BAHRIA UNIVERSITY SUSTAINABLE PROCUREMENT AND PURCHASING POLICY

Policy Code: BU-SPPP-2025

Version: 1.0

Effective Date: 15 November 2025

Review Cycle: Annual

Approved By: Rector, Bahria University

Table of Contents

1. PREAMBLE AND POLICY STATEMENT 5
1.1 Context 5
1.2 Policy Statement 5
1.3 Alignment with Strategic Objectives 5
2. DEFINITIONS AND SCOPE 6
2.1 Definitions 6
2.2 Scope 7
3. POLICY PRINCIPLES AND OBJECTIVES 7
3.1 Guiding Principles 7
3.1.1 Value for Money 7
3.1.2 Environmental Protection 7
3.1.3 Social Responsibility 7
3.1.4 Economic Development 7
3.1.5 Transparency and Accountability 8
3.1.6 Continuous Improvement 8
3.2 Strategic Objectives 8
Objective 1: Carbon Reduction 8
Objective 2: Circular Economy 8
Objective 3: Social Impact 8
Objective 4: Market Transformation 8
4. GOVERNANCE AND ORGANIZATIONAL STRUCTURE 8
4.1 Sustainable Procurement Committee (SPC) 8
4.2 Procurement Office Responsibilities 9
4.3 Campus Sustainability Officer / Manager Responsibilities 9
5. SUSTAINABLE PROCUREMENT STANDARDS 10
5.1 General Requirements for All Procurement 10

5.1.1 Sustainability Planning 10
5.1.2 Supplier Requirements 10
5.1.3 Documentation Requirements 10
5.2 Environmental Criteria by Category 10
5.2.1 Energy and Emissions 10
5.2.2 Resource Efficiency 11
5.2.3 Chemical Safety 11
5.2.4 Biodiversity 11
5.2.5 Waste and Circularity 11
5.3 Social Criteria 11
5.3.1 Labor Standards 11
5.3.2 Local Economic Development 12
5.3.3 Accessibility and Inclusion 12
6. PRODUCT AND SERVICE CATEGORIES 12
6.1 Priority Categories with Detailed Specifications 12
6.1.1 Information Technology and Electronics 12
6.1.2 Office Furniture and Furnishings 12
6.1.3 Paper and Printing 13
6.1.4 Cleaning Products and Services 13
6.1.5 Food and Catering Services 14
6.1.6 Construction and Major Works 14
6.1.7 Vehicles and Transportation 15
6.1.8 Professional Services 15
7. SUPPLIER MANAGEMENT AND DEVELOPMENT 15
7.1 Supplier Registration and Pre-Qualification 15
7.2 Supplier Performance Management 16
7.3 Supplier Development Program 16

8. PROCUREMENT PROCESSES AND PROCEDURES 17
8.1 Procurement Planning 17
8.2 Tendering and Evaluation 17
8.3 Contract Management 18
8.3.1 Sustainability Clauses and Contract Monitoring 18
8.3.2 Plastic, Packaging and Disposable Items in the Supply Chain 18
8.4 Disposal and End-of-Life Management 19
9. MONITORING, REPORTING, AND COMPLIANCE 19
9.1 Performance Metrics 19
9.2 Reporting 20
9.3 Compliance and Enforcement 20
10. CAPACITY BUILDING AND AWARENESS 20
10.1 Training Programs 20
10.2 Communication and Engagement 21
11. POLICY REVIEW 21

1. PREAMBLE AND POLICY STATEMENT

1.1 Context

Public procurement represents a significant lever for advancing sustainable development. In Pakistan, public sector procurement is governed by the Public Procurement Regulatory Authority (PPRA), which is currently developing a uniform Sustainable Public Procurement (SPP) Policy. However, research indicates that sustainable procurement implementation in Pakistani public universities faces significant barriers, including absence of government legislation and lack of sustainability elements in tender documents.

Bahria University recognizes that procurement decisions have far-reaching environmental, social, and economic impacts throughout the lifecycle of purchased goods and services. As a federally chartered institution with an annual procurement budget exceeding PKR 500 million, the University has both the opportunity and obligation to drive market transformation toward sustainability through its purchasing power.

1.2 Policy Statement

Bahria University is committed to ensuring that all procurement decisions integrate environmental, social, and economic considerations to maximize value for money while minimizing negative impacts and contributing to the University's sustainability goals. This policy mandates that sustainability criteria be embedded in all procurement processes, from planning and sourcing to contract management and disposal, in alignment with international best practices, national regulations, and the University's Climate Action Policy.

