

Sustainable Procurement & Purchasing Policy



Policy Code: GOV-POL-004

Owner: Office of the Vice President for
Administration, Finance and Community
Engagement

POLICY & PROCEDURES:

Sustainable Procurement & Purchasing Policy

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Version Control & Sign-Off Sheet

Version Control			
Version	Change reference	Approval	Dates
1	Initial version	University Council	1 September 2024
		Next Review	31 August 2025

1. Purpose

This policy integrates environmental sustainability criteria into ASU's procurement and purchasing decisions, ensuring that the University's supply chain supports environmental protection, resource conservation, and responsible business practices.

2. Scope

This policy applies to all procurement activities undertaken by or on behalf of ASU, including goods, services, works, and consultancy contracts of any value.

3. Environmental Criteria

All procurement decisions shall incorporate the following environmental sustainability criteria alongside price, quality, and delivery considerations:

- Recyclability and end-of-life disposal options for products and packaging
- Energy efficiency ratings and lifecycle energy consumption
- Sustainability and traceability of raw materials
- Avoidance or proper handling of hazardous substances (in compliance with Bahrain's Environment Law No. 21 of 1996)
- Carbon footprint of transportation and logistics
- Supplier's environmental management systems and certifications (ISO 14001 or equivalent)

4. Local Sourcing

Where practicable, ASU shall give preference to local suppliers within the Kingdom of Bahrain to reduce transportation-related emissions, support the local economy, and align with Bahrain Vision 2030 economic diversification objectives

5. Supplier Assessment

All procurement above 5,000 BHD shall require a sustainability impact assessment. Suppliers shall complete a Sustainability Questionnaire addressing their environmental policies, waste management practices, energy efficiency measures, and labour standards. Preferred supplier status shall be awarded to vendors demonstrating strong environmental performance.

6. Paperless Procurement

ASU has implemented a fully electronic procurement system (e-Services), eliminating paper-based purchase requisitions and approvals. All procurement documentation shall be maintained digitally, contributing to the University's commitment to reducing paper consumption.

7. Monitoring and Reporting

The Administration and Finance Directorate shall maintain records of sustainable procurement metrics and report annually to the University Council on progress, including the proportion of procurement spend with environmentally certified suppliers.