



15 December 2016

1 University of Helsinki procurement principles

1. Decisions on procurement

Procurement decisions must be made in accordance with the decision of the University of Helsinki Board titled “Approval of the University of Helsinki’s agreements on procurement, investment and research” (15 Dec 2015).

2. Organisation of procurement activities

University Services is responsible for the development and monitoring of all procurement activities at the University of Helsinki.

University units receive support for procurement-related matters from the University Services’ staff in charge of central procurement as well as from the procurement contact persons on campuses. The duties of the procurement contact persons include acting as the buyer, operating the electronic tools associated with procurement, administering contracts, providing expertise in procurement procedures, assisting units in tendering, participating in the planning of procurement and disseminating information on procurement. The staff responsible for central procurement must supervise the network of procurement contact persons and keep a list of the contact persons.

3. Selecting the procurement procedure

Procurement at the University of Helsinki should primarily employ a framework arrangement or agreement which has been tendered by the central procurement unit of the Finnish Government, Hansel, or the University. For purchases not covered by tendering, the unit may select the procedure that best suits the procurement. Purchases related to research infrastructures must be based on the University’s research infrastructure policy.

4. Hansel Ltd, the central procurement unit of the Finnish Government

The joining of Hansel’s framework agreements and arrangements as well as the selection of suppliers in a framework agreement or arrangement are managed centrally and involve the entire University.

5. Tendering procurements in units

Tendering must be performed in accordance with the tendering system used at the University. The tendering of procurements for goods and services not covered by the central agreements is the responsibility of the procuring unit.

6. Small purchases

Low-value procurement should primarily be conducted using the University’s tendered purchasing agreements. For low-value procurement not covered by tendering, the market price must be established. For purchases in excess of 10,000 euros, a written order, contract or similar document must be prepared for the verification of each purchase.

7. Entry into force

These principles will enter into force on 1 January 2017.