1.3 Alignment with Strategic Objectives

This policy directly supports:

- BU Sustainability and Climate Action Policy: Carbon neutrality, waste elimination, and sustainable operations
- CORE-CF Mission: Promoting ESG integration and sustainable finance practices
- Pakistan's NDC: Green procurement as mitigation and adaptation strategy

- SDG 12: Responsible Consumption and Production
- SDG 8: Decent Work and Economic Growth

2. DEFINITIONS AND SCOPE

2.1 Definitions

S. No	Term	Definition
1	Life Cycle Costing (LCC)	Total cost of ownership including acquisition, operation, maintenance, and disposal costs
2	Life Cycle Assessment (LCA)	Analysis of environmental impacts throughout a product's lifecycle
3	Green Procurement	Purchasing goods and services with reduced environmental impact
4	Circular Procurement	Procurement that supports circular economy principles (reduce, reuse, repair, remanufacture, recycle)
5	Social Procurement	Purchasing that generates positive social outcomes (local employment, fair labor, community benefit)
6	Sustainable Supplier	Supplier meeting defined environmental, social, and governance criteria
7	EPD	Environmental Product Declaration – verified document reporting environmental impact
8	Ecolabel	Third-party certification of environmental performance (e.g., Energy Star, Blue Angel, Pakistan Green Label)
9	Conflict Minerals	Minerals sourced from regions where mining finances armed conflict
10	Modern Slavery	Forced labor, human trafficking, and exploitative labor practices

2.2 Scope

This policy applies to:

- All procurement of goods, services, and works by Bahria University
- All campuses and constituent units
- All procurement methods: open tendering, limited tendering, direct contracting, framework agreements
- All budget sources: operational, development, research, and external funding
- All procurement stakeholders: requesters, procurement officers, evaluators, contract managers

Exclusions:

- Emergency procurement (sustainability criteria applied where practicable)
- Procurement below PKR 50,000 (sustainability preferences encouraged)

3. POLICY PRINCIPLES AND OBJECTIVES

3.1 Guiding Principles

3.1.1 Value for Money

Sustainable procurement optimizes total lifecycle costs rather than lowest purchase price, considering operational efficiency, durability, maintenance, and disposal costs.

3.1.2 Environmental Protection

Prioritize products and services with minimal environmental impact, resource efficiency, and compatibility with circular economy principles.

3.1.3 Social Responsibility

Ensure fair labor practices, safe working conditions, local economic development, and respect for human rights throughout supply chains.

3.1.4 Economic Development

Support local and national industries, SMEs, and social enterprises while maintaining quality and competitiveness.

3.1.5 Transparency and Accountability

Maintain open, fair, and transparent procurement processes with clear sustainability criteria and reporting.

3.1.6 Continuous Improvement

Regularly review and enhance sustainability standards based on technological advances, market development, and best practices.

3.2 Strategic Objectives

Objective 1: Carbon Reduction

- Achieve 30% reduction in supply chain emissions (Scope 3) by 2030
- Prioritize low-carbon products and services
- Support suppliers in decarbonization efforts

Objective 2: Circular Economy

- Achieve 50% of procurement by value from circular sources by 2030
- Eliminate single-use plastics in procurement by 2026
- Maximize recycled content and recyclability

Objective 3: Social Impact

- Direct 20% of procurement spend to local SMEs by 2028
- Ensure 100% compliance with labor standards in supply chains
- Support social enterprises and fair-trade products

Objective 4: Market Transformation

- Influence suppliers to adopt sustainable practices
- Collaborate with other institutions to aggregate demand
- Share best practices and contribute to national SPP policy development

4. GOVERNANCE AND ORGANIZATIONAL STRUCTURE

4.1 Sustainable Procurement Committee (SPC)

Composition:

- Director Administration (Chair)

- Campus Sustainability Officer / Manager
- Director Procurement
- Manager CORE CF
- Director Finance
- Legal Counsel
- Faculty representative (environmental/sustainability expertise)
- Student representative

Functions:

- Approve sustainable procurement strategy and annual plans
- Review and update sustainability criteria and standards
- Monitor compliance and performance
- Resolve disputes and exceptions
- Report to University Sustainability Council

