

UAB

Universitat Autònoma de Barcelona

PURCHASING GUIDE

Guide presentation and supplier information

DYNAMIC PURCHASING SYSTEM No. Consu-13/2023

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

FEBRUARY 2024

Contents:

1. INTRODUCTION.....	3
2. DOCUMENTATION.....	3
3. PRESENTATION.....	4

1. [INTRODUCTION](#)

This guide aims to provide the necessary information to suppliers to facilitate their submission to the Dynamic Purchasing System for laboratories, according to Consultation 13/2023 for the supply of laboratory consumables, equipment, maintenance of scientific equipment, and gases.

2. [DOCUMENTATION](#)

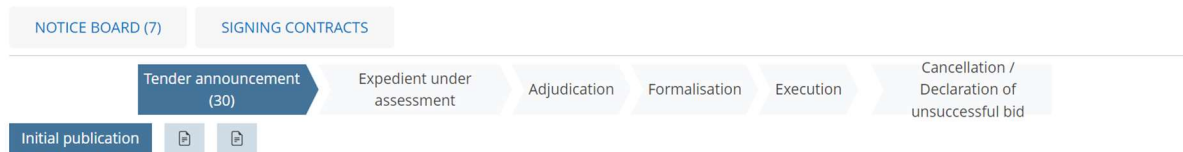
To access the documentation for submission, please go through the link:

[Contractor tender profile Consu-13/2023 DPS Laboratory](#)

Here you can find the administrative and technical information and the annexes which you must fill in and attach to your application.

Consu-13/2023-Subministrament de material fungible de laboratori, equipament, manteniment d'equips científics i gasos.

Expedient code: Consu-13/2023



Documentació	
Plec de clàusules administratives:	Consu_13_2023_PCA.pdf
Plec de prescripcions tècniques:	Consu_13-2023_PPT.pdf
Memòria justificativa del contracte:	Consu-13-2023 Memòria justificativa.pdf
Document aprovació de l'expedient:	Consu-13-2023 Resolució d'aprovació.pdf
Altra documentació:	Consu 13-2023 Informe de necessitats.pdf Memòria justificativa necessitat contractar_.pdf Resolucio aprovacio expedient_.pdf Annex 1 Consu_13_2023 Sol.licitud de participació.docx Annex 2 Consu_13_2023 Declaració responsable DEUC.pdf Annex 3 Consu_13_2023 Declaració responsable RELI-ROLECE.docx Annex 4 Consu_13_2023 Guia presentació sol.licitud.pdf Sol.licitud alta base dades proveïdors_(català).xls Solicitud alta base datos proveedores_(castellano).xls Supplier database request_(english).xls Annex 4_Guia presentacio i aclariments proveïdors esmenat.pdf Anexo 1 Consu_13_2023 Solicitud de participación_ESP.docx Anexo 2 Consu_13_2023 Declaración responsable DEUC_ESP.docx Anexo 3 Consu_13_2023 Declaración responsable RELI-ROLECE_ESP.docx Annex 1 Consu_13_2023 English.docx Annex 2 Consu_13_2023 English.docx Annex 3 Consu_13_2023 English.docx

3. PRESENTATION

Once you have filled in and electronically signed the annexes:

- Annexe 1. Participation application model
- Annexe 2. Model of Responsible Declaration in line with the Single European Procurement Document (ESPD)
- Annexe 3. Responsible Declaration of the Validity of Data Provided on the RELI/ROLECE

The application **must not be submitted** using the "Make an offer" option on the Contractor Profile.

Consu-13/2023-Subministrament de material fungible de laboratori, equipament, manteniment d'equips científics i gasos.

Expedient code: Consu-13/2023

NOTICE BOARD (7)

SIGNING CONTRACTS

Tender announcement
(30)

Expedient under
assessment

Adjudication

Formalisation

Execution

Cancellation /
Declaration of
unsuccessful bid

Initial publication

Presenting an offer

Evidence of publication

PDF JSON Time stamp

You must go to the UAB console, set up for that purpose, at the following link:

