - an individual, consortium acting as a counteragent of a Client in procurement contract signed therewith;

works – activity which has the tangible result in accordance with the legislation of the Republic of Kazakhstan;

strategic partners – entities assigned by authorized body of Nazarbayev University in accordance with internal document of Nazarbayev University, and also entities, assigned by governance bodies of Nazarbayev University including before transformation to the autonomous organization of education Nazarbayev University;

specialized suppliers – suppliers specialized on realization of certain kinds of goods, works, services on the main subject of its activity, defined by internal document of Nazarbayev University;

tender documentation – documentation provided to the potential supplier to prepare a tender bid, which contains conditions and procedure of procurement by tender;

goods – items (things) including semi-finished material or raw materials in solid, liquid or gas state, electric and thermal energy, objectified results of creative intellectual activity as well as the proprietary rights on the basis of which the purchase and sale transactions can be made in accordance with the Laws of the Republic of Kazakhstan;

services – activities aimed at satisfaction of the requirements of the client, with no tangible result in accordance with the Law of the Republic of Kazakhstan.

Paragraph forty two has been added to the item 1.1.in accordance with the decision of the Board of Trustees dated May 19, 2020 No. 42

electronic procurement – purchases with using of information systems that provide automation of procurement organization and conducting processes through methods provided by Rules, including reverse bidding.

Unless otherwise stipulated by the Rules in the course of the procurement procedures, the terms and definitions determined by the legislation of the Republic of Kazakhstan shall be used.

Unless otherwise required by the context, the words used in the singular can be used as the plural and vice versa.

2. General Provisions

2.1. Organization of procurement procedures, cooperation in the course of procurement and other issues arising from the Rules shall be regulated by the internal documents of Nazarbayev University. Internal procurement documents should not contradict the Rules.

2.2. The Rules shall be based on the following principles:

1) provision of the potential suppliers with the equal opportunities to participate in procurement procedure on basis of fair competition;

2) openness and transparency of procurement process;

3) control and responsibility for decisions made;

4) rational expenditure of the money used for procurement;

5) purchase of qualitative goods, works, services.

Item 2.3. has been restated in accordance with decision of the Board of Trustees dated June 13 2025 No.57

2.3. Procurement of goods, works and services are made on basis of the approved budget of the Client and in accordance with the approved annual procurement plan of goods, works, services.

The Client may execute procurement procedures concerning the selection of supplier of goods, works, services, including integrated works, before approval of the Budget, and in this case presence of the approved Budget shall be the prerequisite to conclude the procurement contract with said supplier.

The order of approval of procurement plan for goods, works, services, as wells as introduction of amendments and/or additions to it is regulated by a separate internal document of the Client.

The Client shall provide placement of the annual procurement plan of goods works, services and the Client's official site within 5 (five) working days from the date of its approval or approval of amendments/additions to it.

2.4. The Client based on the decision of Chief Executive Officer of the Client or other authorized official have the right to abandon from procurement at any stage.

Item 2.5. has been added to section 2 in accordance with decision of Board of trustees dated December 06, 2015 No.21

2.5. Procurement of goods, works, services specified in paragraphs 6-28 of items 1.1. and 3.1. of the Rules may be performed by the customer through e-procurement.

Item 2.6. has been added to section 2 in accordance with decision of Board of trustees dated December 06, 2015 No.21

2.6. Procurement types specified by the Rules may be performed through e-procurement according to the decision of Nazarbayev University/Client.

Item 2.7. has been added to section 2 in accordance with decision of Board of trustees dated December 06, 2015 No.21

2.7. In order to perform procurement under sub-item 1) item 3.1. of the Rules, while assessing the selection criteria and reviewing bids submitted by prospective strategic partners, the information specified in financial statements posted on corporate websites (including consolidated) and any other official sources.

3. Procurement executed without application of provisions of the Rules

3.1. Procurement shall be carried out by the Client without application of provisions of the Rules regulating the selection of the supplier and concluding the procurement contract therewith in the following cases purchase of:

Sub-item 1) has been restated in accordance with decision of Board of Trustees dated December 06, 2015 No.21

1) goods, works, services from strategic partners, their head, subsidiaries and/or affiliates, as well as their follow-up of subsidiaries and/or affiliates, authorized dealers (distributors);

2) goods, works, services from educational organizations, scientific and/or medical organizations, as well as from subsidiaries thereof, library services for implementation of the statutory activities of the Client;

3) goods, works, services from Nazarbayev University and/or its organizations thereof;

4) goods, services, which are the objects of intellectual property from an entity which has the exclusive rights with regard to the goods, services being purchased;

Sub-item 5) has been amended in accordance with decision of Board of Trustees dated December 28, 2016 No.25