4.2 Procurement Office Responsibilities

- Integrate sustainability criteria in all procurement processes
- Maintain approved supplier database with sustainability ratings
- Provide training and guidance to procurement staff
- Monitor and report sustainability performance
- Manage supplier engagement and development programs

4.3 Campus Sustainability Officer / Manager Responsibilities

- Develop and maintain sustainability criteria and standards
- Provide technical support on environmental specifications
- Conduct lifecycle assessments and carbon footprinting
- Verify supplier sustainability claims
- Support capacity building programs

5. SUSTAINABLE PROCUREMENT STANDARDS

5.1 General Requirements for All Procurement

5.1.1 Sustainability Planning

- All procurement requests must include sustainability requirements
- Market analysis shall consider sustainability availability and costs
- Specifications shall not unnecessarily restrict sustainable options
- Evaluation criteria shall include sustainability weighting (minimum 15%)

5.1.2 Supplier Requirements

All suppliers must demonstrate:

- Compliance with Pakistani environmental and labor laws
- No use of forced or child labor
- Safe working conditions
- Non-discrimination policies
- Environmental management commitment

5.1.3 Documentation Requirements

- Environmental Product Declarations (EPDs) where available
- Chain of custody certifications (FSC, PEFC for wood; recycled content)
- Energy efficiency ratings
- Chemical content disclosures (REACH, RoHS compliance)
- Fair trade or ethical sourcing certifications where applicable

5.2 Environmental Criteria by Category

5.2.1 Energy and Emissions

- Prioritize products with lower carbon footprint (LCA verified)
- Require energy-efficient equipment (minimum 3-star ratings)
- Specify renewable energy requirements for service providers
- Favor local suppliers to reduce transport emissions

5.2.2 Resource Efficiency

- Specify recycled or bio-based content (minimum thresholds)
- Require durability and reparability (minimum warranty periods)
- Prioritize products with minimal packaging (reusable/recyclable)
- Specify water-efficient products where relevant

5.2.3 Chemical Safety

- Prohibit hazardous substances (RoHS, REACH restrictions)
- Require non-toxic cleaning products (Green Seal, EcoLogo certified)
- Specify low-VOC paints, adhesives, and furnishings
- Require pesticide/herbicide-free landscaping services

5.2.4 Biodiversity

- Require FSC or PEFC certification for wood and paper products
- Prohibit products contributing to deforestation
- Specify native species for landscaping
- Require sustainable seafood (MSC certification)

5.2.5 Waste and Circularity

- Prioritize products with take-back programs
- Require recyclable or compostable packaging
- Specify remanufactured or refurbished options where suitable
- Favor leasing/service models over ownership where appropriate

5.3 Social Criteria

5.3.1 Labor Standards

- Compliance with ILO core conventions
- Fair wages (living wage commitment)
- Reasonable working hours
- Freedom of association and collective bargaining
- Safe working conditions (OHSAS 18001 or equivalent)

5.3.2 Local Economic Development

- Preference for local suppliers (within 100km radius)
- Support for SMEs and women/youth-owned businesses
- Skills development and training requirements for large contracts
- Community benefit clauses in major construction projects

5.3.3 Accessibility and Inclusion

- Universal design principles for built environment
- Accessibility features in IT procurement
- Inclusive employment practices by service providers

6. PRODUCT AND SERVICE CATEGORIES

6.1 Priority Categories with Detailed Specifications

6.1.1 Information Technology and Electronics

Mandatory Requirements:

- Energy Star or equivalent certification for all equipment
- EPEAT registration (Gold or Silver) for computers and displays
- TCO Certified for displays and notebooks
- RoHS compliance certification
- Minimum 5-year warranty and availability of spare parts
- Take-back program for end-of-life equipment

Preferred Requirements:

- EPEAT Gold certification
- Recycled plastic content >30%
- Repairability index score >7/10
- Carbon footprint disclosure

6.1.2 Office Furniture and Furnishings

Mandatory Requirements:

- FSC or PEFC certified wood products

- Low-VOC emissions (GREENGUARD Gold or equivalent)
- Minimum 10-year warranty
- Recyclable at end of life
- Local manufacturing preference

Preferred Requirements:

- Cradle to Cradle certification
- High recycled content (>50%)
- Modular/reconfigurable design
- Take-back program

6.1.3 Paper and Printing

Mandatory Requirements:

- 100% recycled content or FSC certified virgin fiber
- Processed chlorine-free (PCF)
- Unbleached or soy-based inks for printing services
- Double-sided printing as default

