



SPECIFIC TERMS AND CONDITIONS

Client :

UNIVERSITE DE RENNES
Direction des Affaires Financières et de la Politique d'Achat
Pôle des Achats
2 rue du Thabor
CS 46510
35043 RENNES CEDEX

Consultation reference : 2025026AOF

Purpose of the contract :

Chemicals supply and delivery for educational, research and operational activities at the University of Rennes, Ecole Nationale Supérieure de Chimie de Rennes (National School of Chemistry in Rennes), Institut National des Sciences Appliquées (National Institute of Applied Sciences) in Rennes

SOMMAIRE

1. General description of the contract	4
1.1. Subject of the contract	4
1.2. Place where the contract is to be performed	4
1.3. Description of the contract	4
1.4. Communication	5
1.5. Documentation to be provided	5
1.5.1 Candidate suppliers will provide the following documents	5
1.5.2 Successful applicants must, once notified for the contract(s) by the grouping establishments	5
2. Terms and conditions of service - Common rules for each product group	6
2.1. Terms for placing orders	6
2.2. Delivery deadlines	6
2.3. Transport conditions	6
2.3.1 Packaging	6
2.3.2 Transport	6
2.4. Customer service	7
2.5. Online management of catalogue and orders	7
2.6. Operational conditions	7
3. Product group 1 – organic compounds	8
3.1. Organic compounds supply	8
3.2. Reporting of organic compounds purchases	8
3.3. Technical assessment of products	8
4. Product group 2 – Mineral compounds and catalysts	9
4.1. Mineral compounds and catalysts supply	9
4.2. Reporting of mineral compounds and catalysts purchases	9
4.3. Technical assessment of products	9
5. Product group 3 – Acids, bases, salts and solvents	10
5.1. Acids, bases, salts and solvents supply	10
5.2. Packaging	10
5.3. Reporting of solvents purchases	10
5.4. Technical assessment of products	10
6. Product group 4 – Deuterated solvents and consumables	11

6.1.	Deuterated solvents and consumables supply	11
6.2.	Packaging	11
6.3.	Related supplies	11
6.4.	Reporting of deuterated solvents purchases	11
6.5.	Technical assessment of products.....	11

1. General description of the contract

1.1. Subject of the contract

The current contract is about supplying and delivering chemicals to different research, teaching and operational activities for this procurement contract member establishments.

Purchasing procedures for the Rennes Beaulieu site have been streamlined with the establishment of a Chemical store (Magasin de Chimie). It provides instead of the University research laboratories any order processing, tender process, reception, delivery and invoicing regarding chemicals. This service also allows to have a wide range of solvents in stock within the University in order to minimize massive storage within laboratories and to facilitate their supply.

For the current contract, members of the purchasing group are:

- The University of Rennes (UR). Contact person:

Mr Roger EON – Manager of the Chemical Store, Campus de Beaulieu, Bâtiment 20, 263 avenue du Général Leclerc CS 74205, 35042 Rennes

02.23.23.45.06 / 07.65.16.88.39

roger.eon@univ-rennes.fr

- Ecole Nationale Supérieure de Chimie de Rennes (ENSCR). Contact person:

Mr Jean-Paul Guegan – ENSCR Engineer, Campus de Beaulieu, 35042 Rennes

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jean-paul.guegan@ensc-rennes.fr

- Institut National des Sciences Appliquées de Rennes (INSA). Contact person:

Mr Jérôme Malki – Purchasing/Contracting Department, Campus de Beaulieu, 35042 Rennes –

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Jerome.Malki@insa-rennes.fr

1.2. Place where the contract is to be performed

Chemicals supply and delivery, subject-matter of this current contract, aim to cover the purchasing group needs of:

- UR Departments, located in Rennes Beaulieu and Villejean sites,
- UR Departments, located in Saint-Malo, Saint-Brieuc, Lannion, Paimpont et any University sites outside Rennes,
- ENSCR Departments, located in Rennes Beaulieu site,
- INSA Departments, located in Rennes Beaulieu site.

1.3. Description of the contract

The contract is broken down into 4 product groups, one per product segment, with the possibility of multiple awards. The service provided relates to the following product groups :

Product Group	Désignation
1	Organic compounds
2	Mineral compounds and catalysts
3	Acids, bases, salts and solvents
4	Deuterated solvents

1.4. Communication

The company will nominate one or two contact persons and give their contact details to each establishment contact person (cf. 1.2).

In case of impossibility to provide the services as defined with the member establishments, service provider(s) commit(s) to informing the ordering facilities (department, research unit, chemical store ...) as well as its contact person.