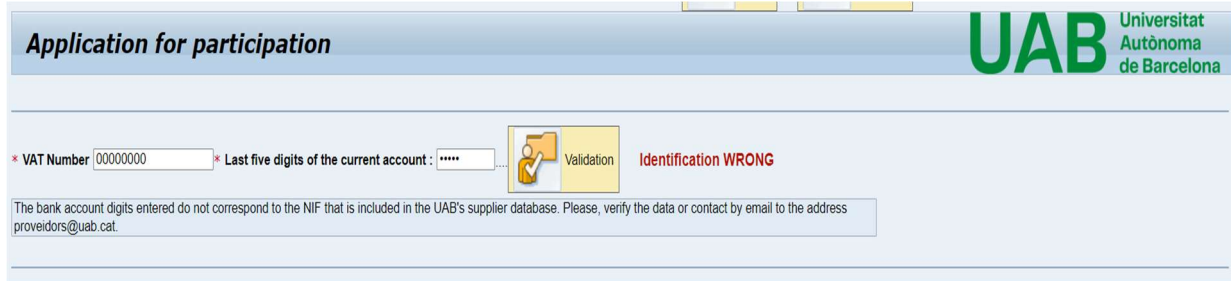
<https://proveidors.uab.cat/sdauab>

You can choose to view the page in Catalan (by default), Spanish, or English. The language in which you make your application is the one that will be used in the confirmation email.

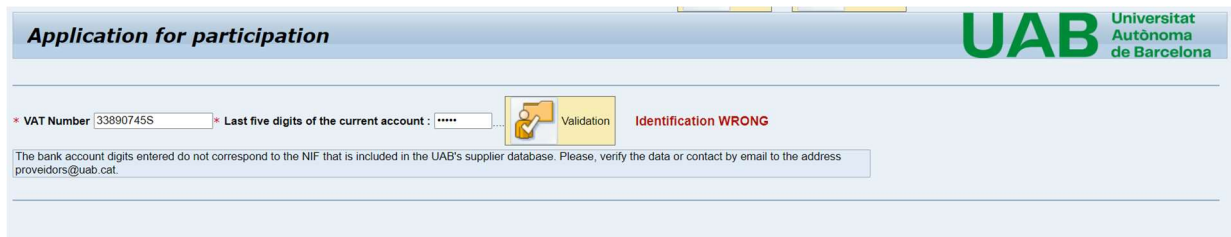
Initially, to verify if the company is registered as a supplier for the UAB (because it has been awarded a contract), it is necessary to identify oneself by entering the company's Tax Identification Number (NIF) and the last 5 digits of the current account.

Afterward, click the "Validation" button.

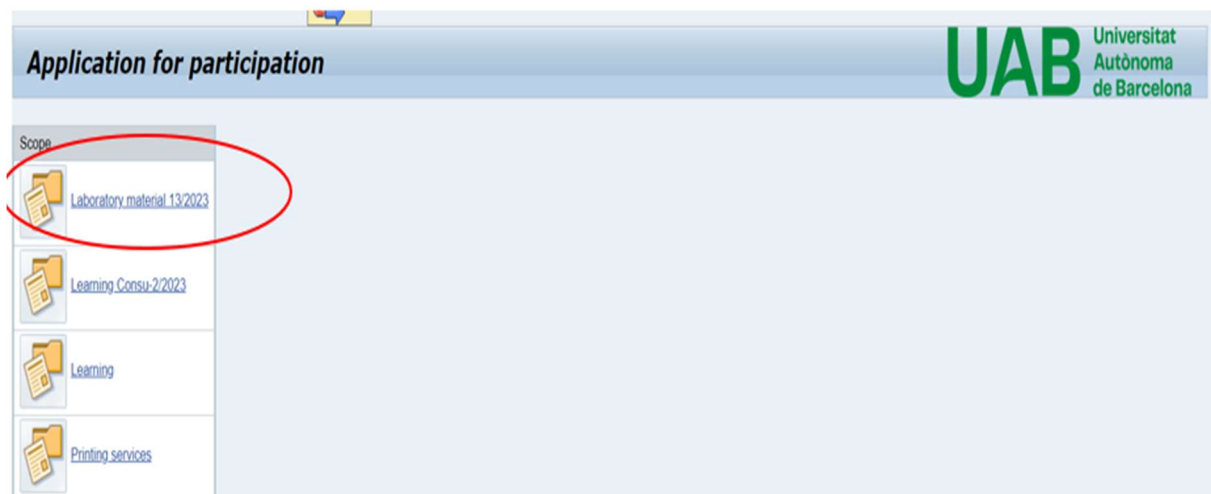
If a company is not registered as a supplier, a message will appear:



