

**Set of technical clauses for the tender of the Dynamic
Procurement System for the supply of printed books, digital
books and other digital content, for the entities participating
in the purchasing group**

Barcelona, on the date stated in the electronic signatures

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summary

1. Object	4
2. Technical characteristics of the supplies	4
2.1. Description of the supply	4
2.2. General performance conditions (Categories 1 and 2)	4
2.2.1. Minimum order	5
2.2.2. Discounts	5
2.2.3 Editing	5
2.2.4. Delivery note	5
2.3. Execution conditions Category 1 Printed book	6
2.4. Execution conditions Category 2 Digital book and other digital content	7
2.5 Information to be delivered and kept updated by the companies	7
3. Communication and information	8
4. Supply delivery locations	9

1. Object

The purpose of this set of technical specifications is to define the scope and technical conditions to which the Dynamic Acquisition System (hereafter SDA) must comply for the supply of printed books, digital books and other digital content , for the entities participating in the purchasing group.

Annex II of the PPT includes a list of the delivery points of each of the initially affiliated entities.

2. Technical characteristics of the supplies

The estimated annual consumption of the different entities participating in this SDA is found in the PCAP. This estimate is indicated for informational purposes, so that the final quantity supplied may be higher or lower than that indicated, without this implying any alteration of the contractual conditions.

The companies with which the SDA is established will be responsible for the supply of printed books, digital books and other digital content, according to the orders generated by the universities during the period of validity of the SDA.

2.1. Description of the supply

Category 1: Printed book.

The printed book will be ordered electronically taking into account the conditions offered in the electronic catalog of the admitted companies. Companies must provide bibliographic information on their catalog titles, prices and discounts applied, among others, on their web pages.

Within this category we can establish two types of modalities, according to the advance with which the order is made, described in section A.1. from the Table of Characteristics (QC): the purchase on demand (continuous) and the planned purchase (months in advance).

This category also includes other monographic documentary material such as maps, posters, etc.

Category 2: Digital books and other digital content.

This category includes all types of books, monographic publications and other similar resources in digital and audiovisual format, as well as their supply in the form of access licenses through digital content platforms, excluding magazines, subscriptions to book collections and databases data

2.2. General performance conditions (Categories 1 and 2)

Most aspects of the service will have a minimum or maximum requirement and service level that will be communicated and taken into account when placing subsequent orders.

For example, the maximum delivery time for national titles is 15 days, but the suppliers who offer the best conditions will be better valued in purchases. That is why we will have a computer tool (CSUC electronic catalog) that will show the conditions of execution offered by all the suppliers to be able to compare and select the offer with the best value for money.

All companies admitted to the SDA will have access to this platform and must keep their performance conditions updated at all times.

2.2.1. Minimum order

There is no minimum order. The entities will try to group orders in order to minimize logistics costs. The supplier will group orders that must be delivered to the same address, whenever and wherever possible.

Grouped delivery will separate each order into separate boxes to be distributed in the delivery direction easily. Separate invoices will be issued for each order.

2.2.2. Discounts

The discounts will be expressed as a percentage (%) on the PVP. There is no minimum discount, but entities will be informed of the performance conditions of the suppliers in the CSUC electronic catalog and will take them into account when making subsequent purchases.

2.2.3 Editing

The supplier will always deliver the latest edition available on the market, unless otherwise indicated in the order.

2.2.4. Delivery note

The delivery of the products must be accompanied by the corresponding delivery note, which must contain at least the following information:

- Order number of the management center
- Management center
- Date of order
- Delivery address
- Product code
- Product description
- Quantity of each product

Different performance conditions may be determined in specific contracts.

Each category may have specific conditions of execution that are indicated in the corresponding sections of this PPT.

2.3. Execution conditions Category 1 Printed book

Ports: Ports of supply will be borne by the supplier. Ports may only be charged in case of emergency, according to what the supplier has previously communicated in Annex II of the PCAP or in subsequent updates via the CSUC electronic catalog.

Maximum discount: 15% or whatever is determined by law.

Maximum delivery time (in calendar days):

- National titles: 15 days
- Foreign securities: 30 days
- Second-hand books: 3 weeks.
- Planned books: will coincide with the beginning of the semester (September/October and February/March) or when specified by the institution. Orders will be placed at least 4 weeks in advance.

For urgent orders of national titles (delivery in less than 3 working days), the managing center will pay the price of the corresponding urgent service. In the establishment phase, suppliers will inform the price of urgent orders and the urgent deadline offered.

For urgent orders of foreign titles (delivery in less than 15 working days), the managing center will pay the price of the corresponding urgent service. In the establishment phase, suppliers will inform the price of urgent orders and the urgent deadline offered.

The supplier that offers the cataloging service at the total price must contact the Libraries, Information and Documentation Area of the CSUC to obtain access to the CCUC and receive the necessary training to properly perform the service. The cataloging rules are described in Annex I of the PPT. This service is highly valued by most organizations and will therefore be taken into account when placing subsequent orders.

The supplier will inform if the order management service is computerized with the possibility of online tracking.

It will also inform if it offers the search service for out-of-print and hard-to-find or second-hand books. For special and/or difficult-to-acquire orders (second-hand, out-of-print, difficult-to-acquire, discontinued, etc.), the supplier must confirm the price and status with the management center.