5) goods, services through the Internet resources related to the Client's core activity in the amount not exceeding of 2,000 times (two thousand fold) of the Monthly Calculation Index established by the Law on Republican Budget for a relevant financial year, excluding value- added tax, according to the decision of the CEO or another authorized body of the Client;

6) goods, works, services for a total annual amount not exceeding 2,000 times (two thousandfold) Monthly Calculation Index established by the Law on the Republic Budget for a relevant financial year, excluding the value added tax, according to the decision of the CEO or another authorized official of the Client;

Sub-item 7) has been restated in accordance with decision of Board of Trustees dated December 06, 2015 No.21

Sub-item 7) has been restated in accordance with decision of Board of Trustees dated December 28, 2016 No.25

Sub-item 7) has been restated in accordance with decision of Board of Trustees dated December 9, 2017 No. 28

7) academic, research, medical equipment from the manufacturers, their parent companies, subsidiaries and/or affiliates, as well as their subsequent subsidiaries and/or affiliates, authorized dealers (distributors).

List of potential suppliers, stipulated by present subsection shall be approved by an authorized body of Nazarbayev University;

Sub-item 8) has been restated in accordance with decision of Board of Trustees dated December 06, 2015 No.21

8) services for selection, testing and/or knowledge evaluation of staff, graduates, students in accordance with statutory purposes of the Client;

9) literature, study guides, test materials, periodicals;

10) goods to replenish for fund of the Nazarbayev University library;

11) services for posting of information, articles in mass media, on Internet resources, and purchase of services for provision of information posted on Internet resources;

12) licensed software and/or services for getting access to information services related to client's core activity from the software manufacturer or authorized supplier of the above-mentioned goods, services;

Sub-item 13) has been amended in accordance with decision of Board of Trustees dated December 06, 2015 No.21

13) laboratory consumable materials for realization of educational, academic scientific, ski-tech, development, innovation activities and/or projects;

Sub-item 14) has been restated in accordance with decision of the Board of Trustees dated November 30, 2015 No.17

14) works and services in the field of scientific and research and/or innovation activity, including conduction of analytical studies to perform obligations under the procurement contract;

Sub-item 15) has been amended in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

Sub-item 15) has been restated in accordance with decision of Board of Trustees dated December 9, 2017 No. 28

15) services for international expertise of the equipment, research applications, projects, reports, including expert services on research and analysis of material samples necessary for the development and support of Nazarbayev University academic, research

and medical activities, as well as the development of educational technologies;

16) goods, works services within the framework of government assignment or government order;

17) works to launch scientific and academic laboratories of Nazarbayev University;

18) pre-project documentation preparation works, services, with the exception of a feasibility study/calculation, as well as works arising from need to make changes and additions to the project/pre-project documentation, of designer supervision services from the project developer;

19) goods, works, services for material and technical equipment of the newly constructed object of Nazarbayev University or its organizations, having a general contractor performing either carried out the construction of the facility;

Sub-item 20) has been restated in accordance with decision of Board of Trustees dated December 28, 2016 No.25

Sub-item 20) has been restated in accordance with decision of the Board of Trustees dated August 24, 2019 No.39

20) goods, works, services for localization and/or elimination of aftermath of emergency situations, elimination of incidents at the power facilities, engineering and communication systems of life support facilities to ensure uninterrupted operations.

21) utilities and maintenance services, services for operation and/or maintenance of residential/non-residential premises;

22) satellite, telephone, cellular, data transmission (Internet, IP, VPN), TV services;

23) services for rent of non-residential offices, services for provision of hotel rooms, apartments;

Sub-item 24) has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

24) services for organization of exhibitions, trainings, presentations, seminars, conferences, forums, symposia, workshops;

25) art objects, handicraft products, museum items and collections for replenishment of library and museum collections of Nazarbayev University and its organizations as well as esthetic decoration of Nazarbayev University and its organizations thereof;

Sub-item 26) has been restated in accordance with decision of the Board of Trustees dated December 28, 2016 No.25

26) services for preparation, realization of international evaluation, institutional, specialized and/or professional (program) accreditation and/or certification of the Client, including the network of test accreditations;

Sub-item 27) has been restated in accordance with decision of the Board of Trustees dated December 28, 2016 No.25

27) goods, works, services for the purpose of unification, standardization, development or assurance of compatibility with the available goods, equipment, technologies, works or services from the same supplier or from the manufacturer of goods, its subsidiaries and/or related organizations;

28) services for treatment of citizens of the Republic of Kazakhstan abroad and services for transportation and escort of the sick;

Sub-item 29) has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

29) consulting and legal services for protection and representation of interests of the Client in the commercial arbitrations law courts.

