

Approval: Governing Board of International Black Sea University

Resolution #03, 10/01/2024

**International Black Sea University
Procurement and Logistics Department
R e g u l a t I o n**

Tbilisi

2024

Chapter I

Article 1. General provisions

1. The present regulation defines the functions and structure of structural subdivisions, functions and duties of the head of the department and employees of the main administrative structural unit of International Black Sea University LLC (hereinafter - the University) - the Department of Procurement and Logistics (hereinafter - the Department).
2. The department conducts its activities on the basis of international standards and Georgian legislation, university regulations, this regulation and other legal acts valid in the university.
3. The department is subordinate to the vice-rector for finances, responsible and accountable to him/her.

Article 2. Functions of the department

1. Procurement and Logistics Department:
 - a) expands and develops the material and technical base of the university together with other subdivisions; receiving, distribution and control of fixed assets, goods and material values; provides inventory in accordance with the established rule;
 - b) ensures maintenance of the university building, proper operation of the building, cleaning, removal of construction and household waste and carrying out repair works within the scope of competence;
 - c) protects the property of the university within the scope of competence;
 - d) provides maintenance of the cable, telephone, electrical network, heating and ventilation system of the university;
 - e) ensures compliance with the safety norms, including labor safety and fire prevention requirements;
 - f) In the event of danger, applies to the university administration and the police as necessary;
 - g) participates in the authorization/accreditation process within the scope of competence;
 - h) performs other rights and duties defined by the statute.

Article 3. Structure and management of the department

1. The department's structural divisions and units are:
 - 1.1 **Procurement and Logistics Department;**
 - 1.1.2. Head of Procurement and Logistics Department;

1.1. 3. Manager of Procurement and Logistics Department;

1.2. procurement service;

1.2.1. Head of Procurement Service;

1.2.2. building operation manager;

1.2.3. Technical Manager;

1.2.4. technical assistant;

1.2.5. the driver

1.3. Technical service;

1.3.1. Head of Security Service;

1.3.2. Security Manager;

1.4. Labor Safety Service;

1.4.1. Head of Labor Safety Service;

1.4.2. Labor safety specialist;

1.5. Medical station;

1.5.1. Doctor

1.6. Cleaning service;

1.6. Head of cleaning service;

1.6.1. Cleaner

1.6.2. Gardener

2. The department employee is appointed and dismissed by the Rector of the University in accordance with the rules established in the University.

3. Upon hiring, the rector will determine additional qualification requirements for employees, if necessary.

Article 4. Management of the department

1. The management of the department is carried out by the head of the department.

2. The head of the department is appointed and dismissed by the rector of the university in accordance with the rules established in the university.

3. The head represents the department in internal and external relations, plans and directs the activities of the department and is responsible for its effective functioning.

4. The head of the department is accountable to the vice-rector in the financial field.

Article 5. Functions and responsibilities of the head of the procurement and logistics department

1. The duties of the head of the department:

a) directs the procurement procedures of goods/services/works;

b) manages procurement planning;

- c) ensures supplier selection, plans and executes direct purchases based on the evaluation of received offers;
- d) leads the preparation of the tender announcement, ensuring its publication, examining and analyzing proposals and documentation received from the bidders, participating in the process of evaluating them and identifying the winning supplier;
- e) directs work with an external auditing company for the preparation of annual auditing financial statements;
- f) provides market research for the purpose of purchasing goods/services, determining the estimated cost and/or potential suppliers;
- g) ensures consideration of correspondence related to issues within the competence of the service and appropriate response to them;
- h) leads the general process of activity of the structural subdivisions included in the department;
- i) is obliged to rationally distribute the work to be performed among the administrative personnel under his/her authority and to control the quality of the performed work;
- j) within the competence of the department prepares relevant proposals to the vice-rector for finances.
- k) periodically examines reports of the personnel of the department's structural subdivisions about their activities;
- m) provides recommendations on the department's structure, operations, employee incentives, and use of disciplinary liability measures in the event of disciplinary misconduct to the vice-rector for finances for presentation to the rector;
- n) performs other functions and duties defined by this regulation, university regulations, legal acts of the university and Georgian legislation within the competence of the department;
- n) ensures compliance with the principle of legality, justice and confidentiality in the department's activities;
- p) supervises the proper performance of the official duties by the employees of the department, supervises their compliance with the internal rules of the university.
- j) ensuring smooth and safe functioning of energy and heat supply, cable, telephone, electric network, heating and ventilation system and other technical processes in buildings;
- r) maintenance of the university building, conducting and controlling the relevant works for proper operation of the building;
- s) supervision of cleaning, construction and household waste disposal;
- t) cooperation with local municipal bodies and planning preventive measures with public agencies (communication and energy supply) in order to avoid accidents;
- u) searching for new security standards on the internal and external perimeter of the university campus, implementing them and taking appropriate measures;
- f) control over compliance with safety, including labor safety and fire safety requirements;
- k) ensuring proper operation of the equipment belonging to the university and control over compliance with operation rules;
- g) logistic support of events planned by the university;

