Amended by Rector's directive No 44 of 10 November 2026

In force from: 01.11.2026

Procurement Rules

1. General provisions

1.1 The Procurement Rules of Tallinn University of Technology (hereinafter referred to as "the university") are established pursuant to § 9(1) of the Public Procurement Act (hereinafter referred to as "the PPA").

1.2 The purpose of these Rules is to ensure that the university's public procurement is conducted lawfully and appropriately and to define the duties and responsibilities of structural units in organising public procurement activities.

1.3 The Procurement Rules (hereinafter referred to as "these Rules") govern:

1.3.1 the planning of public procurements (hereinafter referred to as "procurement");

1.3.2 the preparation of procurements;

1.3.3 the conduct of procurements;

1.3.4 specific requirements for the award of public contracts;

1.3.5 the purchase of supplies, services and works below the simple procurement threshold (hereinafter referred to as "low-value purchases");

1.3.6 measures to prevent conflicts of interest.

1.4 The university shall conduct procurements in accordance with the Public Procurement Act, European Union legislation and other applicable legislation, and these Procurement Rules.

1.5 The Rules on Contracts established by the Rector shall apply to the award of public contracts, subject to the specific provisions of these Rules.

1.6 The provisions governing public contracts shall also apply to framework agreements, unless otherwise provided in these Rules.

1.7 The type of procurement procedure shall be selected in accordance with the PPA, taking into account the thresholds and the criteria for selecting the type of procedure set out therein.

1.8 The procedural rules laid down in the PPA shall not apply to the procurement of supplies or services covered by the exclusions set out in § 11 of the PPA or to in-house transactions carried out in accordance with § 12 of the PPA, including the procurement of research and development services where the university is not the sole beneficiary or does not pay for the services in full.

1.9 All values specified in these Rules are expressed in euros, exclusive of VAT.

1.10 Public procurements shall be planned and organised taking into account the objectives set out in the university's Green Strategy and eco-friendliness criteria in accordance with § 77(6^1) of the PPA. Where possible, procurements shall be conducted in accordance with the sector-specific guidance published by the Ministry of Finance to promote environmental and social values.

2. Definitions

2.1 '**Public procurement**' means the purchasing of supplies, purchasing of services, receiving a conceptual design, contracting for works or awarding of a concession contract by the contracting authority.

2.2 '**Procurement procedure'** means any procedure conducted under the PPA for the purpose of awarding a public contract or framework agreement or obtaining a conceptual design. The thresholds applicable to procurement procedures are published on the university's intranet.

2.3 'Low-value purchase' means

2.3.1 the purchasing of supplies, purchasing of services or contracting for works below the simple procurement threshold;

2.3.2 a service concession below the simple procurement threshold;

2.3.3 the purchasing of social and other specific services below the simple procurement threshold;

2.3.4 a design contest, a concession for social and other specific services or a works concession below the simple procurement threshold.

2.4 '**Low-value purchase platform'** means an electronic platform managed by the university for requesting, receiving and comparing quotations from economic operators and recording low-value purchases.

2.5 '**Framework agreement'** means an agreement awarded by one or more contracting authorities to one or more economic operators, establishing the terms governing public contracts awarded under it during its period of validity. A framework agreement is intended to establish a partnership with an economic operator and does not require the university to undertake any financial commitments under it unless there is an actual need to make a purchase.

2.6 '**Reopening of competition'** means a competition conducted between tenderers who are parties to a framework agreement, in accordance with the rules laid down in the Public Procurement Act and the framework agreement, for the purpose of awarding a public contract. The reopening of competition shall be subject to the requirements laid down in the framework agreement.

2.7 '**Public contract**' means a contract for pecuniary interest, including a concession contract, the object of which is supplies, services or works and which is awarded to an economic operator by a contracting authority. Public contracts shall be awarded and performed in accordance with the procedures laid down in these Rules.