Sub-item 30) has been added to item 3.1.in accordance with decision of the Board of Trustees December 06, 2015 No.21

30) purchase of goods related to image-building product, works, services on manufacturing image-building product;

Sub-item 31) has been added to item 3.1.in accordance with decision of the Board of Trustees December 28, 2016 No.25

31) annual financial statements audit services by organizations of Nazarbayev University from supplier, determined by procurement results for Nazarbayev University;

Sub-item 32) has been added to item 3.1.in accordance with decision of the Board of Trustees August 24, 2019 No.39

32) goods, works and services to eliminate possible threats of criminal and/or terrorist danger, to support civil defense measures, protect life, health, property from unlawful encroachment, including security services, specialized technical means of protection, also other goods, works and services related to security as per Nazarbayev University Managing Council's decision.

3.2. In cases provided for in paragraph 3.1. of the Rules, procurement shall be conducted in accordance with the civil legislation of the Republic of Kazakhstan, pursuant to the principles specified in subparagraphs 4), 5) of paragraph 2.2. of the Rules.

Execution of procurement contract in the form proposed by the supplier shall be allowed with due account of the requirements of the legislation of the Republic of Kazakhstan.

Paragraph 3 has been added to item 3.2.in accordance with decision of the Board of Trustees December 23, 2022 No.48

It is not allowed to conclude a procurement contract with potential suppliers included in the lists of unreliable taxpayers available on the Internet resource of the State Revenue Committee of the Ministry of finance of the Republic of Kazakhstan.

4. Procurement methods

4.1. Procurement except for the cases provided in paragraph 3.1. of the Rules, shall be conducted using one of the following methods:

1) tender (two-stage tender);
2) request for quotations;
3) single source procurement;
4) procurement from specialized suppliers.

Paragraph six has been amended in accordance with decision of the Board of Trustees December 06, 2015

No.21

The procurement method shall be selected by the Client according to the Rules, except for the case when the Committee/procurement authority makes decision to conduct the single source procurement.

The procurement carried out using the methods provided in the Rules may be conducted by means of electronic procurement in accordance with the procedure established by the internal document of the Nazarbayev University.

4.2. In the process of procurement the Client/Organizer of procurement shall be authorized:

1) to divide goods, works, services into lots either according to their similar properties and components, or according to the location of delivery (execution, provision) thereof;

2) to allow for procurement of goods, works, services with complex technical characteristics and specifications and which consist of several interrelated components, within a single lot.

In cases described in this paragraph of the Rules the review of documents provided for the participation in procurement and election of the winner shall be conducted separately for each lot.

Item 4.2-1 has been added to section 4 in accordance with the decision of the Board of Trustees dated May 19, 2020 No.42

4.2-1. It is acceptable to indicate trademarks, service marks, brand names, patents, utility models, industrial designs, name of the place of the goods origin and name of the manufacturer in the following cases of procurement:

1) For full completion, modernization and retrofitting of the main (installed) equipment, as well as installed software;

2) For repair and (or) maintenance of the goods available at the customer.

4.3. The supplier shall not be allowed to transfer to the subcontractors (associate contractors) totally more than 2/3 (two thirds) of the scope of work (contract cost), and services for more than 2/3 (two thirds) of the total cost thereof.

4.4. The potential supplier shall bear all expenses related to its participation in the procurement. The Organizer of Procurement, Client shall not bear any responsibility for reimbursement of these expenses irrespective of the procurement results of procurement.

5. Procurement by means of a tender

5.1. The organization and procurement of goods, works, services by means of a tender shall involve the following consequent arrangements:

1) the Client determines the Organizer of Procurement, authorized representative of the Client, except for the cases when the Client and the Organizer of Procurement represent the same entity;

2) the Organizer of Procurement forms and approves the tender documentation,

composition of the Committee, appoints the secretary of the Committee;

3) publication of calls for tender bids and approved tender documentation on the Internet resource;

4) explanation of provisions of the tender documentation to potential suppliers (upon request);

5) registration of the potential suppliers' tender bids;

Sub-item 6) has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

6) opening of tender bids and publication of the protocol of opening of bids on the Internet resource (shall not be applied under e-procurement);

7) review by the Committee of the tender bids to determine the potential suppliers' compliance with the qualification requirements and tender documentation requirements;

8) the Committee assesses and compares tender bids to select the winner;

9) publication of the protocol of results on the Internet resource

10) the Client signs a procurement contract with the tender winner following the results of the tender.

5.2. To determine the terms and conditions of the procurement procedures the Organizer of Procurement shall form the tender documentation for each procurement based on standard tender documentation.

5.3. The Organizer of Procurement shall approve the tender documentation, composition and the Secretary of the Committee.

