



Fact Sheet

February 7, 2025

UZH-Funded Movable Assets

1. Movable investment assets

Movable investment assets are single items or multiple pieces forming a functional unit from the field of machines, laboratory equipment, vehicles, hardware, software, services subject to capitalization, etc., with procurement costs above a certain threshold value that are not tied to a specific location. The threshold value amounts to CHF 50,000 for material movable assets and CHF 200,000 for immaterial movable assets. Movable investment assets must be capitalized (§ 71 Finanzhandbuch [FHB]) and are inventoried in the asset accounting (§ 75 FHB). The procurement of movables investment assets must be applied from the Movables Division (MO) of the unit Assetmanagement, regardless of the type of financing.

If a purchase of a movable investment asset includes a later upgrade of the item and if this is already known at the time of the initial purchase, future upgrades have got to be mentioned in the application for the initial purchase. This may be important for a legally correct project implementation.

2. Purpose of the credit types

Operational fund (Betriebskredit, BK)

UZH provides you with the BK for the following expenses: consumable supplies, personnel expenses, other operating expenses such as for maintenance, repairs, conferences, libraries, office supplies as well as for purchases of material assets like machines, laboratory equipment, vehicles and hardware under CHF 50,000 and immaterial assets like software and services under CHF 200,000. For procurements of goods or multiple pieces forming a functional unit costing more than CHF 10,000 an application must be made for approval of the procurement in accordance with chapter 4 before the contract is awarded. The UZH Finance Department (www.fi.uzh.ch) is responsible for questions regarding the BK.

Investment fund (Investitionskredit, IK)

UZH will provide you with the IK to finance material movable investment assets over CHF 50,000 and immaterial movable investment assets over CHF 200,000 (see chapter 1). Before the contract is awarded, you must apply for approval of the procurement in accordance with chapter 4.

If you split up procurements of movable investment assets to circumvent having to apply for a release, the procurement will be charged to your operational fund allowance! In case of doubt, MO will determine whether to allocate the procurement to the investment fund or to the operational fund.

Professorship startup budget (SB)

Material movable assets with a procurement price of less than CHF 50,000 and immaterial movable assets with a procurement price less than CHF 200,000 can be purchased by a holder of a professorship startup budget on his or her own responsibility. For procurements of goods or multiple pieces forming a functional unit costing more than CHF 10,000 an application must be made for approval of the procurement in accordance with chapter 4 before the contract is awarded. The same release competence levels applicable to the investment fund also apply to the professorship startup budget (see chapter 3).



Third-party fund (Drittmittel-Kredit, DM)

Material movable assets with a procurement price of less than CHF 50,000 and immaterial movable assets with a procurement price less than CHF 200,000 can be purchased by a holder of third-party funding on his or her own responsibility. For procurements of goods or multiple pieces forming a functional unit costing more than CHF 10,000 an application must be made for approval of the procurement in accordance with chapter 4 before the contract is awarded. The same release competence levels applicable to the investment fund also apply to third-party funding (see chapter 3).

3. Release authority for procurements over CHF 50,000, according to § 73 FHB

Type of funding	Amount	Competence
Investment fund (IK) Professorship startup budget (SB) Third-party fund (DM)	over CHF 50,000 to CHF 1,000,000	Movables Division (MO), if the costs of procurement are equal to or lower than the approval
	over CHF 50,000 to CHF 250,000	Dean or responsible member of the UZH Executive Board if the costs of the procurement exceed the allocation or if it is a new, unplanned procurement
	over CHF 250,000 to CHF 1,000,000	UZH Executive Board if the costs of the procurement exceed the allocation or if it is a new, unplanned procurement
	over CHF 1,000,000 and upwards	UZH Board

4. Procedure for procurements of movable investment assets over CHF 50,000

In addition to this information sheet, please refer to the "Beschaffung aus IK" flowchart (see downloads at <https://www.pfm.uzh.ch/de/fachstellen/assetmanagement/mobilien/mobilieninvestitionen/beschaffung-mobilien.html>) for information on the procedure for procuring movable investment assets.