- k) planning and supervision of construction–repair works;
- k) performing other functions–duties given by the immediate supervisor in order to fully and continuously implement the activities of the department.
- c) participates in the authorization/accreditation process within the scope of competence;
- c) submits a report on the annual activities of the department to the vice-rector for finances.

2. A person with a higher education, in the field of business administration, management or other related, technical branch, who has at least 2 (two) years of experience in a similar position, will be accepted for the position of head of the department.

Article 6. Article 6: The department manager's responsibilities

1. The department manager:

- a) participates in such processes included in the department's activities, such as: conducting procedures for the purchase of goods/services, planning purchases, reviewing received offers, selecting suppliers, market research, preparing and publishing tenders, examining/analyzing offers and documentation received from bidders, evaluating them and participating in the process of identifying the winning supplier, working with an external audit company for the preparation of annual audited financial statements, reviewing and responding to correspondence.
- a) participates in the maintenance of the university building, its proper operation / protection of the property belonging to the university;
- b) together with other subdivisions, is involved in the expansion/development of the material-technical base and carries out the acquisition, registry and storage of fixed assets, commodity-material values in accordance with the established rules;
- c) participates in appropriate measures for the maintenance and proper functioning of the main communication channels and wiring systems;
- d) participates in the process of making repairs and removing construction and domestic waste as needed and within the bounds of competence;
- e) ensures the logistic support of events planned by the university;
- f) participates in the planning and execution of construction and repair works
- g) ensures the maintenance of university educational buildings, auxiliary buildings and material assets;
- h) performs other functions and duties defined by this regulation, the university regulation, legal acts of the university and the Georgian legislation, as well as fulfills the tasks given by the head of the department.
- i) Based on the activities of the university and on the instructions of the immediate supervisor, performs auxiliary, material and technical works, provides the maintenance of the building - facilities, equipment, machinery, elevator, e-mail. proper functioning of power plants,

lighting, heating, sewage, water supply, ventilation, underground communications and other systems;

2. A person with a higher education who has at least 6 (six) months of experience in a similar position is accepted for the position of department manager.
3. The manager of the department is accountable to the head of the department.

Chapter II

Structural subdivisions of the department

Article 7. Functions of the procurement service

1. The procurement service carries out:
 - a) conducting procedures for the purchase of goods/services/works for the needs of the university;
 - b) planning of purchases, formation of information data bases and its software management, preparation of reports related to purchases;
 - c) While carrying out a direct purchase, taking into account the offers that have been received, choosing the supplier, and carrying out the final purchase.
 - d) preparing the tender announcement, ensuring its publication, studying and analyzing the offers and documentation received from the bidders, participating in the process of evaluating them and identifying the winning supplier;
 - e) to conduct market research for the purpose of purchasing goods/services, determining the estimated cost and/or potential suppliers;
 - f) to work with an external auditing company for the preparation of annual audited financial statements;
 - g) if necessary, participating in the preparation of the annual budget project;
 - h) with established periodicity, the inventory of fixed assets and/or accounting;
 - i) checking the physical condition of fixed assets;
 - j) consideration of correspondence related to issues included in the competence of the service and appropriate response to them;
 - k) participate in the authorization/accreditation process within the competence;
 - m) performing other tasks of the head of the department.

