

Procurement Statement

Legal & Procurement

December 2022

climate-kic.org



Co-funded by the
European Union

1. Introduction

EIT Climate-KIC is setting out to catalyse systemic change for climate action through innovation. As part of such strategy, we commit ourselves to professional stewardship of our funds and funding – it is critical that all EIT Climate-KIC funds are spent with appropriate checks and balances.

EIT Climate-KIC ensure expenditure on goods and services meets a set of core principles:

- Ethical, sustainable and green procurement
- **Best value for money** for goods and services
- Enabling of EIT Climate-KIC's strategic priorities
- Ensuring appropriate quality and reliability of received goods and services
- Adheres to the principles of **non-discrimination, equal treatment, fair competition, transparency, sound procedural management and freedom from conflicts**
- Proportionality of procurement activity relative to spend
- Compliance with applicable laws and regulations

EIT Climate-KIC staff (employees and non-employee contractors and consultants who work with and for us) are obliged to comply with core principles, applicable law and regulation.

2. Scope

This Statement applies when goods and/or services are acquired on behalf of EIT Climate-KIC (Climate-KIC Holding B.V. and its subsidiaries). It defines the core principles and ethical requirements for the selection of Suppliers, contracting for supply and other related matters. For the purposes of this Statement, the term **Supplier** (or vendor) means a third-party entity or individual that provides goods or services to EIT Climate-KIC in exchange for payment.

This Statement does not cover:

- Non-procurement expenditure such as grant allocations, financial support to third parties, sponsorships or donations funded by or via EIT Climate-KIC
- Expenses
- Purchase of land
- The recruitment of staff on employment contracts (i.e. employees)
- Intragroup arrangements
- Agreements with third parties in relation to the ownership and exploitation of Intellectual Property Rights, including transfers of assets.

3. Ethical statement

EIT Climate-KIC is committed to ensure all purchasing operations only proceed under the highest ethical standards. EIT Climate-KIC takes a proactive approach to promoting ethical commercial dealings by working honestly with Suppliers and bidders and fostering best practice to manage climate change. EIT Climate-KIC employees are obligated under the Conflicts of Interest & Gifts Policy and the Anti-Fraud, Corruption & Bribery Policy to act in compliance with applicable laws, without conflict of interests influencing purchasing decisions, and with an absence of fraud, corruption or bribery.

EIT Climate-KIC will not procure goods or services that involve:

- Conflicts of interest
- Activities banned in the EU, Switzerland or the United Kingdom
- Illegal activities, bribery, fraud or corruption
- Human rights abuses (e.g. modern slavery)
- Harm to the environment (negative impact)

Suppliers are required to comply with EIT Climate-KIC's minimum standards in the Ethical Standards for Contractual Counterparties Policy.

4. Purchasing Practices

EIT Climate-KIC will conduct procurement activities proportional to the contract value. Suppliers will be selected on a best value for money basis following the core principles and ethical statement.

Purchases will be approved by authorised persons only where:

- The goods and/or services ordered are appropriate
- There is adequate budgetary provision
- There is value for money based on price and quality
- Policies have been adhered to

Contracts will assure that goods and/or services will be provided in alignment with EIT Climate-KIC requirements and to protect against a variety of risks. Records will be retained of procurement processes for auditing and assurance processes.

5. Commercial Conduct

EIT Climate-KIC aims to work closely with third party Suppliers in accordance with the principles and ethical requirements set out in this Statement.

EIT Climate-KIC people will:

- Seek ethical, sustainable and reliable goods and services that support EIT Climate-KIC's mission
- Conduct all commercial discussions in a polite professional manner and in accordance with EIT Climate-KIC policies
- Apply the principles of non-discrimination, equal treatment, open competition, sound procedural management, transparency and freedom from conflicts to interactions with Suppliers
- Not share information deemed confidential or personal data without appropriate precautions, in compliance with our internal policies and the applicable legislation.

6. Complaint handling

EIT Climate-KIC has instituted a complaints' handling and dispute management mechanism to ensure our attainment to the best procurement practice standards, by allowing bidders and suppliers to provide or receive feedback regarding procurement procedures.

In particular, bidders and suppliers have the right to address questions, request additional information and obtain feedback, as well as submit complaints, in relation to a given procurement procedure or award decision. Requests for information or clarifications and complaints will be directed to the contact person indicated in the contract notice or in the Request for Proposals/Request for Quotation. For public tenders, all clarifications and complaints shall be submitted in line with the tender instructions to ensure integrity of the process.

For serious irregularities, and after exhausting the recourse of obtaining a reply from the contact person for the procurement, bidders and suppliers are encouraged to use the channels outlined in EIT Climate-KIC's Strategy & Policy Anti-Fraud, Bribery and Corruption available at <https://www.climate-kic.org/policies/> (see section 6 'Raising Concerns' for more detailed information).