2.8 '**Market consultation**' means consultation conducted by the structural unit requiring the procurement with persons and economic operators active in the relevant field before launching the procurement procedure, in order to define the object of the public contract more precisely and prepare the procurement. Where possible, at least three economic operators who can reasonably be expected to have extensive knowledge and experience of the object of the market consultation shall be involved.

2.9 '**Procurement plan**' means an overview of an organisation's planned procurements, usually prepared for one calendar year.

2.10 '**Procurement request**' means an electronic request prepared on the university's intranet to initiate a public procurement, together with its annexes.

2.11 '**Public Procurement Register**' (hereinafter referred to as "PPR") means a database established for processing public procurement data and beneficiary purchase data, through which the publication of public procurement notices and the electronic processing of public procurements are ensured.

2.12 '**Contracting authority**' means a person subject to the requirements of the Public Procurement Act. For the purposes of these Rules, the contracting authority is Tallinn University of Technology.

2.13 '**Tenderer**' means a person who has submitted a tender in a public procurement.

2.14 '**Person responsible for the public procurement**' means an employee of the Procurement Division who organises the preparation and conduct of the public procurement in accordance with the Public Procurement Act, these Rules and the powers granted to him or her.

2.15 '**Person responsible for the performance of the public contract**' means a university employee designated in the university's document management system as responsible for the performance of the contract (contact person), whose duties include monitoring its substantive and financial performance, ordering and accepting services, supplies or works, and verifying compliance with the terms and conditions of the contract.

2.16 '**Procurement initiator**' means an employee of the university's structural unit requiring the purchase who is responsible for submitting a duly completed procurement request and the documentation necessary to conduct the procurement and, where necessary, carrying out a prior market consultation.

2.17 '**Procurement committee**' means a group of persons appointed by an order of the Chief Financial Officer who, together with the person responsible for the public procurement, are responsible for ensuring that the public procurement is conducted properly in accordance with these Rules and applicable legislation. The committee shall consist of at least three members: a chair and at least two ordinary members.

2.18 '**Estimated value**' - the estimated value of a public procurement shall be determined exclusive of VAT, based on a price level corresponding to the average market price immediately before the launch of the public procurement and valid at the time of its launch. The estimated value of a public procurement shall include the total amount expected to be payable in performing the public contract, taking into account, among other things, any potential future obligations under the public contract and any extension of its term. The estimated value of works shall be determined on the basis of the estimated value of the works to be carried out on a single construction work or on several functionally interconnected construction works. The estimated value of a framework agreement shall be determined

on the basis of the maximum estimated total value of the public contracts to be awarded under it during its period of validity.
2.19 '**Technical specification**' means the part of the procurement documents that sets out the characteristics of and requirements for the supplies or services constituting the object of the public contract, or the characteristics of and technical requirements for the works, using terminology and a level of detail understandable to persons operating in the relevant field. Technical specifications shall be drawn up as a description of performance or functional requirements, by reference to standards or other normative documents, or through a combination of these approaches, in a manner that ensures equal access for all tenderers and does not create unjustified obstacles to competition.

3. Organisation of procurements
3.1 Procurements at the university shall be coordinated by the Finance Office, which shall:
3.1.1 explain public procurement legislation, customs and practices to structural units;
3.1.2 prepare the guidelines and document templates required for conducting procurements and make them available on the intranet;
3.1.3 organise and provide guidance on the preparation of the university's annual procurement plan (hereinafter referred to as the "procurement plan");
3.1.4 arrange for the preparation and conduct of procurements and the award of public contracts;
3.1.5 open the tenders submitted;
3.1.6 notify tenderers of the Chief Financial Officer's decisions referred to in clause 5.1.5;
3.1.7 carry out procedural acts in the Public Procurement Register;
3.1.8 arrange for the retention of procurement procedure documentation;
3.1.9 perform other acts necessary to comply with the PPA.
3.2 The Chief Financial Officer shall be responsible for procurement at the university and shall:
3.2.1 approve the procurement plan and any updated procurement plan;
3.2.2 issue procurement orders;
3.2.3 on the proposal of the committee, decide on declaring tenders admissible, declaring tenders successful and verifying the qualifications of the successful tenderer(s), and make other decisions required of the contracting authority under these Rules or the PPA.

