

List of technical clauses for the tender of the Dynamic Procurement System for the supply of laboratory material, for the entities that participate in the purchasing group.

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1. Object

The purpose of this set of technical specifications is to define the scope and technical conditions to which the Dynamic Procurement System (hereafter SDA) must comply for the supply of laboratory material, chemical products and reagents, biology, geology, medicine, chemistry and environment products and accessories, general, auxiliary and electronic laboratory instrumentation, laboratory equipment and measuring devices, safety and protection equipment and material, laboratory furniture and living beings for the experimentation, for the entities that participate in the purchasing group.

Annex I of the PPT shows examples of the products that can be part of the catalogs to be presented by suppliers. This list is not exhaustive and, therefore, the catalogs may include other products not listed that are also used by the entities and that will be specified in each specific contract.

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

2. Technical characteristics of supplies

The estimated annual consumption of the different entities participating in this SDA is found in 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.

2.1. Description of the supply

In the establishment phase, suppliers must provide the following information:

- Annex II PCAP: Electronic Catalog with its products.
- Annex IV PCAP:
 - Interlocutor
 - Categories in which you apply to participate.
 - Minimum order amount including shipping.
 - Amount of national ports
 - Urgent transport price (less than 24h)
 - Delivery term by category

This information must be kept up to date throughout the term of the contract and the entities responsible, when they consider it, may ask the suppliers to provide new information.

In the Electronic Catalogue, the supplier must report the following data:

- Category (required)
- Article code (required)
- Manufacturer code (required)
- CAS code, for chemical products (mandatory)
- Item description (required)
- Item service format (required)
- Trademark (required)
- VAT (%) (required)
- Final price, without VAT (discounts, postage, fees and other taxes already applied) (mandatory)
- Item URL: Item webpage (own or manufacturer's) (optional)

The inclusion or not of the ports in the price of the product is explained in section 3 of this specification.

The heads of the entities, when they consider it, may ask the suppliers to provide new information.

Companies admitted to the SDA must keep their electronic catalogs up to date. In addition to voluntary registrations of new products, new products must be added to the catalog if requested by users and available.

3. Contract execution conditions

3.1. General execution conditions

Order acceptance: The suppliers must accept the order received by confirming the units and the price, within a maximum period of 2 working days and will inform the delivery date. If they do not have stock, they will indicate the estimated delivery date. In case of changes in the delivery date, the management center will be notified.

Minimum order amount including shipping: in the establishment phase the suppliers will inform the order that they are ready to serve at no cost for the ports, for national products and in stock. This amount must be less than €100.

If the management center places an order lower than this amount, the supplier may invoice for the amount that it has informed the establishment.

National ports: in the establishment phase suppliers will report domestic ports for orders below the minimum. These ports cannot exceed €20.

For urgent orders (delivery in less than 24 hours), the management center will pay the price of the corresponding emergency service. During the establishment phase, suppliers will inform the price of urgent orders, which cannot be higher than €100 for national deliveries.

Therefore, the price of the supplies to be invoiced includes the ports, except for the order that does not reach the minimum amount established by the supplier and also with the exception of urgent deliveries. In these exceptional cases, shipping may be invoiced.

Grouping of orders: The supplier, whenever possible, will group the orders that must be delivered to the same address. 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.

In cases of group delivery of orders, shipping will be charged only when the sum of the group orders does not reach the minimum delivery amount. If an individual order had an amount of postage, the supplier, when grouping, will remove this amount from the final invoice to be paid. So, postage will be charged per shipment and not per order.

Special delivery conditions: additional costs such as dry ice, ADR, customs, etc. are not included in the price of the supply. These costs will be detailed separately from the supply price on the invoice.

International deliveries: International purchases must be governed by the current Incoterm rules. The standard Incoterm will be DAP (Delivered at Place). In case it is a different Incoterm, it will have to be agreed.

Maximum delivery time depending on the category:

- Category 1: 15 working days.
- Category 2: 10 working days.
- Category 3: will be agreed in subsequent specific contracts, except in the case of electronics and small equipment (micropipettes, microcentrifuges...), which will be 15 working days.
- Category 4: 10 working days.
- Category 5: 30 working days.
- Category 6: 10 working days.

These terms are in the case that the supplier has the product in stock in the peninsular territory. Otherwise, it may be higher.

