



## FACT SHEET

Framework agreement on the purchase of other plastic articles for laboratory use



### **Briefly about the agreement**

Aalborg University, Aarhus University, University of Southern Denmark, Technical University of Denmark and the Food and Drug Administration (Fødevaretyrelsen) have jointly carried out a tender for other plastic articles for laboratory use.

The collaboration provides the opportunity to take advantage of the joint competitive power in the large volume across the institutions. The framework agreement also enables researchers and laboratory technicians to purchase a wide range of plastic articles for laboratory use, so that the majority of the need for purchasing them is covered by the agreement.

The agreement includes an A range with fixed prices for specific products within the following product groups:

- Cuvettes (plastic)
- Weighing boats and funnels (plastic)
- Cylinders, beakers and flasks (plastic)
- Bottles (plastic)
- Boxes and racks (plastic)

The Framework Agreement is exclusive and thus entails an obligation for AAU to use the Framework Agreement if AAU's needs are covered by the range covered by this Framework Agreement.

There are the following 3 suppliers on the framework agreement:

- VWR International A/S
- Fisher Scientific Biotech Line ApS
- Hounisen Laboratory Equipment A/S

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All purchases under the framework agreement will take place via a so-called needs model. This implies that all purchases under the framework agreement must be made via direct allocation to the Supplier who most cheaply fulfills the functional research need (the "requirement model"). The functional research need is based on a research-based assessment of which product best meets the Ordering Party's needs in connection with the specific purchase.

In addition, the agreement contains an option for the purchase of the suppliers' B range within predetermined product categories. In the tender, the supplier has indicated a discount rate on their list price for products in the specific product category.

### **Fees**

However, for purchases with a value below DKK 500, the supplier may charge the Customer a minimum order fee of DKK 150.

### **Duration of the agreement**

The framework agreement enters into force on 1 February 2024 and runs for 2 years, with the option of up to a two-year extension. Subsequently, the agreement must be retendered.

### **How to use the agreement**

Purchases of the A range are made in AAU's e-commerce system via catalogue. Here you can see the prices of the 3 suppliers for the goods in the above product groups within the A range.

Purchases of the B range are made in AAU's purchasing system via punch out to the suppliers' own e-commerce solutions.

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If there is a need for repeated purchases of plastic items other than what appears in the e-commerce system, please contract Ubud and Procurement, who will then arrange to make the product available as part of this agreement.

The suppliers can provide product-specific advice and guidance at any time.

### **Order confirmation**

The supplier has two working days to send an order confirmation to the customer. In the order confirmation, the expected delivery time, correct item numbers, quantities and prices must be indicated, as well as if there are any other deviations from the purchase order. If it is not possible to specify a final delivery date, e.g. due to delivery time at the Supplier's supplier, a provisional order confirmation will be sent instead. The order confirmation must be sent to the customer's orderer, who is always stated on the purchase order.

If the Supplier's order confirmation deviates from the purchase order, it is the Customer's purchase order that applies, unless the orderer has confirmed with the Customer, after receiving the order confirmation, in writing that the delivery must take place on the terms of the order confirmation.

### **Delivery Terms**

Orders placed before 11:00 on a working day, must be delivered on the next agreed delivery day, provided that there are two full working days between the order day and the delivery day. Otherwise, the delivery will be brought forward to the next fixed delivery day. Unless otherwise agreed, delivery must take place on working days between 08:00 and 15:00. It is agreed per Customer two (2) fixed delivery days per week.

If the Customer has already ordered other goods from the Supplier, with delivery within 7 working days after the date the goods were ordered, the Supplier is entitled to refrain from delivery on the fixed

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delivery day, and instead deliver the goods together with the other ordered goods. This requires a written agreement with the contracting institution.

The products are delivered free of charge to the address(es) and at the specific location stated in connection with the Order. The supplier's costs for delivery are thus included in the stated prices. For purchases with a value below DKK 500, however, as mentioned, the Supplier may charge the Customer a minimum order fee of DKK 150.

Every Delivery must be accompanied by a delivery note bearing the Supplier's reference, the Customer's EAN location number, the name and address of the delivery location, as well as an accurate indication of the Delivery's contents, Delivery location, etc.

### **Ongoing follow-up of the agreement**

Follow-ups on prices and product range will be carried out continuously throughout the contract period. If users experience problems or deviations in quality, service, etc., it is crucial that Tenders and Purchasing are contacted, so that the supplier is made aware of the conditions and optimizes them.

You are always welcome to contact Tenders and Procurement if you have any questions or comments on the agreement. We continuously follow up together with the other institutions, and would very much like your feedback regarding the agreement.

Tenders and Purchases can be contacted at [indkoebsheden@adm.aau.dk](mailto:indkoebsheden@adm.aau.dk) .