



APPROVED
by the Decision of the Director
of the International Research Hub Public Foundation
10 December 2025

PROCUREMENT POLICY of the International Research Hub Public Foundation

1. General Provisions

1.1. This Procurement Policy (the Policy) establishes the principles, procedures, and requirements governing the procurement of goods, works, and services by the International Research Hub Public Foundation (the Foundation).

1.2. This Policy applies to all procurements financed from the Foundation's own resources, grants, donations, project funds, and any other legally available sources of funding.

1.3. This Policy does not regulate public procurement under the legislation of the Republic of Kazakhstan and applies solely to procurements carried out by the Foundation as a non-governmental, non-profit organization.

1.4. Procurement activities shall be conducted in accordance with the legislation of the Republic of Kazakhstan, the Foundation's Charter, this Policy, other internal policies and procedures, and, where applicable, the requirements of donor agreements.

1.5. Where donor or partner procurement requirements differ from this Policy, the applicable donor requirements shall prevail to the extent that they do not conflict with the legislation of the Republic of Kazakhstan.

2. Procurement Principles

2.1. All procurement activities of the Foundation shall be conducted in accordance with the following principles.

Value for Money means achieving the optimum combination of quality, cost, timeliness, sustainability, and overall value throughout the procurement process. Supplier selection shall not be based solely on the lowest price.

Transparency and Accountability require procurement decisions and procedures to be appropriately documented to ensure traceability, auditability, and accountability to the Foundation, donors, auditors, and other stakeholders.

Fair and Open Competition means that, wherever reasonably practicable, procurement shall encourage competition and provide potential suppliers with equal opportunities to participate.

Non-Discrimination means that suppliers shall not be subject to unjustified restrictions or preferential treatment except where objectively justified by the nature of the procurement or donor requirements.

Objective Supplier Selection requires procurement decisions to be based on transparent and objective evaluation criteria, including price, quality, technical compliance, experience, reputation, delivery capability, and overall value.

Conflict of Interest Prevention requires procurement participants to avoid and disclose any actual, potential, or perceived conflicts of interest in accordance with the Foundation's Conflict of Interest Policy.

Integrity and Anti-Corruption require zero tolerance for corruption, fraud, collusion, coercion, bribery, or any other unethical procurement practices.

3. Procurement Planning and Initiation

3.1. Procurement shall be initiated based on the operational needs of the Foundation, including the implementation of projects, programmes, grants, and other statutory activities.

3.2. Each procurement shall be supported by a Terms of Reference (ToR), Technical Specification, or equivalent procurement request describing:

- the procurement subject;
- the justification for the procurement;
- the estimated budget; and
- the expected delivery or implementation period.

3.3. Procurement may be carried out under an approved project budget or as part of the Foundation's operational activities.

4. Procurement Methods

4.1. Procurement up to USD 5,000

Procurement with an estimated value of up to USD 5,000 may be conducted through single-source procurement, without a competitive procedure.

The supplier may be selected based on market knowledge, previous performance, availability, technical capability, or other objective considerations.

The procurement decision shall be properly justified and documented.

4.2. Procurement exceeding USD 5,000

For procurements exceeding USD 5,000, the Foundation shall, wherever reasonably practicable, obtain at least three written quotations from potential suppliers.

Quotations may be submitted electronically.

Where obtaining three quotations is not reasonably possible due to limited market availability, urgency, technical exclusivity, or other justified circumstances, procurement may proceed based on fewer quotations, provided that the reasons are documented.

Supplier selection shall be based on a comparative evaluation of the quotations received.

5. Evaluation Criteria

5.1. Supplier proposals may be evaluated using, among others, the following criteria:

Evaluation Criterion	Maximum Score
Price	10
Compliance with Technical Requirements	10
Quality of Goods, Works or Services	20
Delivery or Completion Time	20
Experience and Business Reputation	20
Payment and Delivery Terms	10
Additional Value, Warranties and Other Advantages	10
Maximum Total Score	100

5.2. The Foundation may apply either a comparative assessment or an expert evaluation and is not required to use a strictly formalized scoring methodology, provided that the procurement decision is objective, reasonable, and properly documented.

6. Procurement Decision

6.1. The final procurement decision shall be made by the Director of the Foundation.

6.2. The Director may take into consideration recommendations provided by employees, technical experts, evaluation teams, or relevant structural units.

6.3. The procurement decision shall be documented in writing and shall include the justification for the selected supplier.

7. Procurement Documentation

7.1. Each procurement file shall include, where applicable:

- Terms of Reference or Technical Specification;
- quotations or proposals received;
- comparative evaluation or procurement assessment (where applicable);
- procurement decision of the Director;
- contract or purchase agreement;
- supporting financial documentation;
- delivery notes, acceptance certificates, or completion reports.

7.2. Procurement records may be maintained in electronic or paper format.

8. Conflict of Interest

8.1. All individuals involved in procurement shall act honestly, impartially, and in the best interests of the Foundation.

8.2. Any actual, potential, or perceived conflict of interest shall be disclosed immediately in accordance with the Foundation's Conflict of Interest Policy, and the individual concerned shall not participate in the relevant procurement process unless otherwise authorized.

9. Anti-Corruption Measures

9.1. The Foundation maintains a zero-tolerance approach to corruption, fraud, bribery, collusion, and other unethical procurement practices.

9.2. Suppliers shall demonstrate appropriate integrity, business reputation, and professional reliability.

9.3. The Foundation reserves the right to conduct due diligence on suppliers before entering into contractual relationships.