5.4. The Committee shall consist of the chairman, deputy chairman and other members of the Committee; in this regard the Committee should consist of no less than 3 (three) members.

Item 5.5.has been amended in accordance with decision of the Board of Trustees dated December 06 2015 No.21

5.5. The Committee shall be effective from the date when the decision of its formation enters into legal force and cease its activities from the day when the supplier provides the Contract Performance Security for the contract on procurement of goods, works, services or in the case referred to p.2.4. of the Rules.

5.6. The organizational activities of the Committee shall be supported by the Secretary of the Committee, who is not a member of the Committee and has no voting right during Committee's decision-making.

Item 5.7.has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

5.7. In order to prepare a technical specification and determine the compliance of goods, works, services proposed by the potential suppliers with requirements of the technical specification (quality and/or technical characteristics), of the goods, works and services the Client/Organizer of Procurement shall be authorized to engage for a fee or free of charge, as agreed by the parties, the expert(s) having expertise in the area relevant to the area of the subject matter of procurement, and who has (have) no employment relations with the

Organizer of Procurement and its affiliates, nor has (have) kin relations with the CEO of the Client/Organizer of Procurement.

5.8. The expert(s) shall have no voting rights when the Committee makes decisions. The expert opinion shall be attached to the protocol of the tender results and be an integral part thereof.

5.9. The Organizer of Procurement shall publish the call for bids and the approved tender documentation on the Internet resource no less than 10 (ten) working days, and in the case of a re-tender - no less than 5 (five) working days, prior to the deadline for submission of tender bid.

5.10. From the date of publication of the call for bids on the Internet resource, all potential suppliers shall be granted the opportunity to obtain a free copy of the tender documentation.

5.11. The tender bid shall be submitted to the Organizer of Procurement by the deadlines specified in tender documentation and be a form of acceptance by the potential supplier of the conditions and requirements established by the tender documentation.

5.12. Requirements to the content, execution, term of validity and security of the potential supplier's tender bid shall be provided for in the approved tender documentation.

5.13. The potential supplier shall submit only one tender bid to the Organizer of Procurement and have the right to recall and amend the bid prior to expiry of the deadline for submission thereof, without losing the right for repayment of the bid security the potential supplier has provided.

It shall be prohibited to make amendments and/or addenda to the tender bid after expiry of the deadline for their submission.

5.14. The potential supplier and its affiliate shall have no right to participate in one and the same tender (lot).

5.15. The potential supplier shall have the right to send to the Organizer of Procurement a request for clarification of the tender documentation provisions no less than 4 (four) working days prior to the expiry of the deadline for submission of tender bids.

In this case the Organizer of Procurement, within 2 (two) working days from the date of receipt of the request for clarification, shall respond to the request, not specifying the sender, and inform all potential suppliers about this clarification, by publishing thereof on the Internet resource, where the tender documentation is published.

5.16. The Organizer of Procurement shall have the right to make amendments and/or additions to the tender documentation, except for the subject matter of the procurement, no less than 2 (two) working days prior to the expiry of the deadline for submission of tender bids.

In this regard the Organizer of Procurement, within said period of time, shall publish the text of amendments and/or additions on the Internet resource and inform accordingly the potential suppliers that have submitted the tender bids.

In this case the deadline for submission of tender bids shall be extended for a period

of no less than 5 (five) working days.

5.17. The opening, review, evaluation and comparison of tender bids shall be conducted by the Committee according to the procedure and within the deadlines specified in the tender documentation.

5.18. General and special qualification requirements necessary to fulfill the obligations under the contract for the procurement of goods, works, services shall be imposed to the potential suppliers. It shall be prohibited to make amendments to the general requirements specified by the standard tender documentation.

5.19. In order to obtain the high-quality goods, works, services, the tender documentation shall contain the points-based system evaluation criteria, their relative weights and priority of these criteria for comparison of tender bids, which comply with the requirements of the tender documentation. The Client shall be obliged to provide for the evaluation criterion for the potential supplier's quotation.

5.20. Those bids that have not been rejected shall be assessed and compared by the Committee.

The winner of the tender shall be announced the potential supplier that has got the highest score.

The potential supplier that has got the highest score after the winner, based on the results of comparison and evaluation shall be announced as the runner-up.

In case of equal scores the potential supplier that has received the highest score based on the priority criteria shall be recognized as the winner (or the runner up based on the results of comparison and evaluation).

In case of equal scores and equal scores assigned on the basis of the priority criterion, the potential supplier that has submitted a tender bid earlier than other potential suppliers shall be recognized as the winner (or the runner up based on the results of comparison and evaluation).