Delivery of orders: The supplies will be delivered mainly from Monday to Friday, although delivery may exceptionally be made on Saturdays according to the specific needs of the managing centers. The day and time of delivery and, where applicable, the specific conditions

of the shipment, will be notified by electronic means to the managing center once the order has been accepted. The reception hours of each management center are indicated in Annex II PPT.

Transport conditions: The good condition and quality of the material supplied must be guaranteed at the time of delivery, having to be replaced in the event of a defect in the units, format, quality or any of the characteristics. Defective material will be replaced at no additional cost and return shipping will be borne by the successful bidder.

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

- Fiscal data of the supplier
- Order number of the management center
- Date of order
- Delivery address
- Management center
- Product code
- Product description
- Delivery format
- The quantity of each product

Supply guarantee:

In accordance with article 120 of Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the defense of consumers and users, "The employer will be responsible for the lack of conformity that exists at the time of delivery or supply and manifests itself within a period of three years from delivery in the case of goods or two years in the case of digital content or services, notwithstanding the provisions of "article 115 ter, section 2, letters a) ib)".

Expiration products: For certain purchases, the management center may ask for a minimum expiration date that the supplier must meet. By default, suppliers will deliver products with more than 60% expiration date of the product on the delivery date. If the expiry date is lower than this figure, the supplier will ask for authorization from the management center before sending it.

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.

3.2. Laboratory furniture

If the installation of the furniture is included, the maximum installation period will be 10 weeks from the signing of the contract, unless the management centers allow a longer period when processing their specific contracts.

If the management center requests it, the successful tenderer will deliver once the installation has been completed:

- Project plans
- Elevation plans
- Installation plans and services
- Test protocol
- Equipment CE marking certificates.
- Instruction Manual of all elements in Spanish, Catalan or English.

Commitment to technical assistance and availability of spare parts: 10 years.

3.3. Living beings for experimentation:

The suppliers must inform the catalog about the references of animals and other related products in a clear way, the descriptions and nomenclatures must be unequivocal, and the health control of the animals must be attached at the time of delivery, if requested.

The supplier will be responsible for all actions that may be necessary in order to deliver their products to the facilities, or another legally established stable and the expenses that arise as a result.

The animals must be transported in accordance with the operating protocols established by the stable, through an accredited and protocolized system, strictly following compliance with current regulations, and always under SPF conditions (Specific Pathogens Free).

If, due to the origin of the animals, they need water or another service during their transport, the corresponding management centers must be informed in advance of this circumstance, and no additional costs will be incurred.

The veterinary team of each managing center will assess the physical, sanitary, and animal welfare conditions of the delivered experimental animals. In the event of a negative assessment, the supplying company will undertake to replenish the animals as soon as possible, assuming the supplying company all the costs associated with the amendment of this situation.

The animals supplied must be free of any type of unsolicited disease and must be bred in facilities registered and authorized by the competent bodies for the supply of laboratory animals.

Colonies must be routinely analyzed as mandated by legislation and, as a minimum, the 2014 FELASA recommendations must be followed, incorporating any modifications or recommendations that may replace it in the future.

If unsolicited health problems are detected, within the first 7 days from receipt, the affected animal/s will be replaced by another in good condition, at no additional cost, within the period indicated for the delivery of the orders.

4. Place of delivery of supplies.

The products will be supplied according to the needs of the different entities, departments and laboratories of each management center and other dependencies, where the centers' own research, analysis, teaching, research, and development activities are carried out.

The supply will be made mostly to the addresses that, in a non-exhaustive form, are indicated in Annex II PPT, without excluding others that could be added during the duration of the contract. The delivery of the material must be done directly where indicated by each requesting management center (building, plant, office) specified in each order.

5. Safety, environmental and waste management aspects.

The successful bidders will comply with all the obligations established by legislation for the transport and handling of products, including safety, environmental aspects and waste management associated with the delivery of the good (packaging).

The successful bidders must comply with the provisions of Royal Decree 379/2001, of April 6, as amended by Royal Decree 105/2010, of February 5, which approves the Regulation on the storage of chemical products and its instructions complementary techniques, and with Royal Decree 681/2003, of June 12, on the protection of the health and safety of workers exposed to risks arising from explosive atmospheres in the workplace and others on safety and hygiene that are application.

The successful tenderer will be responsible for the unloading operations at the facilities, and for compliance with all the obligations established in Royal Decree 97/2014, of February 14, and in the ADR relating to the loading / unloading of dangerous goods objects of this contract and of the operations necessary for hard carried out in the facilities of the centers.