Article 8. Head of the procurement service

1. The procurement service is managed by the head of the service.
2. The head of the service is appointed and dismissed by the rector of the university on the recommendation of the head of the department.

3. A person with a higher education who has at least 3 years of experience in the field of procurement is accepted for the position of head of the procurement service.

1. The head of the service is subordinate and accountable to the head of the department.

2. the function of the head of the procurement service is:

a) organization, management and control of procurement procedures of goods/services/works for the needs of the university;

b) planning of purchases, formation of information data bases and its program management and control, preparation of reports related to purchases;

c) in the case of the direct purchase form, participating in the selection of the supplier based on the consideration of the received proposals and making the final purchase;

d) preparation of tender applications, evaluation of the bidders' offers and involvement in the process of identifying the winning supplier;

e) working with an external auditing company for the preparation of annual auditing financial statements;

f) organizing and managing the market research process for the purpose of purchasing goods and services, determining the estimated cost and/or potential suppliers;

g) participates in the authorization/accreditation process within the scope of competence;

h) performing the tasks of the head of the department.

6. A person with a higher education who has at least 1 (one) year of experience in a similar position is accepted for the position of head of the procurement service.

7. The head of the procurement service is accountable to the head of the department.

Article 9 Procurement Service Manager

1. The functions and duties of the procurement manager:

a) participation in the organization, management and control of procedures for the purchase of goods/services/works for the needs of the university;

b) planning purchases, creating information databases, managing and controlling their programs, and creating reports pertaining to purchases;

c) in the event of a direct purchase, choosing the supplier after taking the received proposals into account and completing the transaction;

d) preparation of the tender applications, evaluation of the bidders' offers and involvement in the process of identifying the winning supplier;

e) working with an external auditing company for the preparation of annual audited financial statements;

f) organizing and managing the market research process for the purpose of purchasing goods/services/works, determining the estimated cost and/or potential suppliers;

- g) participates in the authorization/accreditation process within the scope of competence;
 - h) fulfills the tasks of the head of the service within the scope of competence;
2. A person with a higher education who has at least 6 (six) months of experience working in a similar position is accepted for the position of manager of the procurement service.
 3. The manager of the procurement service is accountable to the head of the service and the head of the department.

Article 10. Functions of the technical service unit:

1. The technical service unit provides:
 - a) receipt-distribution, storage and control of fixed assets, commodity-material values in the department; changing the conditions necessary for the storage of fixed assets;
 - b) maintenance and proper functioning of heating-cooling and ventilation systems of cable, telephone, electric and Internet networks of the university;
 - c) maintenance of the university property, maintenance and preventive works (lighting, heating/cooling/ventilation, water supply, elevator and others) within the scope of competence;
 - d) fulfilling the tasks of the rector, vice-rector for finances and the head of the department.
2. The service consists of the head of the service, the manager of the service, the driver;
3. The service is accountable to the director of the procurement and logistics department.

Article 11. Head of the technical service unit

1. The functions of the head of the technical service unit:
 - a) directs the process of bringing/maintaining/repairing the technical devices, communication (cable, telephone, electricity, heating/air conditioning/ventilation) channels, locking devices and other technical equipment in working condition in the rooms, auditoriums, laboratories and other spaces of the university;
 - b) controls the maintenance/storage process of material and technical means;
 - c) ensures the implementation of planned and unplanned measures necessary for proper operation of the building;
 - d) directs the proper maintenance and preventive works necessary for the normal technical operation of the building;
 - e) carries out the process of switching to local electric supply in case of interruption of the energy supply of the building;
 - f) directs the inventory process;
 - g) performing other tasks of the head of the department.
2. A person with a higher education who has at least 1 (one) year of experience working in a similar position is accepted for the position of head of the technical service.
3. The head of the technical service unit is accountable to the head of the department.