Suppliers, as far as possible, must make deliveries of material minimizing the amount of packaging (weight and volume) and minimizing the use of plastics.

The books must be protected so that they arrive in perfect condition.

When required by the entity, and always due to the planned orders of the UOC, the material will be supplied packaged, stating on the outside of the packaging a label readable by the naked eye and with the following fields:

- supplier
- Delivery note number
- Purchase order
- Box number / Total boxes (example: 2/3: box two of three boxes)
- Units in that box

Which will be accompanied by a delivery note that will be signed by the warehouse and that will consist of following fields:

- Order number
- reference
- Product description
- No. units
- Unit price without VAT

As established by art. 71 LCSP, the hiring and subcontracting of companies that have been convicted by final judgment for crimes against workers' rights is expressly prohibited. This will affect transport companies, for example those that have firm judgments for breaching the riders law (Law 12/2021, of September 28, which modifies the revised text of the Workers' Statute Law, approved by Royal Legislative Decree 2/2015, of 23 October, to guarantee the labor rights of people engaged in distribution in the field of digital platforms).

Art. 71 LCSP:

1. Persons with any of the following circumstances may not contract with the entities provided for in article 3 of this Law with the effects established in article 73:

a) Having been convicted through a final sentence for crimes of terrorism, constitution or integration of a criminal organization or group, illicit association, illegal financing of political parties, human trafficking, corruption in business, trafficking in 'influences, bribery, fraud, crimes against the Public Treasury and Social Security, crimes against workers' rights, embezzlement, embezzlement, negotiations prohibited to officials, money laundering, crimes related to territorial planning and urban planning, the protection of historical heritage and the environment, or under the penalty of special disqualification for the exercise of a profession, trade, industry or trade.

2.4. Execution conditions Category 2 Digital book and other digital content

In addition to the general execution conditions set out in section 2.2., it will be mandatory that the activation period for digital books is a maximum of 5 working days.

2.5 Information to be delivered and kept updated by the companies

In the establishment phase, suppliers must fill in Annex II of the PCAP, providing the following information:

- Name, surname, position, email and telephone number of the main contact.
- Categories in which you apply to participate.

If you apply to participate in Category 1 Printed Book, you will need to report:

- % Discount offered on the fixed price of the book.
- If the cataloging service is offered free of charge (as per the instructions in Appendix I PPT).
- Delivery time for national titles (maximum 15 calendar days) and foreign (maximum 30 calendar days).
- Days and cost of urgent delivery for national titles (maximum 3 working days).
- Days and cost of urgent delivery for foreign titles (maximum 15 working days).
- If the service of putting a stamp, magnetic strip and barcode (or RFID) is offered free of charge.
- If you have an IT tool for management (supplier purchasing platform) with the following functionalities: order management by choosing easily from the supplier's catalog, economic evaluation of the order in real time, claims management that allows tracking .
- If a system is available, via the web, for tracking the status of orders with the following functionalities: information on the status of orders, information on stock outages.
- If you have a search service for out-of-print books that are difficult to locate.

If you apply to participate in category 2 Digital book and other digital content, you will need to report:

- % Discount offered on the fixed price of the book.
- Digital book activation period (maximum 5 working days).
- If the supplier's purchasing platform is integrated with the library management system for universities (currently ALMA-PrimoVE).
- Mode of access.
- Format type.
- Possibility of download.
- Possibility of printing.
- Authentication system.

This information must be kept up to date throughout the term of the contract, as explained in section Y.4. of the PCAP. The entities will have access to this information at all times in a comparative way in order to always choose the offers with the best value for money.

The head of the entity, when he considers it, may ask the suppliers to provide new information.

3. Communication and information

Suppliers will report on any specific aspect of the supply when required. For this, he will designate a person in charge within the admitted company who will be the interlocutor, prioritizing email as a means of communication. The Catalan or Spanish language will preferably be used.

For the entities that require it, the suppliers must send the proof of acceptance of the signed order within a maximum of 2 working days.

The supplier undertakes to make the budgets requested within a maximum period of 3 working days.

The suppliers must immediately report any impact on the material requested (sold out, not published, price change, change of edition / ISBN, etc.).

Whenever required, they must report on the general progress of the service, as for example, in Category 1, for planned orders, updating a tracking report daily indicating the status of pending material, the reason why they are pending and the expected date of delivery using a spreadsheet uploaded to the Google Drive platform expressly enabled by the entity requesting it for this purpose. If this date does not fall within the time limits already set out, the entity reserves the option of canceling the order.

The supplier undertakes to attend to general complaints within a maximum of 2 working days and to resolve billing incidents within a maximum of 5 working days.

In case of an error in the supply where it is necessary to deliver again one or more books, the criterion of urgency will be applied at zero cost.

Category 1: For entities that request it, a list of orders and books pending delivery will be sent to the agreed e-mail account every week. The requesting entity may determine a different period.

Category 1: In the event that the final price differs from the price indicated on the supplier's website, the latter must ask the entity for approval before serving it.

4. Supply delivery locations

The products will be supplied according to the needs of the different entities and departments of each management center and other dependencies, where specific activities of the centers are carried out.

The supply will be made mostly to the addresses that, in a non-exhaustive way, are indicated in Annex II of the PPT, without excluding others that could be added during the duration of the contract.