

Aktuellt inom

INKÖP & UPPHANDLING

FYI! Newsletter is available in English, see attached file.



KI has completed the signing of a new framework agreement for courier services and the transport of dangerous goods.

Current framework agreement suppliers

1. Your Special Delivery Service Sweden AB
2. World Courier (Sweden) AB
3. Cargo Logistics Express C.L.EX. AB

Goal and purpose

The framework agreement is intended to meet KI's recurring needs for courier and transport of temperature-sensitive materials, scientific samples, apparatus, and documents both within Sweden and abroad. Services like customs clearance, waybills or other transport documents, packaging, and packing of goods which often are asked for, are included in this framework agreement.

The aim of the procurement is to ensure KI's access to reliable and user-friendly, cost-effective services with high quality.

Agreement start date: **2023-04-16**

Agreement end date: **2025-04-16**

For more information such as call-off instructions, price lists, and contact person at the supplier, please look in the agreement directory.

Information about new lab framework agreements

2-505/2023: Laboratory chemicals, reagents, kits, and biological products. *Adopted suppliers:* 54

2-632/2023: Laboratory Instruments and Devices. *Adopted suppliers:* 51

Procured product areas Laboratory Chemicals, reagents and kits, and biological products.

1. Cells
2. Cell culture media
3. Supplements for cell culturing
4. Antibodies
5. Kits
6. Chemicals & Reagents
7. Biopolymers, molecules
8. Enzymes

Procured product areas Laboratory Instrument and devices.

1. Automatic Pipettes
2. Smaller Instruments
3. Balances
4. Fridges and freezers
5. Centrifuges
6. Cell Culture Equipment
7. Microplate instruments
8. Microscopes
9. PCR Machines
10. Other instruments

Call-off/order Laboratory Chemicals, reagents and kits, and biological products

Procured products and suppliers will be available in our E-commerce system (online catalogue/punch-out) and are based on information submitted by the supplier. The customer decides which criterion is relevant through a “special allocation key”:

Call-off criteria

1. Product specification
2. Delivery time
3. Package size

Price

1. Price for a specific product
2. Price for total order

If products from more than one supplier meet the same criteria, the product with the lowest price is chosen.

Purchasers can make a request for an additional discount before placing an order, if it concerns larger orders (more than 10 pcs or/and 50 000 SEK)
(NB: the request must be made to all suppliers offering the products in question in the contract.)

Delivery

Delivery terms are according to Intercoms DDP, which must include customs duty and transport to KI's specified goods reception.

Additional fees, such as fees for small order quantities, shipping, etc. may not be charged. The supplier may reject orders under 500 SEK (50 EUR). The Customer shall be informed in writing of any rejected orders. However, an additional fee may be charged for:

1. Refrigerated shipping (150 SEK/15 EUR per order)
2. Dry ice shipping (300 SEK/30 EUR per order)
3. Express orders (=Delivery by courier service and with shorter delivery time than stated in Appendix 4 Price file.

A fee for express delivery may only be charged if express delivery has been specifically requested by the Customer.

Ordered product

1. The ordered product must always be handed over to the purchaser or the designated person.
2. Each order must be traceable.
3. The supplier must deliver ordered products with a delivery note

Order cancellation

1. If ordered goods are included in the supplier's standard stock range and the delivery time exceeds three (3) working days, KI has the right to cancel the order two (2) working days before the estimated delivery.
2. Orders of on-demand products or customer-specific products cannot be canceled unless the supplier accepts the cancellation.

Contract extensions

1. After one year, the agreement will be automatically extended for another year unless we notify the suppliers otherwise. Then another 1+1 year. A total of a maximum of 4 years contract period.
2. It is important that customers notify us if there is any dissatisfaction with suppliers.

Price adjustment

The first price adjustment may take place after 12 months.

Call-off order Laboratory Instrument and devices

Order/call-off from the framework agreement will be made with a "special allocation key" if the purchase price is below or up to SEK 700,000, according to Chapter 7.

Call-offs below SEK 700,000

Procured products and suppliers will be available in our E-commerce system (online catalogue/punch-out) and are based on information submitted by the supplier. The customer decides which criteria are relevant through a "special allocation key" which can be one or several of the following:

1. Product specification
2. Price
3. Delivery time
4. Compatibility

If products from more than one supplier meet the same product criteria, the product with the lowest price is chosen.

Call-offs over SEK 700,000

All Suppliers will compete freely in their respective products which exceed SEK 700,000. A "Renewed competitive tendering" (Swedish FKU) will be performed via the procurement system Merzell TendSign and will be handled by KI's purchasing and procurement unit. The client decides what is essential in the specific call-off and how the award criteria are to be weighted. At least one criterion must be specified. The basis for awarding contracts is one or more of the criteria below:

1. Product specification
2. Price
3. Delivery time
4. Compatibility

Installation/Warranty period

Installation cost shall be included in the price if installation is required to be performed by a professional installation for warranty fulfillment.

The warranty period is 12 months.

If carrying equipment/instruments to the lab is required, the supplier may charge a fee for it.

Delivery

Delivery terms are according to the Intercoms DDP, which shall include customs duty and transport up to KI's specified goods reception free of charge.

Ordered product

1. The ordered product must always be handed over to the purchaser or the designated person.
2. Each order must be traceable.
3. The supplier must deliver ordered products with a delivery note

Order cancellation

1. If ordered goods are included in the supplier's standard stock range and the delivery time exceeds three (3) working days, KI has the right to cancel the order two (2) working days before the estimated delivery.
2. Orders of on-demand or customer-specific products cannot be canceled unless the supplier accepts the cancellation.

Contract extensions

1. After one year, the agreement will be automatically extended for another year unless we notify the suppliers otherwise. Then another 1+1 year. A total of a maximum 4 years contract period.
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Price adjustment

The first price adjustment may take place after 12 months.

We strongly recommend using KI's e-commerce system for placing orders.

Placing orders through the e-commerce will insure receiving correct prices and discount through a function called automatic invoice matching.