

5 Procurement

- What, where and how?
- Help and contacts

Procurement – what, where and how? (1/5)

	Scientific and other goods and services	Workpieces and testing equipment
Type of service or goods	<ul style="list-style-type: none"> • Scientific goods (incl. software upgrades, maintenance and repairs) • Scientific services • Other non-regulated goods and services 	Planning, development and production of <ul style="list-style-type: none"> • mechanical workpieces, assemblies, small series, prototypes • testing and electronic equipment • 3D printing* <i>incl. necessary materials</i>
Contact	Financial Services department, Purchasing Coordination (EKK)	Department workshops: ARCH*, BAUG, CHAB*, ERDW, HEST, MATL, MAVT*, ITET*, PHYS
up to CHF 9,999 (incl. VAT)	Order directly from suppliers EKK procurement application – optional	Procurement via workshop If not possible → order directly from suppliers EKK procurement application – optional
over 10,000 (incl. VAT)	EKK procurement application – compulsory, at least 1 offer	
Goods over 50,000 Services over 150,000 (excl. VAT)	EKK procurement application – compulsory, at least 3 offers Justify choice of supplier	
over 230,000 (excl. VAT)	Tendering procedure in conjunction with EKK	

Procurement – what, where and how? (2/5)

	Consumer goods	Library and information goods
Type of service or goods	<ul style="list-style-type: none"> • Laboratory and office supplies • Postal, dispatch and printing services • Raw and electrical goods, installations • Gases 	<ul style="list-style-type: none"> • Electronic or printed books and magazines • Electronic databases • Dissertations, reports, maps, photos, slides, audio recordings, graphics
Contact	Shops: HCI, BIOL, BSSE, PHYS Office supplies shop, post, printing centre	ETH Library
up to CHF 9,999 (incl. VAT)	Procurement via internal shops If not possible → order directly from suppliers EKK procurement application – optional	Loans/procurement via ETH Library If not possible → order directly from suppliers EKK procurement application – optional
over 10,000 (incl. VAT)	EKK procurement application – compulsory, at least 1 offer	
Goods over 50,000 Services over 150,000 (excl. VAT)	EKK procurement application – compulsory, at least 3 offers Justify choice of supplier	
over 230,000 (excl. VAT)	Tendering procedure in conjunction with EKK	

Procurement – what, where and how? (3/5)

	ICT Goods and services	Catering and merchandising
Type of services or goods	<ul style="list-style-type: none"> • Hardware and software • Maintenance and ICT services • Audiovisual equipment • Mobile and telecommunications • Scanner, printer, multi-purpose equipment <i>incl. toner</i> 	<ul style="list-style-type: none"> • Catering for events, receptions, meetings • Products with ETH logo for anniversaries, gifts, events etc.
Contact	IT Services department: IT Procurement & Portfolio (ID-PPF)	ETH partner firms: catering (webshops Eldora, SV, Compass); merchandising (webshop ETH Store)
up to CHF 9,999 (incl. VAT)	Order directly from suppliers IT procurement application – optional	Order directly from suppliers EKK procurement application – optional
over 10,000 (incl. VAT)	IT procurement application – compulsory, at least 1 offer	EKK procurement application – compulsory, at least 1 offer
Goods over 50,000 Services over 150,000 (excl. VAT)	IT procurement application – compulsory, at least 3 offers Justify choice of supplier	EKK procurement application – compulsory, at least 3 offers Justify choice of supplier
over 230,000 (excl. VAT)	Tendering procedure in conjunction with ID PPF	Tendering procedure in conjunction with EKK

Procurement – what, where and how? (4/5)

	Travel
Type of services or goods	<ul style="list-style-type: none"> • Train • Plane • Rental car • Hotel
Contact	Financial Services department, Travel Services
up to CHF 9,999 (incl. VAT)	Order directly from suppliers; Train → SBB Ticket Shop Business Plane → Internet / Swiss reservations team / Travel agent Rental car → Europcar Hotel → hotel.info/eth
over 10,000 (incl. VAT)	EKK procurement application – compulsory, at least 1 offer or prior agreement with EKK
Goods over 50,000 Services over 150,000 (excl. VAT)	EKK procurement application – compulsory, at least 3 offers Justify choice of supplier
over 230,000 (excl. VAT)	Tendering procedure in conjunction with EKK

Procurement – what, where and how (5/5)

	Construction management	Building management
Type of services or goods	<ul style="list-style-type: none"> • Construction plans and projects • Supply contracts • Facility fittings and furnishing • Construction work contracts • Room rentals 	<ul style="list-style-type: none"> • Infrastructure maintenance and repairs • Cleaning and waste disposal • Maintenance of green areas • Supply lines
Contact	Real Estate department; Office and lab furnishing via internal shop interior fittings and removals	Facility Management department
over CHF 1.00 (incl. VAT)	Procurement carried out by Real Estate department.	Procurement carried out by Facility Management department.

Help and Contacts

- Questions about procurement
 - E-mail to Purchasing Coordination: einkauf@fc.ethz.ch
 - Financial regulations, Chapter 7
 - Website: www.ethz.ch/services/de/finanzen-und-controlling/beschaffung
- Questions about travel
 - E-mail to Travel Services: reisen@fc.ethz.ch
 - Financial regulations, Chapter 8; Regulation on business expenses
 - Website: www.ethz.ch/services/de/finanzen-und-controlling/reisen
- Questions about billing business expenses or processing credit card transactions in ETHIS
 - E-mail to: eas@ethz.ch

