

UAB

Universitat Autònoma de Barcelona

TECHNICAL SPECIFICATIONS

DYNAMIC PURCHASING SYSTEM

No. Consu-13/2023

Supply of laboratory consumables, equipment, maintenance of scientific equipment, and gases.

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1. Definitions and characteristics of the categories

As a result of the variety, particularities, and different qualities of products, equipment, maintenance, categories have been defined in an illustrative but not exhaustive manner.

The object of this procedure includes the following categories:

Category	
Category 1	Acids
Category 2	Bases
Category 3	Inorganic compounds and salts
Category 4	Organic compounds
Category 5	Solvents
Category 6	Biochemical and Molecular Biology Reagents
Category 7	Cell Culture Reagents
Category 8	Microbiology/ Cytology/ Hematology Reagents
Category 9	Chromatography reagents and materials
Category 10	Laboratory kits
Category 11	Anatomy and Vivarium Material
Category 12	Glassware
Category 13	Plastics
Category 14	Metals
Category 15	Measuring Equipment
Category 16	Microscopy Equipment
Category 17	Sampling and filtration material
Category 18	Ceramic and thermal material.
Category 19	Archive and Storage
Category 20	Laboratory and Safety Equipment
Category 21	Safety equipment
Category 22	Standards and certified materials
Category 23	Analysis services, sequencing, etc
Category 24	Precursor substances and ethanol
Category 25	Cleaning and hygiene materials
Category 26	Veterinary-specific materials
Category 27	Electronics and physics materials
Category 28	Radioactive Materials
Category 29	Scientific Equipment Maintenance Service
Category 30	Gases for Scientific and Technological Use

Category 1 - Acids***Description:***

Substances or compounds that, when dissolved in water, release hydrogen ions (H^+) producing a solution with a greater hydronium cation activity than pure water, i.e., a pH less than 7.

Reference products:

Acetic acid, acetylsalicylic acid, ascorbic acid, benzoic acid, boric acid, bromic acid, capric acid, citric acid, chromic acid, hydrofluoric acid, phosphoric acid, phosphorous acid, hypochlorous acid, isobutyric acid, lactic acid, aspartic acid, glutamic acid, maleic acid, metasulfonic acid, oleic acid, oxalic acid, pyruvic acid, propanoic acid,.

Observations:

Excluded from this category are acids considered precursors, which are included in category 24.

Category 2 – Bases***Description:***

Substances or chemical compounds that, when dissolved in water, release hydroxide ions (OH^-), can accept hydrogen ions, and neutralize an acid, increasing the alkaline properties of the aqueous solution.

Reference products:

Ammonia, hydroxides (of ammonia, aluminium, barium, calcium, cesium, chromium, strontium, iron, lithium, magnesium, potassium, rubidium, sodium).

Observations:

Excluded from this category are bases considered precursors, which are included in category 24.

Category 3 - Inorganic compounds and salts***Description:***

Chemical compounds formed by the combination of an acid and a base that do not contain carbon (C) in their molecular structure.

Reference products:

Acetates (ammonium, lithium, uranyl...) silver, aluminium, ammonium (citrate, chloride, dichromate, phosphates, carbonates, molybdate, nitrate, persulfate, purple, sulfate, thiocyanate...), sodium azide, ethidium bromide, carbon tetrachloride, activated carbon, cobalt, copper, dyes, dimethyls (phthalate, sulfoxide, ethanolamine...), dioxides (silicon, titanium...), DTPA, EDTA, graphene, graphite, hydroxylamines, iron, iodine, lead, lithium chloride, nickel, NSA (nitrosalicylic acid), oxalate (potassium, sodium, aluminium...) Oxides (aluminium, cerium, iron, magnesium, molybdenum, titanium, zinc, nitrous...), salts (barium, cadmium, calcium, cobalt, copper, iron, magnesium, manganese, mercury, nickel, lead, potassium, titanium, zinc, sodium...) silicones, sand (silica), titanium, iodine, zinc, etc.

Category 4 – Organic compounds***Description:***

Chemical substances that contain carbon (C) in their molecular structure.