Preferred Requirements:

- Local recycled content
- Tree-free alternatives (bagasse, hemp)
- Carbon neutral printing services

6.1.4 Cleaning Products and Services

Mandatory Requirements:

- Green Seal, EcoLogo, or EU Ecolabel certification
- Biodegradable ingredients
- Concentrated formulas to reduce packaging
- Microfiber cleaning systems (reducing chemical use)
- Staff training on green cleaning protocols

Preferred Requirements:

- Locally manufactured products

- Refillable containers
- Zero-waste cleaning systems

6.1.5 Food and Catering Services

Mandatory Requirements:

- Organic certification for specified products
- Local sourcing (within 200km) minimum 30%
- Seasonal menu planning
- Elimination of single-use plastics
- Food waste reduction and donation programs
- Halal certification compliance

Preferred Requirements:

- Fair trade certification for coffee, tea, chocolate
- Plant-forward menu options (reducing carbon footprint)
- On-site composting
- Reusable container programs

6.1.6 Construction and Major Works

Mandatory Requirements:

- LEED Gold or equivalent certification for new buildings
- Green Building Council Pakistan (GBC Pakistan) compliance
- Local materials minimum 20% (by cost)
- Construction waste management plan (>75% diversion)
- Water-efficient fixtures and landscaping

Preferred Requirements:

- Net-zero energy design
- Living Building Challenge compliance
- Embodied carbon assessment and reduction
- Biophilic design elements

6.1.7 Vehicles and Transportation

Mandatory Requirements:

- Electric or hybrid vehicles for all new purchases (from 2026)
- Minimum fuel efficiency standards for interim purchases
- Euro 6 or equivalent emission standards
- End-of-life vehicle take-back

Preferred Requirements:

- 100% electric fleet
- Vehicle-to-grid capability
- Local assembly/manufacturing

6.1.8 Professional Services

Mandatory Requirements:

- Environmental policy and management system
- Carbon footprint disclosure and reduction targets
- Sustainable travel policy
- Electronic document management (paperless operations)

Preferred Requirements:

- Certified B Corporation
- Science-Based Targets
- Carbon neutral operations

7. SUPPLIER MANAGEMENT AND DEVELOPMENT

7.1 Supplier Registration and Pre-Qualification

Sustainability Questionnaire:

- Environmental policy and management systems (ISO 14001)
- Social responsibility policies (SA8000 or equivalent)
- Carbon footprint and reduction targets
- Circular economy practices

- Modern slavery and human rights due diligence
- Diversity and inclusion policies

Supplier Classification:

- Tier 1: Full sustainability compliance + certification
- Tier 2: Basic compliance with improvement plan
- Tier 3: Non-compliant (development required or exclusion)

7.2 Supplier Performance Management

Key Performance Indicators:

- On-time delivery with sustainability compliance
- Product/service quality and durability
- Carbon emissions per unit delivered
- Packaging sustainability
- Social compliance audit results
- Innovation in sustainability

Review Cycle:

- Annual performance reviews for all suppliers
- Quarterly reviews for high-impact suppliers
- Continuous monitoring through spot checks

7.3 Supplier Development Program

Capacity Building:

- Workshops on sustainable business practices
- Technical assistance for environmental certification
- Access to green financing through CORE-CF partnerships
- Recognition and award programs

Collaboration:

- Joint sustainability projects
- Research partnerships with BU faculty
- Student internship and placement opportunities

- Pilot programs for innovative sustainable products

8. PROCUREMENT PROCESSES AND PROCEDURES

8.1 Procurement Planning

Sustainability Assessment:

- Determine sustainability priorities for each procurement
- Conduct market analysis for sustainable alternatives
- Assess lifecycle costs including environmental externalities
- Identify potential social impact opportunities

Specification Development:

- Use performance-based specifications (outcome-focused)
- Include sustainability as weighted evaluation criteria (15-30%)
- Avoid over-specification that limits sustainable options
- Reference recognized standards and certifications

8.2 Tendering and Evaluation

Evaluation Criteria Template:

S. No	Criterion	Weight	Description
1	Technical Compliance	30%	Meeting functional requirements
2	Sustainability Performance	25%	Environmental and social criteria
3	Lifecycle Cost	25%	Total cost of ownership
4	Supplier Capability	15%	Track record and capacity
5	Innovation	5%	Novel approaches to sustainability

Sustainability Evaluation Questions:

- Describe your environmental management system and certifications
- What is the carbon footprint of your product/service?