5.21. To clarify the data in the course of review, evaluation and comparison of the tender ids the Committee shall have the right to request:

1) from potential suppliers – the materials and clarifications related to the documents provided as a part of the tender bid (except for the offered price (discounts), technical specification and special qualification requirements);

2) necessary information from the respective individuals and legal entities.

In this case the inquiries and other actions of the Committee related to brining the tender bid in compliance with the requirements of the tender documentation, which imply the supplement of the bid with the missing documents, replacement of documents, bringing in line the improperly executed documents, shall not be allowed.

In such cases, the Committee shall be authorized to extend the period of review of the tender bids.

5.22. It shall not be allowed to reject the potential supplier's tender bid based on the following formal grounds:

1) presence of mistakes, misprints, slip of pen in the tender bids (except for the offered price (discounts), technical specification, a document confirming payment of a tender bid security);

2) lack of information (bank details and other information) in the forms of submitted documents (except for the offered price (discounts), technical specification, a tender bid security), which does not affect the evaluation and comparison of the tender bids.

The inconformity of the potential supplier's technical specification shall be allowed if the proposed technical and qualitative characteristics exceed the characteristics of goods, works, services announced by the Client. Such information should be recorded in the protocol of the tender results and/or in the expert opinion (in case of expert(s) engagement).

5.23. The Committee shall reject the bid if:

1) the potential supplier's quotation exceeds the amount allocated for procurement;

2) the tender bid does not comply with the tender documentation requirements;

3) the potential supplier is an affiliated entity of another potential supplier, which has submitted a tender bid for the same tender (lot);

Sub-item 4) has been amended in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

Sub-item 4) has been amended in accordance with decision of the Board of Trustees dated December 23, 2022 No.48

4) the potential supplier and/or its subcontractor (associate contractor)/or legal entity, which is part of the consortium, is included in the List of Unreliable Potential Suppliers (Suppliers) of Nazarbayev University, Register of Mala Fide Participants in state procurements and List of Unreliable Potential Suppliers (Suppliers) of Samruk-Kazyna JSC, included in the lists of unreliable taxpayers available on the Internet resource of the State Revenue Committee of the Ministry of finance of the Republic of Kazakhstan;

5) the CEO of the potential supplier is an individual carrying out the entrepreneurial activity, who is included in the List of Unreliable Potential Suppliers (Suppliers) of Nazarbayev University.

Sub-item 6) has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

Sub-item 6) has been amended in accordance with decision of the Board of Trustees dated December 23, 2022 No.48

6) Individual that carries out entrepreneurial activity and participating in the procurement is the CEO of the legal entity that has been included in the List of Unreliable Potential Suppliers (Suppliers) of Nazarbayev University, Samruk Kazyna JSC, blacklist of participants of state procurement, included in the lists of unreliable taxpayers available on the Internet resource of the State Revenue Committee of the Ministry of finance of the Republic of Kazakhstan.

Rejection of the bids based on other grounds shall be prohibited.

5.24. The Committee shall declare the tender invalid in the following cases:

1) no tender bids;

2) if there is 1 (one) tender bid for participation in tender;

3) rejection of all tender bids;

4) 1 (one) tender bid remains after the Committee has rejected the bids based on the grounds specified in the paragraph 5.23. of the Rules;

5) the tender winner and the runner -up avoid signing the procurement contract, including failure to provide the procurement contract performance security.

Sub-item 6) has been added to item 5.24 in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

Sub-item 6) has been restated in accordance with decision of Board of Trustees dated December 9, 2017 No. 28

6) if a tender winner fails to provide an arranger with the original application with annexes or fails to provide it within the deadline specified by the tender documentation, and upon revealing noncompliance with electronic and/or scanned documents on website (applied in e-procurement) except of cases when documents are certified by an electronic digital signature).

5.25. If procurement by means of a tender is declared invalid, the Committee shall have the right to make one of the following decisions:

1) to re-tender the procurement;

2) to make procurement using a single source method.

6. Procurement by two-stage tender

6.1. The tenders may be conducted using two-stage procedures in cases when:

1) it is difficult to formulate the technical characteristics and specification of the goods, works, services being procured;

2) there is a need to get acquainted with the possible ways to satisfy the Client's requirements and choose the most appropriate one;

3) it is viable to form at the first stage a list of tender participants from whom the goods, works, services will be procured at the second stage of the tender.