4. Planning of procurements
4.1 Preparation of the procurement plan
4.1.1 The university shall prepare a procurement plan for each calendar year. The purpose of planning is to ensure the timely preparation and conduct of procurements and the consolidation of structural units' procurement needs.
4.1.2 The head of a structural unit or a person designated by him or her shall submit the structural unit's procurement plan for the following calendar year (hereinafter referred to as the "unit's procurement plan") to the Finance Office. A unit's procurement plan prepared by a designated person shall be approved by the head of the structural unit before submission.
4.1.3 A unit's procurement plan shall include all procurement needs for the following calendar year that are known at the time of submission and have an estimated value of at least EUR 10,000, exclusive of VAT, regardless of the source of funding. Where a funding decision is pending, the plan shall indicate that funding has not yet been confirmed.
4.1.4 The head of the structural unit shall ensure that the unit's procurement plan is complete, contains accurate information and is submitted on time.
4.1.5 A unit's procurement plan shall be submitted together with the draft budget no later than the budget submission deadline.
4.1.6 The Finance Office, in cooperation with the Procurement Division, shall verify the data in the units' procurement plans, identify procurement needs that can be consolidated across structural units, and assess the proposed schedules and compliance with the requirements for calculating estimated values. Where deficiencies are identified, the Finance Office shall allow the structural unit at least five working days to submit corrections.
4.1.7 Based on the units' procurement plans, the Finance Office shall prepare a consolidated draft of the university's procurement plan, including planned procurements with an estimated value of at least EUR 10,000, exclusive of VAT, and any other procurement needs requiring consolidation at university level.

4.1.8 The Chief Financial Officer shall approve the procurement plan for the following calendar year by 15 January at the latest.

4.2 Amendment of the procurement plan

4.2.1 The procurement plan shall be updated once a year, in June, to reflect any new procurement needs, procurement needs that no longer exist, and changes to the object, estimated value or proposed schedule of a procurement.

4.2.2 The head of the structural unit or an employee of the structural unit shall submit a reasoned proposal for amendment to the Finance Office without delay after the need for an amendment becomes apparent. A proposal prepared by a designated person shall be approved by the head of the structural unit before submission.

4.2.3 The proposal shall specify the data to be amended and the reasons for the amendment and, where a new procurement is added, include the data specified in clause 4.3.3.

4.2.4 The Finance Office, in cooperation with the Procurement Division, shall review the proposal and submit the amendment to the procurement plan to the Chief Financial Officer for approval.

4.3 Publication of the procurement plan

4.3.1 The annual procurement plan shall include planned public procurements with an estimated value, exclusive of VAT, equal to or exceeding the simple procurement threshold.

4.3.2 The approved procurement plan and any amendments thereto shall be published in both the Public Procurement Register and on the university's website immediately after approval.

4.3.3 The published procurement plan shall include at least the following information for each procurement:

4.3.3.1 the title of the procurement;

4.3.3.2 a brief description of the procurement;

4.3.3.3 the estimated quarter in which the procurement will be launched;

4.3.3.4 the desired deadline for awarding the contract;

4.3.3.5 the estimated duration of performance of the public contract, in months;

4.3.3.6 an indication of whether the estimated value of the procurement is below, equal to or above the international threshold;

4.3.3.7 information on European Union funding.

4.3.4 The published procurement plan shall indicate the date of its approval and, if amended, the date on which the most recent amendment was approved.

4.3.5 In exceptional cases, procurements not included in the procurement plan may be conducted. A request to conduct a procurement not included in the procurement plan shall be submitted in accordance with Chapter 5 of the Procurement Rules.