Reference products:

TRIS, acetates, ethyl acetate, butanol, xylene, mercaptophenol, propanol, organic acids, oils, starch, bromophenol, BSA (bovine serum albumin), activated carbon, methane, sulfides, enzymes, ethanolamine, ethers, phenolphthalein, formaldehydes, fructose, galactose, glycerin, glucose, glutamate, hexanes, volumetric indicators, lactose, methyl, nitrophenols, octanes, paraffin, pectins, polyacrylamides, sucrose, silica gel, sorbitol, urea, vaseline...

Category 5 – Solvents:***Description:***

Substances that have the capacity to dissolve another substance, generally solid or liquid, and form a homogeneous solution.

Reference products:

Ethyl acetate, heptane, acetonitrile, distilled water, amyl alcohol, polyvinyl alcohol, chloroform, ether, phenol, formaldehyde, hexadecane, hexafluoropropanol, isoamyl alcohol, methanol, nitrophenol, propanol, xylene...

Category 6 – Biochemical and Molecular Biology Reagents***Description:***

Reagents for molecular biology are those chemical substances used for studying live cells to modify, identify, measure biological processes, or detect specific molecules within cells, label cellular structures, alter cellular behaviour, or kill specific cells.

Reference products:

The reagents required for studies in biochemistry are those necessary to perform chemical tests and analyses on biological samples, allowing the detection, quantification, and study of different components and processes in cells and tissues. They can include enzymes, antibodies, substrates, colorants, and specific chemicals that react with certain biological compounds. Acrylamides, agarose, albumin, ADP, molecular extraction kits, antifoaming agents, arrays, Coomassie Blue, bilirubin, biotin, ethidium bromide, electrophoresis buffers, caffeine, cysteine, CTAB, DAPI, DEPC, enzymatic detergents, EDTA, PCR enzymes, restriction enzymes, optical films, glycogen, fluorochromes, inhibitors, beta-mercaptoethanol, nucleic acid cleaning solution, DNA markers, molecular weight standards, Western Blot films, oligonucleotides, ONPG, polyamino acids, primers, PCR reagents, RNase, TaqMan, PCR purification tips, Bradford reagent, molecular biology buffers, TRIS, Superscript II, tritium, tween, vectors, vitamins, etc.

Category 7 – Cell Culture Reagents

Description:

Those necessary substances that allow the *in vitro* growth, isolation, maintenance, and/or reproduction of human, animal, or plant cells.

Reference products:

Accutase, transfection agents, antibodies, anti-clumping agents, lysis buffers, formaldehyde, fluorescein, fungizone, glutamine, HEPES, hormones, HTF (Human Tubal Fluid), culturing gas, insulin, cell lines, lipofectamine, culture media, lymphocyte separation medium, IVF (In Vitro Fertilization) media, microspheres, MOPS, mutagens, nucleosides, PBS (Phosphate Buffered Saline), PEI (Polyethylenimine), FBS (Fetal Bovine Serum), cell culture supplements, serums, trypsin, embryo transfer water, YNB (Yeast Nitrogen Base), YP (Yeast Peptone), etc.

Category 8 – Microbiology/ Cytology/ Hematology Reagents

Description:

Those substances that allow the identification and culture of microorganisms in the laboratory. These can be culture media, staining reagents, indicators, serums, antimicrobial sensitivity tests, among others.

Reference products:

Adenine, albumin, amino acids, antibiotics, antifoaming agents, casein, culture strains, colorants, staining kits, culture media and supplements, swabs, hematoxylin, orcein, PCA (phosphocellulose acetate), proteins, horse serum, anaerobic envelopes, Ringer's solutions, scrapers, starch, tryptone, VRBG (Violet Red Bile Glucose)...

Category 9 – Chromatography reagents and materials

Description:

Materials that allow the separation of components in a mixture based on their physical and chemical properties in chromatographic techniques. These can come in the form of gel, paper, columns, thin layers, among others.

Reference products:

Cartridges, capillaries, columns, connections for GC (Gas Chromatography), LC (Liquid Chromatography), and low-pressure chromatography, silica gel chromatofols, colorimetry cuvettes, derivatizations, ferrules, filters, general consumables for GC and LC, vials, injection syringes, deuterium lamp, glass wool, liners, micro-inserts, standards, column feet, chromatography plates, queens (probably referring to column end caps), sampling containers, gas purification traps, pre-column-column unions...

Category 10 - Laboratory kits

Description:

A set of reagents or products that make up a method of analysis for their application.