6.2. The procurement by means of a two-stage tender shall provide for holding the following consequent procedures:

1) the following procedures shall be carried out at the first stage:

the Organizer of the Tender makes decision in accordance with established order to conduct the procurement of goods, works, services by implementing the two-stage tender method, approves the tender documentation, the composition of the Committee and its Secretary;

publication of the announcement regarding the conduction of procurement by means of a two-stage tender on the Website;

the potential suppliers submit the bids for participation in the first-stage of a two-stage tender without quotations;

Paragraph 6 has been amended in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

opening of the potential suppliers' bids and publication of the protocol on the Website (not applied in e-procurement);

review by the Committee of the potential supplier(s)' bid(s) for participation in the first- stage of a two-stage tender; selection of the potential supplier(s) based on the Technical Proposals and Specifications of the goods, works, services being procured, ways of satisfying the Client's requirements; formation of the list of participants of the second stage of the tender; execution of the protocol of the results of the first stage of a two-stage tender, and notification of the potential supplier(s) that have taken part in the first stage about its results; it;

2) during the second stage the following procedures are conducted:

if necessary, the Client makes amendments to the tender documentation and/or the technical specification (terms of reference) in order to refine;

the Organizer of Procurement sends the amended tender documentation and/or technical specification (terms of reference) to the participant(s) of the second stage of the tender as well as quotation;

the submission the quotation and acceptance of the conditions and requirements

established by the amended tender documentation and/or technical specification (terms of reference) if these amendments were made by the Client, by potential suppliers;

the Committee reviews the quotation of the participant of the second stage of the tender;

Sub-item 2) has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

determining successful tenderer and prospective supplier ranked second based on results of the two-stage tender;

publication of the protocol of two-stage tender results on the Internet resource;

the Client concludes the procurement contract with the winner of the two-stage tender.

Item 6.2.1 has been added to Section 6 in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

6.2-1. If the procurement is conducted through two-stage tender, tender security shall be submitted by the prospective supplier at the second stage.

6.3. The winner of the second stage shall be announced the potential supplier that has submitted the lowest quotation.

Unless otherwise provided for in the Rules, the procedures for procurement by means of a tender shall be used during the two-stage tender, except for the cases specified by the paragraph 5.19., 5.20. of the Rules.

7. Procurement by request for quotations

7.1. Procurement by request for quotations shall be allowed in case of procurement of goods, works, services if their total cost for the current financial year does not exceed the 5,000 times (five thousand fold) Monthly Calculation Index set by the republican budget for the relevant financial year, VAT excluding, and in this case the price is a decisive condition.

In procurement of goods, works, services having complex technical characteristics and specifications the Client shall have the right to choose the tender method.

7.2. The Organizer of Procurement shall publish the announcement on the Website no less than 5 (five) working days prior to the deadline for submission of the bids.

7.3. Every potential supplier shall submit only one bid comprising information and documents specified in the announcement.

7.4. The potential supplier's bid shall be considered as an expression of its agreement to deliver the goods, perform works and provide services in compliance with the conditions specified in the announcement.

The potential supplier's bid shall include all expenses associated with the delivery of goods, performance of works and provision of services.

7.5. The potential supplier - non-resident of the Republic of Kazakhstan shall submit the same documents specified in the announcement as the residents of the Republic of Kazakhstan, or documents containing similar information attached with the notarized translation into the language of the announcement concerning procurements of goods, works, services by request for quotations.

7.6. The potential supplier shall submit the quotation to the Organizer of Procurement before the deadline specified in the announcement.

The potential suppliers shall have the right to recall the submitted quotations before expiry of the deadline.

Quotations shall not be registered after the deadline.

7.7. Within 3 (three) working days after the deadline for submission of quotations by the potential suppliers, the Organizer of Procurement shall determine the winner that has proposed the lowest quotation, and the potential supplier that has submitted the next lowest quotation after the winner.

If a few potential suppliers have submitted the lowest quotations, the potential supplier that has submitted the quotation earlier than other potential supplies, shall be announced the winner.

7.8. The potential supplier's quotation shall be rejected in the following cases:

1) the potential supplier's quotation exceeds the amount allocated for procurements;

2) the documents and information provided as a part of the quotation fail to meet the requirements set out in the announcement;

3) the potential supplier has submitted more than 1 (one) proposal;

Sub-item 4) has been amended in accordance with decision of the Board of Trustees dated December 23, 2022 No.46

[illegible]

Rejection of quotations based on other grounds shall be prohibited.

7.9. The Organizer of Procurement/the client shall declare the procurement by request for quotations as invalid in the following cases:

1) no quotations have been submitted;

2) 1 (one) quotation has been submitted;

3) Rejection of all quotations;

4) if 1 (one) potential suppliers' quotation remains after the rejection of quotations based on the grounds specified in paragraph 7.8. of the Rules;

5) the tender winner/runner-up evades entering into the procurement contract.

7.10. The Organizer of Procurement shall publish the results of the procurement by request for quotations on the Website.

