

## **Instrument framework agreement**

We would like to draw your attention to the fact that our current lab framework agreements for Reagents and Kits and Instruments and Devices expires on April 30, 2023.

We are working hard to get new framework agreements in place by May 1, but would like to inform you that if you have an ongoing need for these products, take the opportunity to order these kinds of products from the existing agreement before the end of April.

We will return with information about these upcoming new framework agreements in the next newsletter in April.

## **Occupational health services - opinions**

KI currently has a call-off agreement with Avonova from Kammarkollegiet's framework agreement, which extends until 2024.

Kammarkollegiet is currently conducting a feasibility study for the next framework agreement for occupational health and has requested KI as a reference.

We have a chance to influence what we want the next framework agreement to look like. Feel free to contact us with feedback on what has worked well and less well with current agreements to [Sanna.martini@ki.se](mailto:Sanna.martini@ki.se)

## **Coffee machines – Contracts expire**

The current framework agreement at Kammarkollegiet regarding coffee machines expires 2023-04-22 and a new agreement is planned to be in place no earlier than May but may be even later.

If you have a current call-off agreement that expires in the next few months, be sure to make another call-off before the current one expires. Contact [inkopupphandling@ki.se](mailto:inkopupphandling@ki.se) for help with the Renewed Competitive Tendering (FKU).

Purchase and public procurement unit has a central call-off agreement from this framework agreement where the following are eligible to use: KI UF, KI CMM, KI IMM, KI Widerströmska huset and Zanderska huset. This agreement expires on 2024-03-03.

If your department wants to be part of the upcoming call-off agreement, contact [sanna.martini@ki.se](mailto:sanna.martini@ki.se) no later than November.

## **Kontorspapper**

KI has a new call-off agreement for "Office Paper" which is available in KI's contract catalogue webpage.

The call-off agreement can be found by searching, "Kontorspapper" in the search bar or entering via agreement areas as below:

Administrative services and goods → Kontor och inredning → Kontorsföremål → Kontorspapper

For further instructions for call-offs please visit the KI's contract catalogue webpage.

## General terms and conditions to use for purchases under SEK 100,000:

In the absence of a framework agreement "Documentation obligations" do not apply for purchases with a value below SEK 100,000, which means that the KI's staff can sign an agreement without the involvement of Purchase and public procurement unit. There have been requests for general terms and conditions to use in these kinds of purchases, therefore Purchase and public procurement unit has prepared a document which can be used in this case.

General terms and conditions for under SEK 100,000 can be found here:

<https://medarbetare.ki.se/for-dig-som-ska-gora-ett-inkop>

## Befintliga avtal

- Du hittar KIs ramavtal/avtal i Avtalskatalogen.  
*För att kunna se Avtalskatalogen behöver du logga in på Medarbetarportalen högst upp på sidan till höger eller via den blåa rutan till höger. Avtalskatalogen kommer då att synas längst ned på sidan under **Innehåll för alla medarbetare på KI**.*
- Alla statliga ramavtal hittar du på [avropa.se](https://avropa.se).
- KIs allmänna villkor för köp under 100 000 kr hittar du [här](#).

Om du inte hittar ett ramavtal/avtal som du kan använda dig av och upphandlingsbeloppet överstiger 100 000 kr så behöver du begära [Upphandlingsstöd](#) genom att fylla i [Begäran om upphandlingsstöd](#). Direktupphandling under 100 000 kr, se [Processchema för inköp och upphandling](#).

## Grundläggande information

- [Upphandlingsstöd](#)
- [Direktupphandling](#)
- [E-handel](#)

## Inköp och EU-redovisning

Inköp- och upphandlingsenheten godkänner inte avsteg från avtal oavsett inköpsbelopp. Frågor gällande **EU-redovisning** riktas till **GMO Grants Management Office** (inte inköp- och upphandlingsenheten).

Inköp & Upphandling gör inga bedömningar av vilka krav som ställs för EU-redovisning oavsett belopp.

## Pågående upphandlingar

[Karolinska Institutets pågående upphandlingar i Visma TendSign](#)

### Dokument

 [Begäran om upphandlingsstöd \(File, 17,37 KB\)](#) 

 [KIs allmänna villkor för köp under 100 000 kr \(PDF, 275,03 KB\)](#) 

**Mer information för inloggade medarbetare** 