Reference products:

Bradford kit, cholesterol kit, creatinine kit, endotoxin detection kit, mycoplasma detection kit, thiol detection kit, glucose kit, total protein kit, water chlorination test kit, staining kit, viability kit, electrophoresis kit, genomic extraction kit, cell death kit, molecular extraction kits, directed mutagenesis kit, crystallization kit, Real-Time PCR kit, coagulation kits, ammonia kits, calcium kits, protein quantification kits, molecular biology kits, clinical biochemistry kits, biotechnology kits, competent cell kits, cell cycle kits, cytotoxicity kits, cloning and transformation kits, RNA/DNA detection kits, diagnostic kits, COD kits, ecotoxicity kits, ELISA kits, microbiology kits, environmental kits, differential kits, phosphate kits, total magnesium, nitrite, nitrate, cytometry kits, plasmid kits, cell counting kits, TOC, MTT, XTT kits, ...

Category 11 - Anatomy and Vivarium Material

Description:

Instruments and tools for conducting research and practical work in anatomy.

Products for animal care and maintenance.

Reference products:

Contrast agents for MRI, sterile water for injectables, hydrogen peroxide, suture needles, cotton, animal feed, anesthetics, animals for research and teaching, antibiotics, medications, antibodies, baby bottles, cannulas, coagulant, Yomix culture, Dolethal, absorbent pads, shavings, drugs, gases, surgical stapler, tattoo ink, oils, suture threads, tissue homogenizers, pharmacy material, microsurgery material, surgical material, anesthesia reagents, Rompun (sedative and analgesic), silicone, saline solution, urine test strips, endotracheal tubes....

Observations:

Excluded from this category are equipment and maintenance; these concepts are covered in categories 20 and 29.

Category 12 – Glassware

Description:

Material composed predominantly of glass.

Reference products:

Glass balls, ground glass adapters, Digralski handles, glass balloons, trays, bottles, burettes, cell counting chamber, capillaries, evaporation capsules, glass petri dishes, Conway cells, glass keys, collectors, cresols, cubes, cuvettes, copperware, droppers, desiccators, funnels, flasks, homogenizers,

mortar pestles, mortars, flasks, joint pieces, pipettes, porous plates, petri dishes, slides, test tubes, salt bridges, stoppers, tubes, rods, cups, vials, watch glasses, electrophoresis gel glasses, syringes...

Category 13 – Plastics

Description:

Material composed predominantly of plastic.

Reference products:

Optical adhesive for microplates, bottles, vials, seeding loops, zipper aspirator, pipette aspirator, trays, drums, different types of bags, different types of boxes, hemocytometer chamber, capsules, cassettes, spectrophotometer cells, filters, connectors, cuvettes, funnels, caps, flasks, bath floats, different types of bottles, racks, taps, holders, jugs, rubber joints, hoses, flasks, micropipettes, microplates, microtubes, electrophoresis combs, plastic films, rubber bulbs, clamps, pipettes, different types of plates, test tubes, tips, tip racks, fittings and connections, sprinklers, reservoirs, stoppers, different types of tubes, valves, rods, precipitate glasses, vials, syringes...

Category 14 - Metals

Description:

Material composed predominantly of metal.

Reference products:

Clamps, different types of needles, metal ring, seeding loops, scalpels, evaporation capsules, tin capsules, catheters, metal clips, tubes/pipes, cutting blades, silver discs, nuts, tools for crystallography handling, sealing elements (hydraulic system, pneumatic system, ...) endoscopes, spatulas, racks, clamps, tools and systems for metal manufacturing, magnets, moulds, profiles and structural elements for metal structures, forceps, plates, planks, sonicator tips, fittings and connections, rotors, fixation systems, universal supports, sutures, tripods, upper anvil, rods, loops...

Category 15 - Measuring Equipment

Description:

Material and accessories used to perform measurements of physical magnitudes.

Reference products:

Dispensers, calibration weights, balances, pipettes, conductimeters, crucibles, chronometers, data loggers, dispensers, physical measurement equipment, titration equipment, flexometers, hygrometers, pressure meters, oxygen meters, biogas meters, membranes, micropipettes, multimeters, calipers, pipettes, pipettors, polarimeters, watches, rotameters, gas sensors, probes, thermometers...

Observations:

Excluded from this category are equipment and maintenance; these concepts are covered in categories 20 and 29.