The operators who carry out the unloading and storage operations will be properly qualified to do these jobs and must always know the preventive measures to avoid the possible risks of accidents that may occur. These personnel must be sufficiently qualified and equipped to act in the face of any incident that may occur.

The supplier will be obliged to carry out the transport of the materials in an appropriate and approved vehicle for the transport of this type of goods, and will comply with all the regulations that affect him, especially those established by RD 1428/2003, of November 21, by which approves the General Traffic Regulation for the application and development of the articulated text of the Law on Traffic, Motor Vehicle Circulation and Road Safety, approved by RDL 339/1990, of March 2.

The successful tenderer must comply with all the provisions that are in force in the field of health and safety and especially the provisions of Law 31/1995, of November 8, on the prevention of occupational risks and the royal decrees that develop it, especially regarding training actions for staff, provision of personal protective equipment and the minimum provisions for Safety and Health, and Signage, applicable transport, and storage of goods.

The successful tenderer of each specific contract must deliver, in accordance with occupational risk legislation, all the safety information necessary for the correct use of the products, as well as any additional prevention measures that may be applicable. Likewise, it will facilitate the essential use and maintenance instructions.

Whenever possible, awardees must use 100% recyclable and reusable packaging.

The management centers have a waste collection service, but exceptionally and if requested by the management centers, the successful bidders will be obliged to remove the waste resulting from the delivery of the goods (pallets, drums, boxes, packaging material). In the case of delivery of equipment, the removal of the old equipment may be charged if so specified in the order.

In the event of removal of old equipment and once waste management has been carried out as determined by current legislation, the management center may request the awardee to hand over the corresponding certificates issued by the corresponding Environmental Manager.

Suppliers will have to fulfill all the obligations that RD 110/2015, of February 20, on waste electrical and electronic devices, modified by RD 27/2021, of January 19 set by distributors of electrical and electronic equipment.

6.1. Laboratory furniture regulations

Certificates of compliance with existing regulations may be required, especially in the field of safety, referring to any element related to laboratory furniture, as well as the report technician with the results of the tests carried out and the certification of the correct operation of the laboratory furniture once the installation has been completed.

Laboratory equipment must be produced taking into account the relevant EN and DIN standards, according to technical standards, and preferably and recommended in accordance with the directives of the DVGW and the guidelines of professional associations, maintaining at all times the Spanish regulations of regulations, especially electrical, low voltage.

The rules and directives in their current versions on the date of receipt must be complied with. As an example, the regulations to be applied are as follows:

- EN 14056 Laboratory furniture. Recommendations for design and installation
- EN 16121 and EN 16122. Laboratory furniture. Storage modules for laboratories.
- EN 14727: Laboratory furniture: laboratory container furniture.
- DIN 12924-2 Laboratory equipment
- EN 13792 Color codes of keys and valves for use in laboratories.
- EN 14644 Clean rooms and adjoining premises
- EN 13150 Laboratory tables
- DIN 12926 Large Format Tables
- DIN 12898 Laboratory faucets; nozzles
- DIN 12918 Laboratory equipment: Laboratory faucets
- DIN/EN 13792 Marking of laboratory taps
- DIN 3537 Safety for gas fittings
- DIN/EN 15154 Safety emergency showers
- EN 14470 Fire safety cabinets.
- DIN/EN 14175 Gas display cases
- BGI/GUV-And 850-0 Laboratories
- TRGS 526 Laboratories

The regulations for each piece of laboratory furniture will be specified in the specific contracts.

6.2. Regulation of living beings for experimentation

The models offered must comply with the technical and quality requirements required by current national and international regulations applicable to the protection of animals used in experimentation and other scientific purposes, including teaching, in the breeding, transport and supply processes of experimental animals.

Admitted companies will undertake to guarantee the updating of the health certificates legally required for the marketing of the animals subject to acquisition, and, if required, make them available to the management centers within a maximum period of 1 week.

6. Monitoring reports

Monthly, quarterly, or annual report.

To facilitate the monitoring of the SDA, the suppliers will provide the contract coordinator or the management center that requests it, within a maximum period of 10 working days, a report in Excel format of all the orders with the detail by item. This document must contain, at a minimum, the following information:

- File number of the SDA
- Management center and, where applicable, destination unit
- Date and order number of the management center
- Invoice date and number
- Detailed object of the purchase: reference, description, and number of units
- Net amount + VAT + Total amount