- What percentage of recycled/renewable content is included?
- Describe your labor practices and social compliance
- What take-back or end-of-life services do you provide?
- How do you ensure supply chain transparency?

8.3 Contract Management

8.3.1 Sustainability Clauses and Contract Monitoring

Sustainability Clauses:

- Compliance with sustainability specifications
- Reporting on sustainability metrics
- Right to audit supply chain practices
- Continuous improvement requirements
- Penalties for non-compliance
- Incentives for exceeding sustainability targets

Contract Monitoring:

- Regular sustainability performance reports
- Site visits and inspections
- Third-party audits for high-risk suppliers
- Review meetings with sustainability focus

8.3.2 Plastic, Packaging and Disposable Items in the Supply Chain

Every contract for the supply of equipment, stationery, building works or other goods shall require the supplier to: (a) comply with the bans on single-use plastic and disposable items in HSE Policy para 6.17 and the Directive on Combating Plastic Pollution, and with the packaging requirements of paras 5.2.2 and 5.2.5 of this Policy; (b) deliver goods in minimal, reusable, recyclable or compostable packaging, without polythene bags, expanded polystyrene or other single-use plastic wrapping, and take back packaging where practicable; (c) include the same requirements in every contract with its own suppliers and sub-contractors; and (d) keep records of compliance and open them, and its supply chain, to audit by the University under para 8.3.1. A breach shall be dealt with under para 9.3.

8.4 Disposal and End-of-Life Management

Asset Disposal:

- Prioritize reuse and redeployment within University
- Partner with certified e-waste recyclers
- Require data destruction certification
- Track and report disposal methods and quantities

Circular Economy:

- Design contracts with take-back provisions
- Support refurbishment and remanufacturing industries
- Maintain inventory for spare parts harvesting
- Donate usable items to community organizations

9. MONITORING, REPORTING, AND COMPLIANCE

9.1 Performance Metrics

Procurement Sustainability Indicators:

S. No	Indicator	Baseline	2027 Target	2030 Target
1	Sustainable procurement spend (% of total)	20%	50%	80%
2	Local supplier spend (% of total)	40%	50%	60%
3	SME supplier participation	30%	40%	50%
4	Contracted suppliers with EMS certification	25%	60%	90
5	Supply chain carbon intensity (tCO2e/PKR M)	Baseline	-20%	-40%
6	E-waste properly recycled	60%	90%	100%
7	Single-use plastic elimination	0%	80%	100%

9.2 Reporting

Internal Reporting:

- Quarterly procurement sustainability dashboards
- Annual comprehensive sustainability report
- Supplier scorecards and performance reviews

External Reporting:

- GRI Standards procurement disclosures
- CDP Supply Chain reporting
- HEC sustainability reporting
- Public procurement transparency

9.3 Compliance and Enforcement

Audit Program:

- Annual internal audits of procurement processes
- Third-party audits of high-risk supply chains
- Spot checks of supplier sustainability claims

Non-Compliance Response:

- Corrective action plans for minor non-compliance
- Contract suspension for serious violations
- Supplier debarment for repeated or severe violations
- Legal action for fraudulent sustainability claims

10. CAPACITY BUILDING AND AWARENESS

10.1 Training Programs

Procurement Staff:

- Sustainable procurement principles and practices
- Lifecycle costing and assessment
- Sustainability standards and certifications
- Supplier engagement and development

- Greenwashing detection and prevention

End Users and Requesters:

- Sustainable product selection
- Waste reduction and circular economy
- Sustainable travel and events
- Energy-efficient equipment selection

Suppliers:

- Sustainability requirements and expectations
- Certification processes and benefits
- Carbon accounting and reporting
- Circular business models

10.2 Communication and Engagement

- Sustainable procurement guidelines and toolkits
- Case studies and success stories
- Sustainability supplier fairs and exhibitions
- Recognition and awards programs
- Integration with CORE-CF research and training

11. POLICY REVIEW

Review Cycle: Annual review with comprehensive revision every three years

Review Process:

- Performance assessment against targets
- Stakeholder consultation (suppliers, staff, students)
- Benchmarking against national and international best practices
- Alignment with updated PPRA sustainable procurement policy
- Technological and market development assessment

Continuous Improvement:

- Pilot innovative procurement approaches
- Participate in national sustainable procurement working groups

- Contribute to policy development at national level
- Share best practices with other higher education institutions