Article 12. Functions and duties of the technical service unit manager

1. Functions and duties of the technical service unit manager:
 - a) Bringing/managing/repairing technical devices, communication (cable, telephone, electricity, heating/air conditioning/ventilation) channels, locking devices and other technical equipment in working condition in university rooms, auditoriums, laboratories and other areas;
 - b) maintenance of material and technical means within the scope of competence;
 - c) participation in the implementation of planned and unplanned measures necessary for proper operation of the building;
 - d) conducting proper maintenance and preventive works necessary for the normal technical operation of the building;
 - e) together with the manager of the building operation, in case of interruption of the energy supply of the building, ensuring the transition to the local electric supply;
 - f) participation in the inventory process;
 - g) performing the tasks of the head of the service.
2. A person with a complete general education and at least 6 months of professional work experience is accepted for the position of technical manager.
3. The technical manager is accountable to the head of the service and the head of the department.

Article 13. Duties of the driver

1. Duties of the driver:
 - a) transportation of university correspondence and documentation (letters, contracts, business cards, invitations, stationery and other items belonging to the university) and transfer to the addressee based on the needs of the university;
 - b) within the framework of various events, transportation of university employees or guests along a predetermined route and direction;
 - c) providing transportation of administrative personnel of the university in accordance with the need and necessity of the activity;
 - d) performing the tasks of the immediate supervisor and the rector of the university.
2. A person who has a complete general education, a driving license and at least 2 years of driving experience is accepted for the position of driver.
3. The driver is accountable to the head of the service and the head of the department.

Article 14. Functions of the Labor Safety Service

1. The primary responsibility of the security service is to maintain labor and fire safety while securing the university's material property and maintaining order throughout the campus, the educational building, the yard, and the areas surrounding it.
2. The unit has the right to perform the following functions within its competence:

- a) apply appropriate measures against a person who violates the order, if he/she does not comply with the requirements defined by the internal rules and regulations of the university, if necessary, apply for help to the administrative officials of the university, police or other relevant state agency;
- b) protection of the university building and material and technical means within the competence;
- c) implementation of the rights and duties stipulated by the organic law "On Labor Safety";
- d) supervision of compliance with fire safety requirements;
- e) provision of assistance to persons with disabilities;
- f) to carry out planned and unplanned works in order to maintain and protect security in the territory of the university campus.

1. The employee of the service is obliged to follow the norms of ethics when interacting with citizens.
2. The service includes the head of the service and a specialist.
3. Labor safety service is accountable to the head of the department.

Article 15. Management of the Labor Safety Office

1. The labor safety office is managed by the head of the office
2. The head of the labor safety unit is appointed and dismissed by the rector of the university on the recommendation of the head of the department.
3. A person with a higher education who has at least 2 (two) years of experience in a similar field and a relevant certificate of training in the field of security is accepted for the position of the service.
4. The labor safety specialist is accountable to the head of the department.

Article 16. Functions and duties of the head of the labor safety office

1. the head of the labor safety office:
 - a) coordinates and directs the activities of the office, is responsible for the efficiency of the activities;
 - b) ensures the coordinated work of the office with other structural units of the university and, as necessary, with relevant state bodies;

- c) in case of violation of the established rules, within the scope of competence, applies to the rector about the use of disciplinary measures against employees and students;
- d) raises the issue before the vice-rector for finances and develops recommendations on taking necessary measures to improve the unit's activity;
- e) if necessary, conducts an official investigation within the scope of competence;
- f) develops plans for the labor safety office;
- g) ensures the protection of the external and internal perimeter of the university building, as well as the property of the university within the competence, by means of special technical means;
- h) ensures compliance with labor and fire safety standards;
- i) ensures the protection and enforcement of the requirements defined by the legislation on tobacco control and internal normative acts;
- j) participates in the authorization/accreditation process within the scope of competence;
- k) performing other functions-duties given by the immediate supervisor in order to fully and continuously carry out the activity of the office.
- m) performs other functions and duties defined by the legislation of Georgia, this regulation and legal acts of the university.

2. A person with complete general education who has undergone special training and has at least 1 year of experience in a similar field is accepted for the position of the head of the labor safety office.