10. Donor-Funded Procurement

10.1. Procurements financed through grants or donor funding shall comply with the procurement requirements established by the relevant donor.

10.2. Where donor procurement rules differ from this Policy, donor requirements shall prevail, provided they are consistent with the legislation of the Republic of Kazakhstan.

11. Flexible Procurement Procedures

11.1. Procurement procedures shall be applied in accordance with the principle of proportionality and reasonable sufficiency.

11.2. The Foundation may depart from the standard procurement procedures where justified by urgency, sole-source availability, donor requirements, technical exclusivity, force majeure, or other objectively justified circumstances, provided that such deviation is documented.

12. Final Provisions

12.1. This Policy shall be approved by the Director of the International Research Hub Public Foundation and shall enter into force on the date of its approval unless otherwise specified.

12.2. Any amendments or additions to this Policy shall be adopted in accordance with the same procedure applicable to its approval.

12.3. Any matters not expressly governed by this Policy shall be regulated by the legislation of the Republic of Kazakhstan, the Foundation's Charter, and the Foundation's other internal policies and procedures.



APPENDIX 1
to the Procurement Policy

TERMS OF REFERENCE (ToR)

Procurement Reference No. _____
Astana
10.12.2025

Procuring Entity: International Research Hub Public Foundation

Procurement Title (Goods / Works / Services):

Description / Scope of Procurement:

Technical Requirements / Specifications

Estimated Budget

Delivery / Completion Period

Additional Requirements

Important Notice

This Terms of Reference (ToR) shall remain valid from " " 20 to " " 20
and is issued solely for the purpose of describing the procurement requirements and obtaining
quotations or proposals from potential suppliers.

This Terms of Reference does not constitute an offer, invitation to contract, purchase order, or any
legally binding obligation on the part of the International Research Hub Public Foundation to
award a contract to any supplier.

The Foundation reserves the right, at its sole discretion, to amend these Terms of Reference, cancel
the procurement process, reject any or all proposals received, or decide not to award a contract
without providing reasons, subject to applicable law and any relevant donor requirements.

Approved by:

Director

International Research Hub Public Foundation

Signature: _____

Date: _____



APPENDIX 2
to the Procurement Policy

TERMS OF REFERENCE (ToR)

10.12.2025

Procuring Entity International Research Hub Public Foundation
Procurement Title (Goods / Works / Services)
Description / Scope of Procurement
Estimated Budget
Delivery / Implementation Period
Additional Requirements
Technical Requirements / Specifications

Disclaimer

These Terms of Reference (ToR) shall remain valid from " _ " _____ 20 to " _ " _____ 20 and are issued solely for the purpose of defining the procurement requirements and inviting prospective suppliers to submit quotations or proposals.

These Terms of Reference do not constitute an offer, invitation to contract, purchase order, or any legally binding commitment on the part of the International Research Hub Public Foundation to award a contract to any supplier.

The Foundation reserves the right, at its sole discretion, to amend these Terms of Reference, cancel the procurement process, reject any or all quotations or proposals received, or decide not to award a contract without providing reasons, subject to applicable law and any relevant donor requirements.

Approved by
Director
International Research Hub Public Foundation
Signature: _____
Date: _____

SUPPLIER EVALUATION MATRIX

10.12.2025

Evaluation Criteria	Maximum Score	Supplier 1	Supplier 2	Supplier 3
Price	10			
Compliance with Technical Requirements	10			
Quality of Goods, Works or Services	20			
Delivery / Completion Time	20			
Experience and Business Reputation	20			
Payment and Delivery Terms	10			
Additional Value and Warranties	10			
Total Score	100			

Selected Supplier

Final Score

Justification for Selection

Approved by

Director

International Research Hub Public Foundation

Signature: _____

Date: _____

DIRECTOR'S PROCUREMENT DECISION

Subject: Selection of a Supplier

In connection with the implementation of the activities of the International Research Hub Public Foundation (the Foundation), pursuant to the Foundation's Procurement Policy, and for the purpose of ensuring the efficient, transparent, and economical use of financial resources, Having regard to the Charter of the Foundation and its internal policies and procedures, it has been established that:

1. Procurement Subject

2. Project / Activity

3. Quotations Received

The Foundation received quotations from the following suppliers:

1.

2.

3.

4. Evaluation

The quotations were evaluated using the following criteria:

Evaluation Criterion	Maximum Score
Price	10
Compliance with Technical Requirements	10
Quality of Goods, Works or Services	20
Delivery / Completion Time	20
Experience and Business Reputation	20
Payment and Delivery Terms	10
Additional Value and Warranties	10
Maximum Total Score	100

DECISION

1. Selected Supplier

2. Basis for Selection

The selected supplier demonstrated the best overall value for money, taking into account the evaluation criteria established under the Foundation's Procurement Policy, the quotations received, and the results of the comparative evaluation.

Justification:

ADDITIONAL PROVISIONS

1. This Decision has been adopted solely for the purposes of the Foundation's internal procurement process and shall not constitute a public offer, invitation to contract, or legally binding commitment to conclude an agreement.
2. Any contract arising from this procurement shall be concluded in accordance with the Foundation's internal policies and procedures and, where applicable, donor requirements.
3. This Decision may be retained as part of the Foundation's procurement records and may be used for internal governance, audit, compliance, or donor reporting purposes.

Approved by

Director

International Research Hub Public Foundation

Signature: _____

Date: _____