Category 16 - Microscopy Equipment***Description:***

Components and accessories used for the preparation and subsequent visualization of samples under a microscope.

Reference products:

Lightbulbs, lenses, sample holders, cover slips, conductive adhesives, immersion oil, Neubauer chamber, diamond blade, condenser graticule, mounting media, objectives, eyepieces, lens cleaning paper, diamond paste, small equipment for optical applications, aluminium pins, microscope slides, grids,...

Observations:

Excluded from this category are equipment and maintenance; these concepts are covered in categories 20 and 29.

Category 17 - Sampling and filtration material.***Description:***

Utensils and materials for the separation of particles.

Reference products:

Sea sand, sieves, marking tapes, strainers, columns, crucibles, tongue depressors, diatomaceous earth, Büchner funnels, filtration equipment, filters, bottles, minicell inserts, syringes, markers, union membranes, various types of filter paper, stericup, etc.

Category 18 - Ceramic and thermal material.***Description:***

Heat-treated materials or related accessories.

Reference products:

AlN, alumina, autoclave tape, porcelain crucibles, funnels, ceramic wool, quartz wool, mortars, mullite, pots, resistance heaters, metal mesh with ceramic fibre in galvanized steel, thermocouples, etc.

Category 19 - Archive and Storage***Description:***

Set of products necessary to facilitate the proper preservation of various materials.

Reference products:

Slide albums, trays, boxes (multi-use, for filing, storage), storage containers, polyethylene cards, covers, supports, rods, etc.

Category 20 - Laboratory and Safety Equipment

Description:

Provision of equipment for the proper functioning of laboratories.

Reference products:

Stirrers, autoclaves, baths, shakers, bio-freezer, Wave bioreactor, pumps, Bunsen burners, flow cabinets, mattress heaters, calorimeters, incubators, laminar flow hoods, gas cartridges, centrifuges, channel switch, compressor, concentrators, freezers, colony counter, crystallizers, electrophoresis cells, water softener, digesters, liquid dispensers, electroporator, fluorescence equipment, animal behaviour laboratory equipment, chromatography equipment, electrophoresis equipment, electrochemical equipment, photometry equipment, hematology and coagulation equipment, histology equipment, microbiology equipment, water purification and distillation equipment, acrylic equipment for behaviour laboratories, behavior measurement equipment, spectrophotometers, paraffin station, pipette puller, ovens and muffle furnaces, fermenters, power supplies, fryers, electrophoresis power supplies, boilers, crystallography incubator, incubators, UV light, pipette washer, lyophilizers, magnifiers, cold light, gas regulators for various gases, heating blankets, ice machine, glass sheet machine, cutting machines, anti-vibration table, mineral separation table, mixers, microcentrifuges, microforge, microwaves, micropolisher, microswitch, microtome, LED modules, mills, grinders, nanodrop, refrigerators, osmometers, Petro-Thin, hotplates, induction plates, glass plate, potentiostats, metallographic polisher, refractometer, rotary evaporator, rotors for centrifuges, sealers, servo motor, protein detection systems, sonicator, timers, thermocycler, water traps, transilluminator, crushers, ultra-freezers, ultramicrotome, ultrasonic or sonicators, vacuometers, measuring instruments, testers, oscilloscopes, wave generators, RF generators, programmable robots, microcontrollers, simulation of life support, safety cabinets, extractive hoods, leak alarm center, detectors...

Category 21 - Safety equipment

Description:

Personal protective equipment and other products to ensure safety.

Reference products:

Lab coats, boots, bottles, protective footwear, eyewear protectors, aprons, radioactive protection equipment, respiratory filters, goggles, protective gloves, masks and respirators, protective suits, earplugs, face shields, general protections (hearing, body, hands, head, feet, eyes, and respiratory), specific work clothing, sealing tape, autoclave containers, radioactivity-sequestering soaps, absorbent kits, fireproof blankets, valves, and pipes.

Observations:

Excluded from this category are equipment and maintenance; these concepts are covered in categories 20 and 29.

Category 22 - Standards and certified materials

Description:

Substances or solutions with known concentrations or properties used for the calibration of instruments and/or measuring equipment, titrations, or verification of analytical methods.

