

## **Purchasing Policy of The Hong Kong Polytechnic University**

The purchasing policy of The Hong Kong Polytechnic University is to obtain goods and services at the best value for money and in a publicly accountable and impartial manner irrespective of the funding source and purchase value.

The procurement of the University is based on the following principles:

### **Value for Money**

To ensure the best value for money, apart from the competitiveness in price (in terms of total cost of ownership, where applicable), the users' requirements, reliability of performance, after-sale support, health and safety requirements, social corporate responsibility and green purchasing requirements, etc., wherever applicable and appropriate, shall be taken into account in the evaluation of offers and contract awarding.

### **Public Accountability**

As a UGC-funded institution, the University has an obligation and is always prepared to account for its purchasing procedures and decisions to its stakeholders including but not limited to the Council of the University, University Grants Committee, the funding organizations, the Government, the suppliers and the community at large. Staff members involved in the procurement (e.g. budget controllers and approving authorities) are obliged to bear the consequences for failure to perform as expected.

### **Transparency**

The procedures and practices for procurement are to be clear and transparent to facilitate better understanding by staff members and suppliers. To encourage suppliers to submit compliant and competitive offers, the University aims to provide in the offer invitation documents all the necessary and essential information (including all the conditions and requirements needed for the purchase).

### **Open and Fair Competition**

All suppliers are to be treated fairly and equally. The University will not discriminate goods and services from any suppliers or regions/ countries of origin. In drawing up specifications for the goods or services to be procured, the requirements laid down are to be prescribed in such a way as to maintain open and fair competition as well as to be easily comprehensible among all the potential tenderers.

### **Avoidance of Conflict of Interest**

Staff members involved in the procurement process are required to avoid situations that may arise in the process, which would lead to actual, potential or perceived conflict of interest.

### **Confidentiality of Commercially Sensitive Information**

Commercially sensitive information shall be kept in confidence at all times with due care for preventing leakage to unauthorised persons.

### **Segregation of Duties**

The tasks of a procurement process are to be segregated among different persons to assist in detecting errors and deterring improper activities, with the aim of achieving balance between internal control and efficiency.

### **Compliance with the Law and other Requirements**

The University shall observe all applicable laws in Hong Kong in performing its procurement function, including but not limited to Prevention of Bribery Ordinance and Personal Data (Privacy) Ordinance.

The University procurement process shall also be governed by the regulations and guidelines imposed by the University Grants Committee, relevant Government departments, and various funding organizations, wherever applicable and appropriate.

2 August 2017