5. Preparation and conduct of procurements

5.1 Initiation of a procurement

5.1.1 Planning for a public procurement shall begin at least six months before the supplies, services or works are required or before an existing public contract or framework agreement expires.

5.1.2 The procurement initiator shall, with the approval of the person authorised to manage the funding source, submit a procurement request to the Finance Office through the support portal:

5.1.2.1 for a procurement included in the procurement plan, at least 30 days in advance;

5.1.2.2 for a procurement not included in the procurement plan, as soon as the need for the procurement becomes apparent.

5.1.3 The procurement initiator shall assess the expected scope and quantity of the supplies, services or works and submit the following with the procurement request:

5.1.3.1 the technical specification;

5.1.3.2 the selection criteria, where necessary;

5.1.3.3 the award criteria;

5.1.3.4 the essential terms of the public contract to be awarded;

5.1.3.5 the estimated value of the procurement;

5.1.3.6 information on any market consultation carried out;

5.1.3.7 proposed members of the procurement committee.

5.1.4 Based on the procurement request, the Finance Office shall prepare a draft procurement order and obtain approval from the relevant area director if the estimated value of the procurement exceeds EUR 100,000.

5.1.5 By issuing the procurement order, the Chief Financial Officer shall:

5.1.5.1 determine the estimated value of the public contract, the funding source and the type of procurement procedure;
5.1.5.2 establish a procurement committee, including appointing its chair, for procurements to be published in the Public Procurement Register;
5.1.5.3 appoint the person responsible for the public procurement;
5.1.5.4 appoint the person responsible for the performance of the public contract;
5.1.6 On the basis of the procurement order, the Procurement Division shall:
5.1.6.1 initiate the procurement procedure;
5.1.6.2 prepare the procurement documents in cooperation with the committee;
5.1.6.3 publish the contract notice.

5.2 Conduct of a procurement
5.2.1 Procurements shall be conducted in accordance with the principles set out in these Rules and the provisions of the Public Procurement Act applicable to the type of procedure used.
5.2.2 When selecting the procedure, the procurement needs of the university's units shall be considered as a whole, and the requirements for aggregating the values of similar or related purchases shall be taken into account.
5.2.3 Priority shall be given to initiating procurements included in the approved procurement plan.
5.2.4 The person responsible for the public procurement shall:
5.2.4.1 finalise the procurement documents, including the draft public contract, excluding the technical specification;
5.2.4.2 initiate the procurement procedure;
5.2.4.3 announce the procurement by publishing an electronic contract notice in the Public Procurement Register;
5.2.4.4 ensure communication with interested tenderers throughout the procurement procedure;
5.2.4.5 verify whether any grounds for exclusion apply to tenderers;
5.2.4.6 carry out all necessary actions in the Public Procurement Register, except for reopenings of competition under framework agreements;
5.2.4.7 prepare the decision on the outcome of the procedure based on input from the procurement committee;
5.2.4.8 notify tenderers of the Chief Financial Officer's decisions referred to in clause 5.1.5.

5.2.5 The procurement committee shall:
5.2.5.1 approve the procurement documents before publication;
5.2.5.2 verify that tenderers have submitted a European Single Procurement Document complying with the PPA, check that tenders comply with the conditions set out in the procurement documents, decide on self-cleaning where necessary for procurements exceeding the international threshold, and verify tenderers' qualifications;
5.2.5.3 compare and evaluate tenders;
5.2.5.4 make reasoned proposals to the Chief Financial Officer on decisions relating to the procurement procedure, including declaring tenders admissible or rejecting them, rejecting all tenders, revoking the procurement procedure or declaring tenders successful;
5.2.5.5 approve decisions in the university's document management system;
5.2.5.6 take decisions by a simple majority. The procurement committee shall have a quorum if at least half of its members cast a vote on the decision. In the event of a tie, the chair shall have a casting vote.
5.2.6 The chair of the procurement committee shall:
5.2.6.1 be responsible for organising the committee's work, including arranging cover for members on leave during the procurement procedure and proposing changes to the committee's membership;
5.2.6.2 convene committee meetings and lead its work;
5.2.6.3 coordinate the exchange of information between committee members and ensure that the committee's decisions are duly reasoned;
5.2.6.4 organise the performance of the committee's duties, including responding, through the Procurement Division and within the prescribed time limits, to questions from persons interested in the procurement; participate in decisions on declaring tenders admissible, identifying the successful tenderer and verifying their qualifications; and involve independent experts in the committee's work where necessary;