3. The head of the labor safety office is accountable to the head of the department.

Article 17. Functions and responsibilities of the labor safety specialist

1. the labor safety specialist:

- a) inspects the building according to the established procedure, inspects surveillance cameras, appropriate equipment of the library, computer classes, administrative staff rooms (locks, hatches, etc.), laboratory, examination center, electrical wiring and telephone connection, conducts an external inspection of the building and ensures all security measures;
- b) performs the rights and duties of a labor safety specialist provided by the Organic Law "On Labor Safety";
- c) is obliged to be in a building to be guarded, within the scope of competence to carefully monitor the functioning of the building, electric security and surveillance cameras, thoroughly master the layout plan of cabinets and auditoriums in the building, protect the property of the building from damage and fire, periodically conduct planned and unplanned inspections of the external and internal perimeter of the building;
- d) to prevent any violation of the internal regulations of the university, including bringing alcoholic beverages into the building, smoking tobacco, gambling; not to allow any suspicious inventory or item to be brought into the building;
- e) to ensure free traffic in the main and spare exits of the building without endangering the

- perimeter of the exit with various items or inventory;
 - f) monitor the correct operation of the main power sources and non-target electricity consumption outside working hours;
 - g) to personally control the constant condition of fire extinguishers and the condition of access hatches in the attic;
 - h) at the end of working hours, inspecting electric lights with complete shutdown, except for duty lights, which must be constantly on;
 - i) In the event of damage to door/window locks and hatches, for security reasons, immediately inform the university administration/department, and in the event of a fire or unauthorized access to the university premises by a suspicious person, immediately contact the emergency services. (112), the police and the university and the state agencies, together with the employees of other units, to implement protective measures to immediately prevent the damage to the property and arrest the intruder;
 - j) after detecting a specific violation, draw up an explanation to be submitted as needed;
 - k) in case of natural events/disasters (in the building or on the territory of the building), immediately notify the university administration, the emergency service (112), the management of the office and the police;
 - m) take measures to assist people with disabilities;
 - n) participates in the authorization/accreditation process within the scope of competence;
2. To perform other functions-duties assigned by the immediate supervisor in order to fully and continuously carry out the activity of the office.
 3. A person with a complete general education who has undergone special training and has at least 6 months of experience in a similar field is accepted for the position of labor safety specialist.
 4. The labor safety specialist is accountable to the head of the office and the head of the department.

Article 18. Functions of the medical room:

1. The medical room provides:
 - a) restoring the health of students and staff, using medical standards and ethical norms recognized in the country, as well as taking into account relevant legal norms.
 - b) conducting medical activities only in accordance with the patient's interests;
 - c) a written report of the information about the medical assistance provided and making relevant entries in the medical documentation in accordance with the procedure established by the current legislation of Georgia;
 - d) promotion of a healthy lifestyle in the university, prevention of diseases, study of their spread and finding appropriate recommendations for the establishment of a safe environment for human health and providing them in the university;

- e) controlling and ensuring epidemiological and sanitary-hygienic norms in the university;
- f) providing high-quality, safe and free medical emergency services to students and employees of the university;
- g) periodically present to the head of the department a list of medicines, medical supplies or other medical devices necessary for the good functioning of the health unit;
- h) to protect the confidentiality of information about the patient's health in accordance with the current legislation of Georgia.

Article 19. Doctor

1. The university has one doctor who ensures the fulfillment of tasks and functions in term of medical care within the university.
2. The doctor, based on the labor contract signed with the university, is an employee of the university.
3. The doctor's work schedule, remuneration rules/conditions are determined by the labor contract signed between the university and the doctor.
4. The doctor is guided in his/her activities by the legislation of Georgia, this provision and other normative acts.
5. The doctor performs his/her work in the university building, in a specially designed medical room (hereinafter "the doctor's office");
6. The rector of the university appoints and dismisses the doctor.
7. A doctor can be a person who has a certificate in internal medicine and has at least 3 years of work experience as a doctor.
8. The doctor is accountable to the head of the department and the vice-rector for finances.
9. The rights and duties of the doctor are:
 - a) protection of medical, hygienic-sanitary process in the university;
 - b) to have a medical room ready for the educational process from a sanitary point of view, as well as to provide a room for providing first aid and necessary medicines;
 - c) to ensure promotion of relevant immunization measures;
 - d) if necessary, ensure timely calling of the emergency medical service;
 - e) care for the prevention of chronic diseases;
 - f) performing planned sanitary-hygienic and preventive measures and supervising the mentioned conditions, for this purpose, informing the head of the department/offering an appropriate proposal;
 - g) The doctor is responsible the condition of medicines. For this purpose, one must constantly check the expiration date of existing and purchased medicines and use them only after checking;
 - h) The doctor is obliged to periodically submit the list of medicines to the financial department, the purchase of which is necessary for the smooth operation of the medical office.

