

# ETH ZÜRICH

## Procurement Policy of ETH Zurich

Guidelines and Principles



## President's Editorial

Ranked as one of the world's leading research and teaching institutions, ETH Zurich not only depends on excellent staff but also on an excellent infrastructure. In this context, great significance is attached to the economic and sustainable procurement and provision of goods and services.

A characteristic feature of procurement at ETH Zurich is the extraordinary range of products to be acquired, stretching from those required for the construction, operation and maintenance of buildings to highly specialised and innovative equipment and instruments. In addition, standard and consumer goods for offices, laboratories and workshops as well as a wide variety of services (e.g. information media, goods and passenger transportation, food facility operations etc.) have to be procured.

Especially in times of scarce financial resources, ETH Zurich must coordinate in an optimal way its internal procurement processes and exploit synergies to the maximum extent. With a procurement volume of more than half a billion Swiss francs a year, it is an important customer in procurement markets and, thus, attractive and interesting to suppliers.

ETH Zurich aims at being a fair and reliable partner to its suppliers and at applying a coordinated, economic and sustainable procurement policy in compliance with the legal requirements. The procurement guidelines and principles set out in this brochure serve as a basis for all procurement activities at ETH Zurich.



Ralph Eichler, President of ETH Zurich

## Did You Know ...

- ... that ETH Zurich procures goods and services (including construction work) for more than half a billion Swiss francs a year?
- ... that ETH Zurich processes more than 180,000 invoices a year and cooperates with over 20,000 suppliers?
- ... that the inventory database of ETH Zurich contains around 20,000 objects (equipment, apparatus, instruments, machines, vehicles) with an acquisition value of 1 billion Swiss francs?
- ... that the public procurement law accepts sustainability as an award criterion?
- ... that ETH Zurich runs numerous internal shops for procuring goods?
- ... that ETH Zurich operates more than 200 pieces of real estate?

## Mandate of the Federal Government

The Federal Council's performance mandate issued to the ETH Domain for 2013-2016 explicitly formulates the objective of carrying out measures to improve transparency and operational efficiency and of taking advantage of the coordination and cooperation between and among the institutions of the ETH Domain in operational transactions in the area, among other things, of procurement, library and information technology.

The overall mission of procurement at ETH Zurich is:

1. to optimise supplier management on a continuous basis;
2. to position the large procurement volume of ETH Zurich in the procurement market accordingly;
3. to improve procurement management continually through increased cooperation and efficient processes.

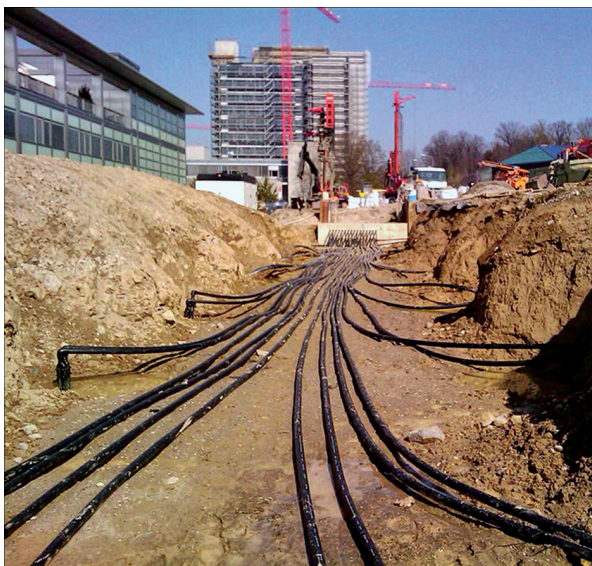
## General Principles

The procurement policy forms the framework of all procurement activities of ETH Zurich: On one hand, it sets out the expectations for the buyers with regard to an efficient and coordinated procurement organisation and, on the other hand, it defines the requirements of ETH Zurich for its suppliers and the guidelines for successful cooperation.



### Corresponding to Actual Needs

- The procured goods and services fulfil the requirements of the internal customers and of the specific applications.
- Our procurement organisation uses the comprehensive know-how that exists within the teaching and research institutes and the infrastructure divisions.



### Sustainable

- Our goods and services are sustainable and meet high economic, social and ecological standards.
- When evaluating procurement solutions, costs are considered along the life-cycle of the required goods and services (acquisition, operating and disposal costs) whenever possible.