Reference products:

Data loggers, certified reference materials (CRM), chromatography standards, standards for phosphate and organic acids, standards for chemical elements, weights for balances, radioactivity standards, toxin standards, spectrophotometer standards, inorganic standards, organic standards, pH, electrolyte and conductivity meter standard solutions, substrates for specific diseases, etc.

Category 23 - Analysis services, sequencing, etc.

Description:

The performance of tests and/or studies to identify, quantify, or assess the composition of a sample, either for the presence of substances, concentrations, or physical and/or chemical properties.

Reference products:

Analysis, external calibration of equipment, interlaboratory exercise in organic elemental analysis, Genomics and Bioinformatics, LLEB, LP-CSIC, Flow Cytometry Service, Nanoparticle Analysis Service, Chemical Analysis Service, Micropipette Calibration Service, Weight Calibration Service, Cell Culture Service, Fermentation Service, Microscopy Service, Antibody Production Service, Mineral Analysis Services (ICP), Elemental Analysis Services, Chromatography Services, Scanner Services, Spectrometry Services, Histology Services, Proteomics Services, Synthesis Services, Peptide Synthesis Services, Veterinary Services, DNA Sequencing Services, Plasmid Sequencing Services, RNA Sequencing Services.

Category 24 - Precursor substances and ethanol

Description:

Precursor substances for drugs and explosives, subject to control.

Ethanol subject to the payment of special taxes.

Reference products:

Ethanol, N-tert-Butyldimethylsilyl-N-methyltrifluoroacetamide with 1% tert-Butyldimethylchlorosilane, 1,4-Butanediol, 3,4-methylenedioxyphenylpropan-2-one, 4-(methyl)benzaldehyde, acetone, 4-(methyl)phenylacetic acid, acetylanthranilic acid, anthranilic acid, hydrochloric acid, phenylacetic acid, lysergic acid, sulfuric acid, alibenzene, acetic anhydride, isothiocyanic anhydride, benzaldehyde, BF₃ in methanol, benzyl cyanide, benzyl chloride, ephedrine, ergometrine, ergosterol, ergotamine, ethyl ether, ethylamine, phenyl-1-propanone-2, formamide, gamma-butyrolactone, lithium aluminum hydride, isosafrole, methylamine, methyl ethyl ketone, norephedrine, nitroethane, platinum oxide, potassium permanganate, piperidine, piperone, p-Methoxyphenyl-2-propanone, pseudoephedrine, safrole, toluene.

Observations:

The supplier must have a CAE licence to be able to supply ethanol.

Category 25 - Cleaning and hygiene materials

Description:

Products for the disinfection of persons, surfaces and the working environment.

Reference products:

Cloths, rods, garbage bags, bath preservative, buckets, degreaser, disinfection and cleaning of instruments (Operating rooms), disinfection and cleaning of critical areas (Operating rooms), brooms, brushes, scrub brushes, sponges, mops, transparent film, household rubber gloves, dishwasher, bleach, plastic basins, aluminum foil, cellulose paper, potash paper, Parafilm, dustpan, hand soap and disinfection, soap and detergents, etc.

Category 26 - Veterinary-specific materials

Description:

Material for exclusive use for veterinary facilities, for animal care.

Reference products:

Complements and handling material, veterinary drugs, fluids, infusion, perfusion and transfusion consumables, general anesthesia consumables, consumables for imaging and diagnostics, operating room consumables, implants (osteosynthesis), probes, tubes and drains (for dogs, cats, exotic animals, horses), sutures, dressings, bandages, adhesive tapes, gases, soap, and wound disinfection, coils, crepe paper, self-adhesive envelopes, indicator tests, microsurgery material, surgical material.

Observations:

Excluded from this category are equipment and maintenance; these concepts are covered in categories 20 and 29.

Category 27 - Electronics and physics materials

Description:

Products related to electronics, electricity, hydraulics, mechanics, optics, pneumatics, and raw materials.

Reference products:

electronic components, connectors, cables, plugs, switches, relays, network filters, differentials, thermal-magnetic switches, contactors, printed circuit boards, A/D converters, probes (thermistors, thermocouples, resistors, etc.), transformers, conductors, semiconductors, microcontrollers, pistons, presses, records, tubes, hydraulic cylinders, hammers, screws, females, handles, bolts, optics (lenses, shutters, sensors, lasers, etc.), pressure regulators, filters, pieces with different geometries (plastic, iron, aluminum, copper, steel, Teflon, etc.), spare parts, tools, lighting systems, sensors, welding, dyes,...