Please refer to the information sheet "Introduction to the public procurement system" (see downloads at <https://www.pfm.uzh.ch/de/fachstellen/assetmanagement/mobilien/mobilieninvestitionen/oeffentliche-ausschreibungen.html>) regarding the procedure for a public tender and the different types of process. MO must be contacted before the start of the procurement process in the case of invitations to tender and tenders in open or selective procedures as well as in the case of uncertainties regarding the required procurement procedure.

For procurements with a USZ location or IT- as well AV-equipment, please follow the special procedure described in chapters 5 and 6 below.

Procurement amount: over CHF 50,000 to CHF 150,000

The contract may be awarded by direct award within the meaning of Art. 21 Para. 1 IVöB. You are authorised to obtain comparative offers and to conduct negotiations with the suppliers. The UZH favours direct awards under competition (§ 69, Para. 1 lit. b FHB). Wherever possible, at least three offers must be obtained.



To do this, before awarding the contract, go to www.ik.uzh.ch ("Order approval") and click on an approved budget request or the "New order approval" button to request approval for awarding the contract.

Supplemental enclosures: Valid offer(s) / Duration until credit approval: Approx. five working days

Procurement amount: over CHF 150,000 to CHF 250,000

As a general rule, an invitation procedure within the meaning of Art. 20 IVöB must be carried out. At least three suitable bidders must be invited to submit offers. The procedure must be carried out in co-operation with MO.

For the most advantageous offer, approval of the contract award can be requested at www.ik.uzh.ch ("Release application") by clicking on an approved budget request or the "New release application" button. Please briefly justify the selection of the award recipient in the justification section of the input screen. Duration until credit approval: Approx. ten working days

Procurement amount: over CHF 250,000 to CHF 1,000,000

As a general rule, a public invitation to tender within the meaning of Art. 18/Art. 19 IVöB must be carried out. The procedure must be carried out in co-operation with MO.

For the most advantageous offer, approval for the awarding of the contract can be requested at www.ik.uzh.ch ("Release application") by clicking on an approved budget request or the "New release application" button. If the UZH Executive Board has granted approval for the planned procurement as part of the budgeting process, the order may be approved by MO. Otherwise, an application to the UZH Executive Board is necessary. The application is coordinated by MO. An approximately two-page justification is required to prepare the application. Instructions for preparing the justification are provided in chapter 8. The UZH Executive Board awards the contract and approves the credit. Duration until credit approval (inclusive invitation to tender): At least three to four months

Procurement amount: over CHF 1,000,000

As a general rule, a public invitation to tender within the meaning of Art. 18/Art. 19 IVöB must be carried out. The procedure must be carried out in co-operation with MO.

For the most advantageous offer, approval for the awarding of the contract can be requested at www.ik.uzh.ch ("Release application") by clicking on an approved budget request or the "New release application" button. The award decision and credit approval are made by the UZH Board. The application is coordinated by MO. An approximately two-page justification is required to prepare the application. Instructions for preparing the justification are provided in chapter 8. Duration until credit approval (inclusive invitation to tender): At least five to six months

Deadlines

Calling up the investment funds (IK): An application must be submitted to MO by 31 July of the current year for approval to award the contract. Otherwise, MO reserves the right to use the budget for other purposes. Exceptions may be granted in justified cases.

Number of applications

A separate application form must be submitted for each standalone movable investment asset. For multiple pieces forming a functional unit, it is enough to submit just one application form.



Contract awarding

The application approved at www.ik.uzh.ch is the authorization to award the contract. As the procuring organizational unit, you act as the supplier's business partner and conclude contracts.

Contracts

In the case of public invitations to tender in the invitation procedure as well as in the open or selective procedure, a draft contract agreed between the procuring organizational unit and MO should generally be enclosed. You can find templates for purchase and work contracts on the website of the Department of Legal Services and Data Protection (<https://www.rud.uzh.ch/de/angebot/vertrags-recht/Musterverträge-in-englischer-Sprache.html>).

You as the procuring organizational unit are responsible for finalising the contracts after the contract has been awarded. Before signing, contracts with a procurement volume of more than CHF 150,000 must be checked by the Department of Legal Services and Data Protection (www.rud.uzh.ch) (see § 53 FHB).

