

Declaration of impartiality for purchasers for ETH Zurich

If an especially close relationship or conflict of interest with a tenderer gives rise to an apparent lack of impartiality, I, as an employee, am required to recuse myself.

- I immediately notify, in writing, my superior and the Purchasing Coordination or the Legal Services Office if a quotation is received in a procurement project from a tenderer to which I have an especially close relationship. Especially close relationships include, for example, close current or former personal business ties with natural or legal persons (e.g. secondary employment, shareholding, employment relationships), partnership (marriage, de facto marriage), relationship or relationship by marriage, economic or other dependency.
- When evaluating quotations received in connection with a procurement project, I act exclusively in the interests of ETH Zurich.
- I treat all information, documents and results connected with a procurement project in confidence before, during and after the tender process. This means that this data must not be made available to unauthorized third parties in any way whatsoever.
- I do not have any contact before or during the procurement project with potential tenderers regarding the purchase in question which could jeopardise the equal treatment of all tenderers.
- As a person involved in an ongoing procurement process, I turn down all gifts, invitations or minor favours customary in society offered to me by existing or potential tenderers.
- I acknowledge and agree that any failure on my part to comply with the foregoing requirements constitutes a breach of my duty of care and duty of good faith and fidelity towards my employer, which may give rise to claims for damages under the *Verantwortlichkeitsgesetz* (Federal Act of 14 March 1958 on the Liability of the Federal Government, the Members of its Authorities and its Public Officials – SR 170.32).

Reference:

Last name:

First name:

Personnel number:

Professorship:

This declaration is valid from the date of signing until the end of the employment.

Location and date:

Signature: