

**People's Democratic Republic of Algeria**  
**Ministry of Higher Education and Scientific Research**  
**University of El Oued**



**Directorate of Development and Foresight**

**Sustainable Purchasing Policy**

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## **Policy Statement**

The University of El Oued is committed to implementing a sustainable procurement policy aimed at reducing environmental impact, enhancing economic efficiency, and supporting the local community by selecting products and services aligned with the United Nations Sustainable Development Goals (SDGs), particularly SDG 12 (Responsible Consumption and Production). This policy seeks to ensure that all procurement processes at the university are environmentally and socially responsible.

## **Main Objectives**

### **1. Reducing Environmental Impact:**

- Reduce the consumption of single-use products by 70% by 2026.
- Increase the proportion of purchases of recyclable or recycled products to 60% by 2027.

### **2. Supporting the Local Economy:**

- Allocate 60% of procurement contracts to local suppliers in El Oued Province or neighboring areas starting in 2024.

### **3. Financial Efficiency:**

- Reduce procurement costs by 10% by selecting products with long life cycles and low operating costs by 2026.

### **4. Awareness:**

- Train 80% of procurement department staff on sustainable procurement principles by December 2025.

## **Policy Commitments**

### **1. Criteria for Selecting Products and Services**

- **Environmental Products:**
  - Prioritize products certified with environmental standards (e.g., ISO 14001 or Energy Star).
  - Purchase furniture made from recycled materials or sustainable wood at a rate of 75% by 2025.
  - Replace 90% of chemical cleaning agents with eco-friendly alternatives by 2026.

- **Energy Efficiency:**
  - Acquire only electrical appliances (e.g., computers and air conditioners) with an energy rating of A+ or higher starting from January 2024.
  - Install LED lighting systems in all new building and facility purchases starting from January 2024.
- **Waste Management:**
  - Purchase products with biodegradable or minimal packaging at a rate of 60% by 2026.
  - Favor suppliers offering recycling programs for used products.

## 2. Supporting Sustainable Suppliers

- **Local Priority:**
  - Give preference to suppliers from El Oued Province who adhere to sustainability standards (e.g., using local raw materials or reducing emissions).
- **Environmental Conditions:**
  - Require suppliers to submit an environmental report detailing their carbon footprint or sustainability efforts as a condition for contracting starting from January 2024.
- **Social Justice:**
  - Exclude any supplier proven to be involved in violations of workers' rights or the use of illegal labor.

## 3. Procurement Procedures

- **Planning:**
  - Prepare an annual procurement plan by January 1 each year, identifying sustainable priorities based on the needs of faculties and departments.
  - Reduce unnecessary purchases by 15% through reusing available resources.
- **Tenders:**
  - Include sustainability as 30% of the total evaluation criteria in all tenders starting from January 2024 (alongside price and quality).

- Publish all tenders on the university's website to ensure transparency.
- **Evaluation:**
  - Assess supplier performance every 6 months based on their adherence to environmental and social standards, with the possibility of terminating contracts in case of non-compliance.

#### **4. Training and Awareness**

- Organize quarterly workshops for procurement department staff on best practices in sustainable procurement.
- Issue a sustainable procurement guide to be distributed to all departments by September 2025.
- Encourage students and staff to propose initiatives for improving procurement processes through an electronic suggestion box.

#### **Responsibilities**

- **University Board of Directors:**
  - Approve the policy and review it annually based on performance reports.
- **Sustainable Procurement Committee:**
  - Composition: Head of the Financial Department (Chair), one representative from each faculty (4 members), a sustainability expert, and a union representative.
  - Duties: Establish procurement criteria, oversee implementation, and submit semi-annual reports.
- **Procurement Department:**
  - Implement the policy, document each procurement process, and retain records for 5 years.

#### **Financial Resources**

- Allocate 5% of the annual procurement budget to sustainable purchases starting in 2025.
- Seek additional funding from governmental or international programs to support green initiatives.

## **Evaluation and Monitoring**

### **Key Performance Indicators (KPIs):**

- Increase the proportion of local suppliers to 60% by 2025.
- Reduce paper consumption in procurement by 90% by 2027 through transitioning to digital solutions.
- Achieve financial savings of 10% from sustainable procurement by 2028.