7.11. If the procurement by request for quotations is declared invalid, the Organizer of Procurement shall be authorized:

1) to hold the repeated procurement by request for quotations;

2) to make procurements using a single source method.

Item 7.12 has been added to section 7 in accordance with the decision of the Board of Trustees dated May 19, 2020 No.42

7.12. The requirements of the item 7.3., sub-item 3 item 7.6. and sub-item 3) of item 7.8. do not apply to electronic procurement using reverse bidding.

8. Procurement from a single source

8.1. Procurement from a single source shall be conducted in cases when the procurement conducted by the methods specified in subparagraphs 1), 2) of the paragraph 4.1. of the Rules are declared invalid. Procedure of the procurement from a single source shall be carried out in compliance with the internal document of the Nazarbayev University.

9. Procurement from specialized suppliers

Item 9.1. has been restated in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

9.1. Procurement from specialized suppliers is a type of procurement where goods are purchased from specific qualified supplier on the Register of specialized suppliers of "Nazarbayev University" and its organization.

Item 9.2. has been restated in accordance with decision of Board of Trustees dated December 9, 2017 No. 28

9.2. The specialized suppliers shall be selected based on approved selection criteria.

9.3. The potential suppliers that meet the selection criterion shall be included in the List of the specialized suppliers of Nazarbayev University.

9.4. Purchase by the clients of the goods, works, services from the specialized suppliers under the frameworks agreement shall be allowed, provided that there are at least

2 (two) specialized suppliers for these particular goods, works, services being procured.

9.5. Delivery of goods, performance of works and provision of services by the specialized suppliers shall be made against the client's order on the basis of framework agreements.

Item 9.6. has been amended in accordance with decision of the Board of Trustees dated December 06, 2015 No.21

9.6. The procedures for procurement from specialized suppliers shall be determined according to the internal document of Nazarbayev University.

10. Signing and execution of the contract for procurement

10.1. The provisions of this section apply to signing and execution of the contract for procurement by means of a tender, request for quotations and single source method.

10.2. The procurement contract shall be sign in accordance with the terms and conditions of the draft procurement contracts which are a part of the tender documentation, announcement of procurement by request of quotations.

The contract for procurement by means of a single source method shall meet the terms of the procurement that has been declared invalid.

10.3. The Client, within 5 (five) working from the date of signing of the procurement results shall sign and send a draft procurement contract to the tender winner.

The draft procurement contract should be signed by the potential supplier within 10 (ten) working days after the Client has provided the potential supplier with the signed draft procurement contract.

10.4. The draft procurement contract attached to the tender documentation shall comprise the supplier's obligation to provide the procurement contract performance security in the amount of 3 (three) percent of the procurement contract value, which is required to provide within 10 (ten) working days after the date the procurement contract has been signed.

The client shall be authorized to stipulate the requirement to provide the performance security for the contract of procurement by request for quotations. In this case the client shall establish the deadline for submission of such security and its amount at its own discretion.

Procurement contract performance security shall be provided by the supplier as a guarantee that the supplier shall perform its liabilities under the procurement contract signed therewith, in time, in full scope and properly.

10.5. The Client has the right to provide for in the draft procurement contract a prepayment/advance payment with provision of the security in the amount of the prepayment/advance payment without security.

Item 10.6. has been restated in accordance with decision of the Board of Trustees dated December 28, 2016 No.25

10.6. If the potential supplier (supplier) fails to make provided for activities within the period specified in paragraphs 10.3., 10.4. of the Rules, such potential supplier (supplier) shall be declared as evading the signing of the procurement contract.

10.7. If the potential supplier (supplier) has been declared to be evading the signing of the procurement contract, the Client/Organizer of Procurement shall:

1) retain the security of the tender bid provided by the supplier;

2) cancel unilaterally the signed procurement contract;

3) send information to be included in the List of Unreliable Potential Suppliers (suppliers) of Nazarbayev University;

4) sign the procurement contract with the runner-up potential supplier (in the case of presence of such supplier).

10.8. If following the results of the procedures conducted with relation to two or more lots a single winner is determined, the Client shall have the right to sign a single procurement contract, which combines the terms and conditions of such lots. In signing such contract, all conditions determined by the results of procurement as a part of each lot,
shall remain unchanged.

10.9. It shall be prohibited to make amendments and/or additions to the significant terms and conditions of the draft procurement contract, which may change the contents of the conditions of the conducted procurement procedures.

No changes, which affect the conditions served as a basis for selection of the supplier, such as subject matter of the contract, contract value, quality, deadlines for the delivery of goods, performance of works, services rendering, shall be allowed, except for the cases specified by the paragraph 10.10. of the Rules.