5.2.6.5 where a review is sought, arrange for the person responsible for the public contract and, where necessary, another person with the relevant expertise to attend hearings before the review committee and/or the courts, together with a lawyer or another legal services provider.

6. Reopening of competition

6.1 Competition shall be reopened among the parties to a framework agreement to purchase supplies, services or works under that agreement.

6.2 An employee of a university structural unit who needs to make the purchase and has the necessary budgetary resources may conduct a reopening of competition under a framework agreement. The person conducting the reopening of competition shall comply with the terms and procedures set out in the framework agreement and the PPA, prevent conflicts of interest and ensure that the actions can be verified.

6.3 Unless otherwise provided in the PPA, all communications between the contracting authority and economic operators relating to the reopening of competition, including making procurement documents available and submitting tenders, requests and explanations, shall take place electronically. A reopening of competition with an estimated value equal to or exceeding the simple procurement threshold shall be conducted through the Public Procurement Register. A reopening of competition below the simple procurement threshold may also be conducted by email, in accordance with the terms of the framework agreement.

6.4 Where the reopening of competition is conducted outside the Public Procurement Register, the person conducting it shall retain the documents in a manner that allows verification of its preparation, the involvement of tenderers, the comparison of tenders and the reasons for the decision.

6.5 The person conducting the reopening of competition shall submit notices of the award and termination of the public contract in the Public Procurement Register.

7. Low-value purchases

7.1 A low-value purchase shall be conducted by an employee of the relevant structural unit, who shall:

7.1.1 act transparently and ensure that his or her actions can be verified;

7.1.2 treat all economic operators participating in the procurement equally;

7.1.3 ensure effective use of competition and the economical and efficient use of the university's funds.

7.2 Before initiating a low-value purchase, the employee shall check whether the purchase is covered by an existing university framework agreement or another public contract. If the purchase is covered by a contract, the purchase shall be made in accordance with the terms and ordering procedure set out in that contract. If there is any uncertainty about whether a contract can be used or what it covers, the employee shall consult the Procurement Division of the Finance Office.

7.3 Before initiating a low-value purchase, the employee shall determine its estimated value, taking into account all amounts expected to be payable over the entire term of the contract, including any planned extensions and additional orders.

7.4 When selecting the procedure, the procurement needs of the university's units shall be considered as a whole, and the requirements for aggregating the values of similar or related purchases shall be taken into account.

7.5 If there is any uncertainty about calculating the estimated value, aggregating purchases or selecting the procedure, the employee of the structural unit shall seek advice from the Procurement Division before requesting quotations.

7.6 As a rule, quotations shall be requested and the purchase documented through the university's low-value purchase platform.

7.7 The request for quotations shall include at least a description of the purchase and its quantity or scope, the requirements, the period for performance, the essential contract terms or a draft contract, the deadline for submitting quotations and the criteria for selecting the best quotation. A reasonable deadline for submitting quotations shall be set, taking into account the complexity and scope of the purchase.

7.8 All economic operators shall be given the same terms and conditions. Any clarifications affecting the preparation of quotations and any changes to the terms and conditions shall be communicated simultaneously to all economic operators that received the request for quotations. Where necessary, the deadline for submitting quotations shall be extended.