If the bank account does not match the information in the UAB supplier database, another message will appear:



If the supplier identification is correct, you will be directed to the next screen, from where you need to select the dynamic purchasing system in which you want to participate (in this case, "Laboratory Material 13/2023"):



You will be directed to the following screen, from which you can submit your request to participate in the system:

Application for participation **UAB** Universitat Autònoma de Barcelona

ACTIVE TENDERINGS

Export ▾

Selection	Contract	Publication date	Record
<input type="checkbox"/>	Category 4 Inorganic compounds and salts	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 5 Solvents	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 6 Biochemistry and molecular biology reagents	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 7 Cell culture reagents	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 8 Microbiology/cytology/haematology reagents	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 9 Reagents and chromatography material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 10 Laboratory kits	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 11 Anatomy material and vivarium	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 12 Glass material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 13 Plastic material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 14 Metallic material	05.02.2024	CONSU-13/2023

VAT Number: [redacted] Name: CHECA MARTINEZ JOSE ANTONIO
 Address: CL. [redacted] Town: SE [redacted]
 Country: Espanya District: Bar [redacted]
 Email address: JO [redacted] Phone: 69 [redacted]

Alternative data for the management of this request

* Contact person: [redacted] * Phone: [redacted]
 * Email address: [redacted]

File attachment Attachments

At the top, the available categories are displayed. To participate in them, you need to mark the box in the "Selection" column. You can select any number of categories, from one to all of them.

In the central part, the information given in the UAB supplier database is displayed. However, you can add alternative data for the management of the request, such as a contact person and email address.

Using the "Tria el fitxer" button, you can attach the documents mentioned in point 3 of this document, following the provisions of clause 7.1 *Participation Request* in the administrative specifications.

Attachments □ ×

Back

Add File

Select file: Attached file

Added files

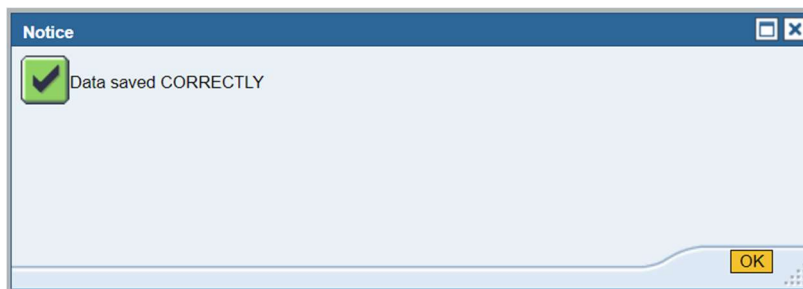
See	Name	Delete
	Sense dades	

The 'Browse' button allows you to search for documents on the computer or cloud, and then you have to click the 'Attach file' button. Subsequently, the attached documents are displayed in the section 'Added Files':



Attachments must be in PDF format

After attaching the documentation, click the 'Save' button at the top, and then a notification confirming that it has been saved successfully is displayed:



Once the application is successfully submitted, the system will send an email confirming the receipt of the participation request in the dynamic purchasing system. After evaluating the documentation attached to the application, the UAB will send an email confirming the inclusion or exclusion of the company in the system.

If the same company accesses the system again, the view will have changed: at the top, the tenders for which participation has been requested are visible, and at the bottom, the active categories in which participation is still possible:

Application for participation

TENDERS ALREADY REQUESTED			
Export ▾			
Request	Contract	Record	Attachments
1007	Category 3 Inorganic compounds and salts	CONSU-13/2023	
1007	Category 18 Ceramic and thermal material	CONSU-13/2023	

ACTIVE TENDERINGS

Export ▾			
Selection	Contract	Publication date	Record
<input type="checkbox"/>	Category 16 Microscopy material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>		05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 17 Sampling and filtering material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 19 Archival and storage	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 20 Laboratory equipment	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 21 Safety and protection material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 22 Measurement standards and certified material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 23 Services of analysis, sequencing etc.	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 24 Precursor substances and ethanol	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 25 Hygiene and cleaning material	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 26 Material specific to the Veterinary	05.02.2024	CONSU-13/2023
<input type="checkbox"/>	Category 27 Electronics and physics material	05.02.2024	CONSU-13/2023

For any questions, please send an email to:

ocac.sda.lab@uab.cat