Signing of contracts

The following applies to the signing of contracts:

- Signing authority according to the ULB (decision of the of the UZH Executive Board) of the specific procurement ("delegation")
- Contracts for procurements between CHF 100,000 and CHF 250,000 in the faculties for organizational units without extended spending authority: Signature by the head of the area of responsibility with the dean
- Contracts for procurements over CHF 250,000, if no delegation of signature authority has taken place: signed by two members of the UZH Executive Board, in the case of research equipment usually by the Vice-President Research and the Director of Finance

User requests / structural measures

Bear in mind that procurements of movable investment assets may require building modifications. If such building modification measures are necessary, please make sure to state that in your application. At the same time, please apply for the implementation of the necessary building modifications by submitting a user request: (<https://www.pfm.uzh.ch/de/fachstellen/portfoliomanagement/Prozess-Eingabe-Nutzerbegehren.html>). As long as no approval for the financing of the necessary building modification measures has been obtained, the order for the movable investment asset may not be placed.

Acceptance protocol

For procurements of movable investment assets costing more than CHF 100,000, a "site acceptance test", accompanied by a completed and signed acceptance protocol should be performed in collaboration with the supplier. A copy of the acceptance protocol must be enclosed with the final invoice.

5. Procurements for the premises of University Hospital Zurich (USZ)

Pursuant to the Federal Product Liability Act and the Federal Ordinance on Medicinal Products, all movable investment assets destined to be installed on the USZ premises must undergo an incoming goods inspection, which is performed by the USZ Technical Services Department. All applications for movable investment assets costing more than CHF 10,000 and destined for the USZ premises must first be sent to the USZ Technical Services Department (TEC), addressed to Mr. Pascal Giger. TEC



will review the application and then will forward the documents directly to MO. Once the movable investment asset has been delivered and installed, it is mandatory to fill out the "Acknowledgement of Delivery of Equipment" form and to return it to TEC. In the event of failure to comply with this regulation, TEC cannot guarantee that it will provide maintenance and service support for the unregistered movable investment asset!

6. Procurements of IT or AV equipment

Discuss major transactions in particular with the Information Technology Department in advance. MO submits all applications to the Information Technology Department for review. Transactions discussed in advance are approved more quickly. Please observe the General Terms and Conditions of the Swiss IT Conference for major IT procurements. Applications must be submitted to Ms. Michaela Spörri of the Information Technology Department (<https://www.phonebook.uzh.ch/?ID=933301>).

Differentiation between operating and investment expenses in the case of IT / AV procurements

Information technology (IT) items:

Investment requests for the procurement of information technology resources may involve expenses for hardware and software, service expenses for IT projects for the purpose of developing a customized product, and expenses for any necessary building modification measures in connection with the installation of hardware.

Costs for annual licenses, support and maintenance contracts are charged to the operational fund.

Audio-visual (AV) equipment:

Requests for the procurement of AV systems can include the procurement of the actual equipment as well as the costs for any necessary structural measures in connection with the installation of the equipment.

Costs for support and maintenance are charged to the operational fund.

7. Invoices

At UZH, all invoices are paid via the electronic accounts payable workflow (Kreditorenworkflow, KWF). Like all other invoices, invoices for movable investment assets must also be sent to UZH's Central Invoice Receipt for material, formal and financial verification and approval. Please refer to the information at <https://www.uzh.ch/cmsssl/fi/de/fb/kr/rechnungen.html>.

8. Drafting a justification for procurements exceeding CHF 250,000

The justification must be written in a language understandable to an educated layperson and should include the following points:

Introduction and equipment description

Research interests of future user groups? What is to be procured and why? What are the application possibilities, and what are the consequences if the movable investment asset is not procured?

Evaluation

Description of the call for tenders if one was conducted. Were alternative products examined? Were comparative offers solicited? What makes the movable investment asset requested the product offering the best value for money? Are any construction measures necessary to install the movable investment asset?



Cooperation with other research groups / organizational units

Does UZH already possess the same or similar movable investment assets? Why is it not possible to share usage of these existing movable investment assets? Is there a possibility that other research groups can co-use the movable investment asset being requested?

Subsequent expenses

What follow-up costs (consumable materials, maintenance contracts) will the procurement cause? Can your organizational unit pay the subsequent expenses out of its ordinary operational fund, or how do you plan to cover those costs?

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