10.10. Amendments to the procurement contract shall be made as mutually agreed by the Parties, with due account of the provisions of the Rules and the legislation of the Republic of Kazakhstan in the following cases:

1) with regard to decrease in price on goods, works, services and, therefore, the procurement contract value;

2) with regard to increase or decrease in value of the contract for procurement of goods, works, services due to increase or decrease in required volume of goods, works, services being procured, and with regard to respective changes in the deadlines for the procurement contract execution, provided that the unit price of goods, scope of works, services being procured remains unchanged, including those for the next financial years, according to the budget and the decision of the executive body of the Client, but not more than 3 (three) years;

3) if during in the course of execution of the procurement contract the supplier offers the higher quality and/or technical characteristics and/or shorter deadlines and/or better conditions for goods delivery under the procurement contract, provided that the unit price for goods, scope of works, services being procured remains unchanged;

4) with regard to change of the procurement contract value in accordance with the approved design estimate documentation, which passed the governmental expertise according to the legislation of the Republic of Kazakhstan concerning architecture, town-planning and construction activity;

5) with regard to extension of the period of procurement contract during performance of the construction works, engineering services rendering due to unfavorable climatic conditions, which interfere with the performance of works, which constitute the subject matter of the procurement contract, as well as due to the Client's activities and/or activities of other suppliers of the Client in the construction site, which prevent from timely execution of the procurement contract. The circumstances leading to the extension of the period of the procurement contract execution specified in this subparagraph should be supported by appropriate documentation prior to the signing of the respective addendums to the procurement contract;

6) with regard to the change in the unit price of the goods, which are subject to governmental regulation, within the ranges of prices set by the government body in charge of regulation of the area of the natural monopolies and in the regulated markets.

Item 10.11. has been amended in accordance with decision of the Board of Trustees dated December 28, 2016 No.25

10.11. If there is any necessity to purchase goods, works, services of daily and/or weekly need in order to ensure the uninterrupted operations, the Client has the right to prolong the procurement contract for the period until conclusion of new contract of procurement of goods, works, services.

This item applies under the following conditions:

1) if such prolongation is made within the first month after expiration of procurement contract, concluded in previous financial year, and

2) if goods, works, services are in the list, approved by executive body of the Client, and

3) if such procurements are conducted in the amount which is not exceeding the need for such goods, works, services for the period no more than 3 (three) months.

10.12. The contract for procurement of the services of audit of annual financial statements may be signed for a period not exceeding 3 (three) years. In this case, the cost for procurements of the services of audit of annual financial statements is determined by the executive body of Nazarbayev University (governance body - for the organization of Nazarbayev University).

10.13. The procurement contract shall be executed in compliance with the civil legislation of the Republic of Kazakhstan, the Rules and the internal document of the Client, which regulates the drafting, signing and execution of the contracts.

Item 10.14. has been restated in accordance with decision of the Board of Trustees dated June 13 2025 No.57

10.14. In case of non-fulfillment or improper fulfillment by the supplier of obligations under the procurement contract, the Client shall recover the security provided for the performance of the procurement contract and shall also have the right to recover a penalty in accordance with the terms of the procurement contract and the legislation of the Republic of Kazakhstan.

10.15. The procedures for including of potential suppliers (suppliers) in the List of Unreliable Potential Suppliers (suppliers) of Nazarbayev University shall be determined according to the internal document of Nazarbayev University.

11. Responsibility for violation of the Rules

11.1. The executives of the Client/Organizer of Procurement, the Committee, the expert(s), individuals organizing and holding the procurement procedures, as well as other individuals participating in the process of procurement of goods, works, services shall bear personal responsibility for violations of the Rules.

11.2. The procedures for bringing to responsibility of the employees for violating the Rules shall be determined according to the legislation of the Republic of Kazakhstan and internal documents approved according to the established procedure.

12. Final provisions

12.1. If violations are found out in the procurements being performed, the Client/Committee shall be obligated, prior to signing the procurement contract, to cancel the results and notify all potential suppliers that have participated in the procurement about this decision by publishing the respective protocol on the Internet resource, on which the information about such procurements has published, without compensation of any losses to the potential suppliers.

12.2. Potential suppliers shall have the right to appeal the actions (omissions) in accordance with the legislation, decisions of the Organizer of Procurement, Committee, expert(s), if their actions (omissions) infringe the rights and lawful interests of the potential supplier.

The client's decision to reject the procurements shall be without appeal.

12.3. The procurement procedures initiated (announced) prior to the enactment of the Rules shall be carried out in accordance with the procedure valid as of the date when the decision to conduct procurement was made.

If the procurement by means of a tender/request for quotations is declared invalid the procurement by the single source method shall be conducted in compliance with the procedure valid as of the date when the decision to conduct the procurement by means of a tender/request for quotations was made.