



Information session about purchasing and procurement at KI; rules and law

In Swedish: 29 February 2024, at 9–12 (on site at KI Solna)

In Swedish: 5 Mars 2024, at 9–12 (digital)

In English: 26 Mars 2024, at 9–12 (digital)

In two hours, we go through basic information about purchasing and procurement. The training is suitable for those who want to get a better insight into why we must follow the Public Procurement Act (LOU) and how it works in practice at KI. Among other things, we go through practical tips, consequences in the event of mistakes and a few example cases.

More information and registration: <https://staff.ki.se/education-in-purchasing-and-procurement>

Direct to registration: <https://forms.office.com/e/O89Jic1e1L>

Order profile products before 25 January

KI's contract with Master Design, our supplier of profile products, expires on 31 January. To guarantee delivery of profile products before this date, **orders must be placed in the web shop by 25 January at the latest**. From 1 February, KI will be without a webshop and without a supplier of profile products. This is because our procurement decision has been under review by the Administrative Court since June 2023.

New framework contract for food vending machines

Contract period: 2024-01-27 – 2026-01-26 (extension 1+1 year), dnr 2-4713/2023.

KI has entered into an agreement with Convini Sverige AB, which will continue to be the supplier of food vending machines to KI. The framework agreement covers the installation and maintenance of food vending machines (refrigerators and freezers) for the sale of goods for consumption by KI's employees, as well as the delivery and replenishment of goods, full service and payment solutions.

More information about the framework agreement can be found in KI's Contract Catalogue.



UBW Planned Maintenance 26 January

There will be a scheduled maintenance of UBW on **Friday 26 January from 08:00–18:00**. It will not be possible to log in to UBW during this time, so invoices, financial transactions, purchases, etc. must be made before or after 26 January.

Catering agreement

Campus Syd, 2-3603/2023: New agreement from 18/1-2024.

Campus Nord, 2-213/2024: New interim* agreement from 18/1-2024 with supplier Elwing & Co.

*The procurement of the Campus Nord catering contract has been reviewed and an interim contract has been put in place to cover the period until a new contract is in place.

Further information and new catering contracts are available in the Contract Catalogue.

Nilex closed for update from 25 January

Nilex will be closed for a planned system update. The work will start on Thursday 25 January at 15:30 and Nilex will be unavailable for the duration of the work. As Nilex does not know how long the work will take, they have indicated that the system may be down until noon on Friday.