i) participates in the authorization/accreditation process within the scope of competence.

Article 20. Functions of the cleaning service

1. Functions of the cleaning service:

- a) Ensuring full compliance with the norms of hygiene requirements on the entire territory of the university, on the internal and external perimeter - in the yard, in educational and auxiliary buildings, on entertainment/sports grounds;
- b) Ensuring systematic and timely removal and utilization of all kinds of waste (waste paper, household waste, etc.) from the territory of the university;
- c) organizing the activities of the cleaning staff and controlling the quality of the work performed;
- d) supervision of work schedules and shifts of cleaning staff;
- e) maintenance of green plants on the external and internal perimeter of the university and timely performance of seasonal works;
- f) In order to carry out the work that goes beyond the scope of the daily activities and competence of the cleaning service, on the basis of an agreement with the relevant supervisors, inviting special assistants and receiving services;
- g) performing the tasks of the head of the department within the scope of authority.

2. The cleaning service includes the head of the service, a cleaner and a gardener.

3. The cleaning service is accountable to the head of the department and the vice-rector for finances.

Article 21. Management of the cleaning service unit

1. The cleaning service is managed by the head of the service.

2. The head of the cleaning service is appointed and dismissed by the rector of the university on the recommendation of the head of the department.

3. A person with a higher education and experience in a similar position is accepted for the position of head of the cleaning service.

4. The head of the cleaning service is accountable to the head of the department and the vice-rector for finances.

1. Duties of the head of the cleaning service

- a) provision of sanitary and hygienic requirements within the territory of the university;
- b) ensuring timely removal of household waste (waste paper, household waste, etc.) from the territory of the university;
- c) organization and supervision of the activities of cleaning service employees, quality control of the work performed by them;

- d) based on an agreement with the university administration, the head of the service ensures the hiring of competent person(s) to perform a specific task for the activities that go beyond the scope of cleaning service employees.
 - e) ensuring the maintenance of the green plants in the university building and yard and controlling the timely performance of relevant seasonal works;
 - f) performing other tasks assigned by the head of the service department.
6. The head of the cleaning service is accountable to the head of the department.

Article 22. Janitor

- 1. The duties of the janitor are:
 - a) ensuring cleanliness in all rooms of the university: staff offices, meeting rooms, classrooms, studios, library, corridors and restrooms;
 - b) cleaning of the yard of the university and green plants in the territory of the yard;
 - c) Compliance with the requirements of safety norms while working with special chemical means.
- 2. A person with experience in a cleaning profession is accepted for the position of a janitor.
- 3. The janitor is accountable to the head of the cleaning service.

Article 23. Gardener

- 1. The duties of the gardener:
 - a) maintenance of green plants in the university building and outside the building;
 - b) performing seasonal works for green plantings;
 - c) If necessary, to inform the head of the service and the head of the department about the implementation of emergency measures.
 - d) appropriate placement for plants and providing them with various auxiliary chemicals in order to maintain their vitality.
- 2. A person with a general education who has special training and/or professional experience is accepted for the position of gardener.
- 3. The gardener is accountable to the head of the service and the head of the department.

Article 24. Final Provisions

- 1. This provision shall enter into force upon acceptance by the Governing Board.
- 2. This regulation may be changed in compliance with the policies set forth by the university;
- 3. The governing board of the university reviews and approves all modifications.