Observations:

Excluded from this category are equipment and maintenance; these concepts are covered in categories 20 and 29.

Category 28 - Radioactive Materials

Description:

Any substance that emits ionizing radiation. Usually encapsulated sources (solid state) and non-encapsulated sources (liquid state) of Recombinant Human Insulin (RIA).

Reference products:

Authorized encapsulated sources: carbon-14, sodium-22, chlorine-36, iron-55, cobalt-60, strontium-90, cadmium-109, barium-133, cesium-137, promethium-147, europium-152, thallium-204, radium-226, americium-241. Non-encapsulated sources: Adenosine triphosphate ATP (phosphorus-32), easytidesdctp (phosphorus-32), Kit RIA human insulin (iodine-125), Trehalose (carbon-14), Thymidine (tritium-3H), corticosterone (I-125), cortisol (iodine-125), UTP (sulfur-35), iodine lactoperoxidase (iodine-125), palmitic acid (3H).

Category 29 - Scientific Equipment Maintenance Service

Description:

All actions necessary to ensure the proper functioning of scientific and technical equipment.

Reference products:

Corrective maintenance, preventive maintenance, verification of proper functioning, installations, commissioning, calibration, repairs, etc.

Category 30 - Gases for Scientific and Technological Use

Description:

Supply of various gases, liquids, cryogenics, in bottles, dewars, tanks, accessories, and associated services.

Reference products:

Oxygen, nitrogen, helium, hydrogen, mixtures, dry ice, argon, synthetic air, nitrous oxide, methane, carbon dioxide, nitrogen protoxide, etc.

Sale and rental of bottles, dewars (thermal containers), cylinders, pellets, tanks.

Maintenance, inspections, installations, repairs, etc.

2. Applications for participation

In accordance with clause 7 of the administrative specifications, companies submitting a participation request in the system must specify on the platform the categories with the capacity to supply products related to each category in which they wish to be admitted as a supplier.

The procedure for submitting the application can be found in Annexe 4 of the administrative specifications.

For example:

Application for participation			
 Universitat Autònoma de Barcelona			
ACTIVE TENDERINGS			
Export			
Selection	Contract	Publication date	Record
☐	Category 4 Inorganic compounds and salts	05.02.2024	CONSU-13/2023
☐	Category 5 Solvents	05.02.2024	CONSU-13/2023
☐	Category 6 Biochemistry and molecular biology reagents	05.02.2024	CONSU-13/2023
☐	Category 7 Cell culture reagents	05.02.2024	CONSU-13/2023
☐	Category 8 Microbiology/cytology/haematology reagents	05.02.2024	CONSU-13/2023
☐	Category 9 Reagents and chromatography material	05.02.2024	CONSU-13/2023
☐	Category 10 Laboratory kits	05.02.2024	CONSU-13/2023
☐	Category 11 Anatomy material and vivarium	05.02.2024	CONSU-13/2023
☐	Category 12 Glass material	05.02.2024	CONSU-13/2023
☐	Category 13 Plastic material	05.02.2024	CONSU-13/2023
☐	Category 14 Metallic material	05.02.2024	CONSU-13/2023

3. Supplier's catalogue discount

Participants in the dynamic system are required to submit a proposal for a discount on their general product catalogue.

The discount offer must be specified in the declaration document following the model provided in Annexe 1 of the administrative specifications.

4. Discount by volume of annual turnover

Participants in the dynamic system must submit a rebate proposal for each calendar year of invoicing, either in a single or in multiple tiers.

The discount offer must be specified in the declaration document following the model provided in Annexe 1 of the administrative specifications.

5. Certificates

All products offered in the dynamic system must comply with the current Spanish and European Union regulations and standards regarding safety, quality, hygiene, and the environment.

At any time during the validity of the dynamic system, the UAB may request accreditation in accordance with the regulations.

6. Delivery deadlines and conditions

For all products, a maximum delivery period of 4 working days is established, starting from the day following the order date.

This maximum period may be extended in the case of delivery of products with specific characteristics that make it impossible to meet the deadline. This extension will only apply in exceptional cases and for duly justified reasons, subject to the prior acceptance of the UAB. This exception must be indicated in the offer sent to the user.

