# PRACTICES FOLLOWED BY RIGA STRADIŅŠ UNIVERSITY IN SUSTAINABLE PROCUREMENT

## 1. General Provisions

1.1. This Document determines the approach of Riga Stradiņš University to the planning, organisation and implementation of sustainable procurement.
1.2. Riga Stradiņš University ensures the efficient, responsible and sustainable use of public funds, integrating economic, environmental and social aspects into procurement processes, where it is possible.
1.3. The practices outlined in this document are endorsed and applied to all structural Units of Riga Stradiņš University.
1.4. The implementation of sustainable procurement at Riga Stradiņš University is based on:
- the Public Procurement Law;
- Cabinet of Ministers regulations;
- the principles of sustainable development and circular economy of the European Union;
- guidelines and methodology of the Procurement Monitoring Bureau;
- other applicable regulatory enactments and principles of best practice in the organisation of sustainable procurement.

## 2. The Essence of Sustainable Procurement

Sustainable procurement is a process within which Riga Stradiņš University ensures the acquisition of goods, services and works, assessing not only price and quality, but also the impact on the environment, society and the economy throughout its life cycle, including operating, maintenance and disposal costs, as well as resource efficiency and innovation potential.

## 3. Purpose and Tasks of the Document

3.1. The purpose of the Document is to ensure sustainable development in the procurement of Riga Stradiņš University, promoting an increase in the share of strategic – green, social and innovative procurement, considering in the future the impact on the environment, society and the economy in the long term.
3.2. The tasks of the Document in strategic procurement:
- to assess the nature of the procurement and the possibility to apply strategic procurement;
- to ensure compliance with regulatory enactments;
- to integrate sustainability principles not only in the requirements of technical specifications, but, where necessary, in several stages of the procurement (for example, qualification requirements, in a contract, etc.);

- to promote the development of the market towards sustainable solutions;
- to ensure competition, while observing sustainability requirements;
- to promote innovation and socially responsible business.

## 4. Application of Sustainability Principles in Procurement

4.1. Sustainability criteria are integrated in various stages of the procurement:
- in technical specifications;
- in qualification requirements;
- in tender evaluation criteria;
- in contract performance conditions.

4.2. If necessary, before the announcement of the procurement, the responsible structural units of Riga Stradiņš University or the procurement commission carry out market research or consultation with suppliers in order to:
- identify sustainable solutions;
- ensure competition;
- prepare high-quality procurement documentation.

4.3. Sustainability requirements are applied proportionately to the subject of the procurement and the possibilities of the market.

## 5. Green Public Procurement at Riga Stradiņš University

5.1. Riga Stradiņš University systematically integrates environmental aspects in procurement, paying particular attention to:
- energy efficiency;
- resource efficiency;
- reduction of emissions;
- durability and recyclability of materials.

5.2. Green criteria are applied primarily in:
- construction procurements;
- procurement of transport and equipment;
- IT procurements;
- procurement of office, stationery and household supplies.

## 6. Socially Responsible Public Procurement at Riga Stradiņš University

6.1. Riga Stradiņš University integrates social aspects in procurement in order to promote:
- fair and safe working conditions for employees;
- equal opportunities and non-discrimination;
- socially inclusive employment;
- public welfare.

6.2. Social criteria are applied primarily in:
- IT service procurements;

- procurement of medical goods and services;
- procurement of sociological research and other services.

6.3. In implementing socially responsible procurement, Riga Stradiņš University promotes:
- student employment;
- improvement of employees' qualifications;
- accessibility and inclusion;
- involvement of social enterprises.

## 7. Supplier and Supply Chain Management

7.1. Riga Stradiņš University promotes responsible supply chain management and the observance of sustainability principles in supplier activities.

7.2. Riga Stradiņš University ensures that sustainability criteria in procurement:
- are clearly defined;
- are objectively measurable;
- are verifiable and proportionate to the market.

## 8. Monitoring and Evaluation

8.1. Riga Stradiņš University monitors the implementation of sustainable procurement by analysing results and developing indicators. Each year, the overall share of implemented strategic procurement at Riga Stradiņš University increases, based on the data visualisation of the Procurement Monitoring Bureau.

8.2. Riga Stradiņš University carries out performance comparison and improves processes.

## 9. Awareness Raising

Riga Stradiņš University ensures informing employees and promotes understanding of sustainability within the University community.

## 10. Final Provisions

10.1. This Document was prepared by the Procurement Unit.

10.2. This Document and the practices described herein is regularly reviewed and updated as necessary.

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