



UNIVERSITY OF PRETORIA

SUSTAINABLE PROCUREMENT

The South African context with the global view influences the University of Pretoria's approach to sustainable procurement. The procurement policy provides for the procurement of goods and services at the University, emphasizing the benefits derived from economies of scale and obtaining value for money when procuring goods and services for the institution. In addition, the Policy incorporates the University's approach to preferential procurement in supporting Broad-Based Black Economic Empowerment. The Policy supports five principles associated with procurement, i.e., value for money, open and effective communication, ethical and fair dealing, accountability and reporting, and equity.

The procurement policy includes three core elements of sustainable procurement: environmental impact, social impact, and economic impact.

1. ENVIRONMENTAL IMPACT

The total Cost of Ownership (TCO) is used when analysing costs as this considers not only the purchase price but also any costs associated with the product's acquisition, use, and disposal. These costs may include some or all of the following: freight, taxes and fees, installation, operation/energy use, maintenance, warranty, collection, end-of-life disposal or recycling, as well as social or environmental costs, such as the cost of purchasing pollution offsets or monitoring labor practices.

2. SOCIAL IMPACT

Suppliers need to comply with the following when participating in the tendering processes, which ensures compliance with labour law and fair trade.

- Registration certificate: Unemployment Insurance Fund
- Certificate of good standing: skills levy
- Copy of Skills Development Plan submitted and inspected by the Department of Labour or exemption note issued by the Department of Labour or issued by the relevant body with legal authority.

- Copy of Employment Equity Plan submitted and inspected by the Department of Labour or exemption note issued by the Department of Labour or issued by the relevant body with legal authority.
- Registration certificate: Compensation of Occupational Injuries and Diseases.

3. ECONOMIC IMPACT

3.1. Broad based black economic empowerment and preferential procurement (BBBEE)

The University believes that developing a Preferential Procurement Policy aimed at encouraging the active participation of affirmative business enterprises will ensure broader and meaningful participation and growth in the economy and promote sustainable development by creating new job opportunities and general prosperity.

The University's preferential procurement policy is guided by the following:

- Section 217 of the Constitution of South Africa which provides that the government has to institute a procurement system that is fair, equitable, transparent, competitive and effective;
- The Department of Trade and Industry's Code of Good Practice applicable to Broad-Based Black Economic Empowerment published in the Government Gazette (Act 53/2003, Notice 1019 of 2013);
- The prescribed scorecard of the codes applicable to Universities. The requirements are based on the relevant legislation (Act 53/2003); and the Preferential Procurement Policy Framework Act (PPPFA) (Act 5/2000) and its Regulations

The University, therefore, prefers suppliers and service providers with corporate social responsibility programs in place. The University has made a conscious decision to use affirmative business enterprises to provide services to and supply the University with goods. This enables the University to assist in the creation of job opportunities for the previously disadvantaged and, at the same time, make a positive contribution to the economy.

3.2. Hatfield Campus Village

As an anchor institution, the University is committed to supporting local businesses in the University precinct area to prevent degradation in the immediate student environment by promoting and growing the local economy, with due consideration of B-BBEE principles, and by closely monitoring and reviewing on an annual basis, the University's procurement spend in the Hatfield Campus Village

3.3. Ethical Code for procurement

Any University employee or student involved in University-related procurement activities (either as a member of staff of the Procurement Division or as a member of staff from other support services or units authorised to conduct purchasing on behalf of the University) must at all times, act ethically, in good faith and in the best interest of the University. Employees and students are responsible for obtaining competitive prices and appropriate quality of services and products.

In addition to the aspects applicable to ethical behaviour as contained in the conditions of service at the University (the University's Code of Conduct for staff regarding Business Practices) and the Higher Education Act (Act 101 of 1997 as amended).