Supplies will be delivered with shipping costs borne by the supplier. For this reason, the supplier may propose alternatives that facilitate compliance with this obligation, such as a supply schedule where orders from different centres could be consolidated to optimize transportation and avoid transportation costs for the UAB.

The delivery proposal must be specified in the declaration document following the model provided in Annex 1 of the administrative specifications.

In cases of dissatisfaction, both the collection of returns and the new delivery, will be at the expense of the supplier.

Exceptionally, urgent supplies may include shipping costs, provided they do not coincide with a planned delivery.

Material will be supplied to the different centres of the UAB, and the packaging will be differentiated for each order, accompanied by a delivery note that must necessarily include the following information:

- ✓ UAB order number
- ✓ Department, centre, laboratory, area, service, unit, etc., where the material is destined
- ✓ Contact person indicated in the order
- ✓ Contact person's telephone number

The UAB will sign the document confirming the receipt of the material (delivery note), where the date, time, the name of the person receiving the material, and their signature must be recorded.

The supplier must send the properly completed delivery note to the email address compres@uab.cat in the case of special-type materials such as ethanol, precursors, radioactive materials, etc., for tracking and control.

The UAB will review the content of the material within a period not exceeding 48 hours, after which it will be considered that the material has been received in conformity. In cases where the material is not compliant, it will be left at the corresponding reception point, and the incident will be communicated to the company so that, as soon as possible, it can supply the material in proper conditions and retrieve the defective or incorrect material with no additional cost.

7. Operation of specific contracts

he operation of specific contracts is defined as the procurement procedure that the UAB will follow with the approved suppliers participating in the dynamic system when the need for acquisition arises, in accordance with the terms and conditions described in clause 8 of the administrative specifications.

8. Electronic procurement tools

The participants in the system can provide access data to their electronic purchasing system to facilitate consultation and streamline the processing, management, and delivery of materials, control of orders, tracking of supplies, and access to consumption histories by items and purchasing centres.

Access data for the electronic procurement tool must be specified in the declaration document following the model in Annexe 1 of the administrative specifications.

9. Quality and follow-up

Participants in the dynamic system must designate a contract manager and a team responsible for order monitoring, available from Monday to Friday from 9am to 6pm, along with a phone number (at no cost to the UAB) and an email address.

Contact details must be specified in the declaration document following the model provided in Annexe 1 of the administrative specifications.

The Purchasing Unit of the UAB may request one-off or periodic reports on any aspect of the supply. These reports must be in Excel format and must include at least the following fields, and any other information that the UAB deems necessary during the validity of the dynamic purchasing system:

- Product reference from the supplier
- Name of supplied products
- Product lot reference
- Quantity (Units, Kg, g, L, ml, etc.)
- Unit price (excluding VAT)
- Total price (excluding VAT)
- Incident (Yes/No)
- Observations (incident, comments, etc.)

A calendar for follow-up meetings with the contract manager from the company will be drawn up, where reports will be analysed, and proposals for improvements or changes will be mutually agreed upon.

10. Green procurement and waste management

Green procurement involves the acquisition of goods and services in which not only economic and technical criteria are considered but also environmental and social criteria. This promotes the purchasing of products and services that are environmentally friendly, meet the required level of quality and service, and, at the same time, have a lower environmental impact.

The information related to green procurement can be found on the website of the UAB Environmental Office: <http://www.uab.cat/mediambient>.

The companies awarded specific contracts are obligated to periodically collect the waste generated by their supplies, recycle it, or deposit it in specialised and legalised landfills designated for this purpose by the Waste Agency of the Government of Catalonia or the equivalent official entity.

Collection will take place at the different collection points designated by the UAB.

During the period of validity of the dynamic purchasing system, the UAB may request from the awardees the certificates proving the deposit of waste in the aforementioned landfills.

Awardee companies may submit proposals for improving waste management and recycling.

11. Invoicing

Invoices must be issued to the UAB or the HCV for each order processed . The invoice must include at least the following information:

- ✓ Company name
- ✓ Tax number (NIF)
- ✓ User name
- ✓ Details of the service
- ✓ UAB order number (authorization for the expenditure)
- ✓ Cost of service
- ✓ Detailed taxes

All UAB invoices will be handled through the UAB Electronic Office:

<https://seuelectronica.uab.cat/factures-electroniquesuab>