## Economic and Coordinated

- The goods and services we acquire are competitively priced. They feature the best possible price/performance ratio.
- We exploit existing synergy potentials<sup>1</sup> and cluster and coordinate the procurement of goods and services.
- We strive to execute procurement operations for widely used goods and services with reasonable standardisation of products and suppliers.
- Our procurement offices foster quality and safety in the procurement processes and contribute substantially to the economic provision of services and the uniform appearance in the procurement market.



## With Integrity

- We stand for fair and transparent relationships with our suppliers and act consequently in accordance with the applicable laws and regulations.
- We evaluate our suppliers in terms of their effectiveness, innovation and socially responsible management.

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<sup>1</sup> See also the long-standing successful cooperation between the institutions in the context of the «KoBe ETH+» initiative (Koordinierte Beschaffung im ETH-Bereich + Partner: <http://kobe-eth.epfl.ch/>).

# Guidelines for Buyers at ETH Zurich

ETH Zurich expects its buyers to act responsibly and coordinate their efforts to achieve the goals in terms of cost-effectiveness and efficiency, sustainability, integrity and fairness. Making systematic use of the processes and instruments of the internal procurement organisation, the buyers ensure, in cooperation with the procurement offices, the best possible price/performance ratio and the sustainability of the products they procure.

## The Buyers at ETH Zurich Work Closely Together

- They foster operational efficiency, quality and safety in the procurement processes and contribute substantially to the economic provision of services and to the uniform appearance of ETH Zurich in the procurement market.
- They pool, wherever possible and reasonable, their procurement activities in related groups of merchandise and exploit existing synergy potentials within ETH Zurich. Designated procurement offices serve as «lead buyers» for individual material groups.

## The Buyers Care for Cost-Effectiveness and Sustainability

- They ensure the achievement of the best possible price/performance ratio in compliance with ecological and social standards.
- They watch the efficient allocation of resources along the entire life-cycle of the products whilst, according to the «total cost of ownership» principle, taking not only economic but also social and ecological factors (e.g. conditions of production, disposal) into account.

## The Buyers Act with Integrity

- They care for fair competition in the procurement process and protect the interests of ETH Zurich at all times.
- They act as ambitious but fair contracting parties and promote transparency, openness and mutual respect in their business relationships.
- They know and consequently comply with the applicable laws and regulations on procurement.<sup>2</sup>
- They reject dubious business practices and disclose them internally. Their professional conduct and behaviour comply with the standards of behaviour outlined in the code of conduct for federal personnel and the anti-corruption measures of the Swiss Confederation.<sup>3</sup>

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<sup>2</sup> See, in particular, the Federal Act on Public Procurement (FAPP) (SR 172.056.1), the Ordinance on Public Procurement (OPP) (SR 172.056.11), the Ordinance on Real Estate Management and Federal Logistics (VILB) (SR 172.010.21), the Ordinance of the ETH Domain on Real Estate Management for the Federal Institutes of Technology (Real Estate Ordinance for the ETH Domain) (RSETHZ 124) and the Financial Regulations of ETH Zurich (RSETHZ 245).

<sup>3</sup> See <http://www.bbl.admin.ch/bkb/00389/02580/02582/index.html?lang=de>

## Guidelines for Suppliers at ETH Zurich

ETH Zurich and its suppliers are partners working towards the common goal of supporting ETH Zurich in terms of research, teaching, know-how and technology transfer with a high degree of added value, commitment, flexibility and reliability. They strive for a long-term working relationship based on transparency, openness and partnership. In line with its own standards, ETH Zurich expects its suppliers and sub-contractors to assume their responsibility towards society and environment.

### Our Suppliers are Competitive and Promote Transparency and Fairness

- They are prudent in conducting business according to market conditions in terms of performance, price, quality, delivery and logistics.
- They conduct fair negotiations and implement transparent procurement processes.
- They orient themselves towards the goals of ETH Zurich and know and respect our procurement processes. They act consequently in accordance with the applicable laws and regulations.

### The Products Meet High Ecological and Quality Standards

- The goods and services offered meet high ecological standards; they have along their entire life-cycle as little impact on environment and deplete as little resources as possible.
- Our suppliers have a quality and environment management system to guarantee that their products meet high ecological and quality standards. They maintain recognised standards and are able to demonstrate their implementation.

### Our Suppliers Assume Their Responsibility towards Society and Environment

- Our suppliers and their subcontractors assume their responsibility towards society. They comply with all applicable laws and regulations on labour and occupational health and safety. Our partners know and apply the core conventions of the International Labour Organization in international procurement activities.
- They provide equal pay for men and women, equal opportunities in employment and good working conditions as are common in Switzerland.

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