7.9 After the deadline for submitting quotations has passed, the employee shall check whether the quotations meet the stated requirements and compare compliant quotations on the basis of the terms and conditions specified in the request for quotations.
7.10 If quotations have been requested from at least three economic operators but fewer quotations are received, the purchase may proceed on the basis of at least one compliant quotation. The employee shall document the circumstances relating to the request for and receipt of quotations alongside the purchase invoice in FitekIN.
7.11 Fewer than three economic operators may be asked to submit quotations where there is insufficient competition in the market or another objective reason and/or a reason relating to the specific nature of the purchase. The employee of the structural unit shall prepare a written justification and upload it to the low-value purchase platform. If the purchase cannot be conducted through the low-value purchase platform, the justification shall be submitted with the purchase invoice in FitekIN. A preference for a particular economic operator or time constraints resulting from inadequate planning shall not, on their own, constitute sufficient justification.
7.12 If, during a low-value purchase, it becomes apparent that the value of the purchase reaches or exceeds the simple procurement threshold, the employee shall consult the Procurement Division to determine the applicable procedure before the decision is approved, an order is placed or any other binding commitment is made on behalf of the university.
7.13 The employee shall notify the economic operators that submitted quotations of the decision in a form that can be reproduced in writing within three working days of its approval, while protecting any business secrets contained in the quotations. For a low-value purchase conducted through the low-value purchase platform, an automatic notification sent by the platform shall suffice.
7.14 For a low-value purchase with an estimated value of at least EUR 5,000 but below the simple procurement threshold, the employee shall request comparable quotations from at least three economic operators, except in the circumstances specified in clause 7.12.
7.15 For a low-value purchase with an estimated value below EUR 5,000, the employee may independently conduct a basic market research, request quotations through the low-value purchase platform or use both methods.
7.16 The market research shall compare published price lists, online shop prices or other current market information to assess whether the price is reasonable and the purchase terms are suitable. Based on the market research, the purchase may be made from a single supplier. Where quotations are requested from several economic operators, the same requirements and award criteria shall apply to all of them.
7.17 Where a separately signed contract is not required, the object of the purchase, the price, the deadline for performance and other essential terms shall be recorded in an order, acceptance of a quotation or another agreement in a form that can be reproduced in writing.
7.18 The employee shall ensure that the low-value purchase documents are retained in a manner that allows verification of the preparation of the purchase, the involvement of tenderers, the comparison of quotations and the reasons for the purchasing decision. Documents relating to a low-value purchase conducted through the low-value purchase platform shall be retained in the low-value purchase platform.
7.19 Low-value purchases financed from project funds or other earmarked funds shall also comply with the funder’s requirements for purchasing, documentation and document retention.

8. University-wide procurements

8.1 University-wide procurements shall be initiated by the relevant structural unit as follows:
8.1.1 the Information Technology Services – technical, telecommunications and IT equipment;
8.1.2 the Real Estate Office – insurance, security services, maintenance services for technical equipment and systems, catering, property upkeep, property management, transport services, furniture and works;
8.1.3 the Human Resources Office – occupational health services, travel services, personal protective equipment, office supplies, translation services, conference services, courier services and groceries;
8.1.4 the Marketing and Communications Office – event organisation, marketing services and promotional gifts.
8.2 As a rule, a framework agreement shall be concluded following a university-wide procurement.
8.3 Supplies or services covered by an existing university framework agreement shall be purchased under that agreement.

9. Award and performance of public contracts

9.1 In accordance with clause 5.3 of the Rules on Contracts, a contract with a value of at least EUR 20,000, exclusive of VAT, shall always be concluded in writing.

9.2 For contracts with a value below EUR 20,000, exclusive of VAT, a written contract is not mandatory. However, the invitation to tender, the tender or other procurement documents shall be attached to the purchase invoice submitted to the Accounting Division and linked to that invoice.

9.3 Public contracts, other than those awarded under a framework agreement, shall also be approved by the chair of the procurement committee, in addition to the persons specified in the Procedure for Entry into and Implementation of Contracts.

9.4 A public contract may be modified after its award in accordance with the PPA. The person responsible for the performance of the public contract shall ensure that any modification to the contract has a sound factual and legal basis.

9.5 The person responsible for the performance of the public contract shall oversee its proper performance by:

9.5.1 monitoring compliance with contractual deadlines and the scope of the contract;

9.5.2 assessing the quantity and quality of the supplies delivered or services provided;

9.5.3 signing or approving the instrument of transfer for the object of the public contract;

9.5.4 ensuring that claims are submitted on time;

9.5.5 initiating the modification or termination of the public contract where necessary;

9.5.6 reporting to the Finance Office on the performance of the public contract.

9.6 The person responsible for the performance of a framework agreement shall:

9.6.1 conduct reopenings of competition to award public contracts where necessary;

9.6.2 monitor the performance and volume of the framework agreement;

9.6.3 notify the Finance Office of any problems arising during the performance of the framework agreement;

9.6.4 arrange for a new public procurement covering the object of the framework agreement to be initiated in good time.

9.7 The person responsible for the performance of a public contract or framework agreement shall notify the Procurement Division of the Finance Office of any modifications to the public contract without delay, and no later than three working days after the modification is made. The notification shall include supporting documents and information on the nature, reason and value of the modification.

9.8 A public contract shall end upon proper performance of the contractual obligations in accordance with the Law of Obligations Act or on other grounds provided by law or the contract. Where warranty terms have been agreed, the economic operator's warranty obligations and the contracting authority's corresponding rights shall remain in effect until the warranty period specified in the contract expires.

9.9 A framework agreement shall end when its term expires or its estimated maximum total value is reached, whichever occurs first.

9.10 Within 20 days after the public contract ends or, in the case of a framework agreement, after each 12-month period following its conclusion and after the last public contract awarded under it ends, the person responsible for the performance of the public contract shall submit to the Finance Office an instrument of delivery and receipt for the supplies delivered or services provided under the public contract, together with an overview of contract performance.

9.11 The person responsible for the performance of a public contract or framework agreement shall be responsible for the accuracy and completeness of the information submitted to the Procurement Division. Based on the information received, the Procurement Division of the Finance Office shall arrange for the required information to be submitted to the Public Procurement Register within the time limits prescribed by law.

10. Prevention of conflicts of interest

10.1 University employees involved in conducting a procurement procedure shall avoid conflicts of interest throughout the procedure and during the performance of the public contract.

10.2 A person involved in preparing a procurement, evaluating tenders or making a purchasing decision shall immediately notify the head of the structural unit of any conflict of interest or risk of one arising and refrain from participating in the relevant activities until the conflict has been resolved.

10.3 A university employee who may have a conflict of interest or whose impartiality may reasonably be called into question shall be removed from the procurement procedure. The head of the structural unit shall arrange for a replacement where necessary.

10.4 Immediately after their appointment, procurement committee members shall sign a declaration confirming that they have no conflict of interest, including no direct or indirect financial, economic or other personal interests that could be perceived as compromising their impartiality or independence.

10.5 If a potential conflict of interest arises during the procurement procedure, or a tender is submitted by a tenderer with whom a procurement committee member has or has had a relationship that calls his or her impartiality in the procedure into question, the member shall immediately notify his or her immediate superior and the Finance Office.

10.6 University employees participating in procurement procedures shall be subject to the university's Procedure for Avoiding Conflicts of Interest and Preventing Corruption.

11. Implementing provisions

11.1 Public procurement procedures and purchasing procedures initiated before 1 November 2026 shall be completed in accordance with the requirements of the Procurement Rules established by Rector's directive No 6 of 29 February 2024, as in force when the procedures were initiated, and the version of the Public Procurement Act in force until 31 October 2026.