We require our suppliers to commit to regular and constructive communication with the purchasing group. To this end, the supplier's representative will propose/organize regular appraisal meetings (frequency to be determined). This meeting will be organized at least once a year and according to any encountered problem during the performance of the contract. The aim is to be able to submit in synergies axes of improvement to the services conduct.

1.5. Documentation to be provided

1.5.1 Candidate suppliers will provide the following documents

- General presentation of the company
- Public catalogue of the company's products.
- At least one of these following certifications:
 - ✓ ISO (9001 quality management / 14001 environment / 17025 analyses)
 - ✓ GMP – Good manufacturing practices for pharmaceuticals
 - ✓ OHSAS 18001 for health and safety at work
- Governmental authorisations (decrees, N° and date of validity).
- Appendices, duly completed, for one or more product groups selected by the service provider.

1.5.2 Successful applicants must, once notified for the contract(s) by the grouping establishments

- Establish a protocol for loading and unloading.
- Establish a prevention plan if necessary.
- Designate one or two main contacts.

2. Terms and conditions of service - Common rules for each product group

2.1. Terms for placing orders

We require timely order fulfilment as and when valid purchase orders are issued. A valid purchase order is defined as follows:

- Contract number
- Purchase order date and number
- Department or research unit name and address
- Designation of the product and quantity to be delivered
- Place of delivery
- Price determined in the market terms
- Invoice address
- Signature of the person responsible for the order

Orders by phone do not constitute a commitment of our members of the purchasing group if they are not confirmed by an original signed purchase order.

2.2. Delivery deadlines

Services must be carried out within 48h:

- Through delivery or availability
- Or through a response (out of stock...)

Beyond this 48h-period, in case of non-delivery, grouping members reserve the right to cancel the order without any compensation.

Chemicals not corresponding to the order, faulty or misdirected will be available to the supplier for up to 3 weeks. The latter will arrange to collect the products at their own expense.

Applicants will state the means available to their clients to follow orders fulfilment and to know the situation.

2.3. Transport conditions

2.3.1 Packaging

Supplies packaging has to meet the conditions to avoid any damage during transportation or handling. Applicants must therefore plan a specific packaging for delicate products as well as temperature sensitive products.

Parcels have to be correctly labeled to facilitate their delivery in the different sites and buildings of the purchasing group.

The applicant has to limit the packaging volume of the delivered goods and to use as much as possible single-material packaging or recycled cardboard.

2.3.2 Transport

Supplies are sent free of shipping charges. The supplier is responsible for the means of his products transport.

Products transport should comply to the legislation for road transport of dangerous goods (TDG) and to European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).

According to regulations in force, a protocol for loading and unloading will be established between the supplier (or his service providers) and the establishments that are part of the purchasing group.

Transporters have to follow the campus traffic rules.

2.4. Customer service

The applicant must detail their customer service procedures (including communication channels), preferably including:

- single point of contact
- Response time
- Time required to send back a product when misdelivered
- Procedure for return

Customer assistance number suggested by the supplier should not be a premium rate number.

2.5. Online management of catalogue and orders

Applicants must offer the possibility to have a dedicated online catalogue.

Applicants will support their technical and financial proposition in appendix.

Applicants should specify whether their offer includes the possibility of online client access for order management - externally accessible web portal or similar, with appropriately secured access - (purchase orders, delivery notes and invoices accessible to any purchasing group members).

2.6. Operational conditions

Operational hours:

Unless otherwise provided by the agreement between parties, all delivery addresses are operational during working days (from Monday to Friday – except during Bank holidays) and during normal working hours.

- From 8am to 12pm and from 1.30pm to 5.30pm

Quality assurance:

For all of his activities, the applicant applies a quality system and has to give with his offer a document describing the quality organization implemented to comply with the requirements of the specification.

3. Product group 1 – organic compounds

3.1. Organic compounds supply

Applicants will provide a quotation for the products listed in appendix 1 of the Commitment form (Acte d'Engagement). This list is of course non-exhaustive. This doesn't constitute an order commitment, but will be used as a basis of comparison between different applicants for this product group analysis.

Applicants will also provide a fully detailed product catalogue and a discount in appendix 5 of the Commitment form. Range coverage should be as large as possible and easily accessible on their Website or paper catalogue.

Applicants will explain in detail in their offer the possibilities available to different laboratories and users from the purchasing group regarding the products search, discounted prices identification, delivery deadlines, analysis certifications and safety datasheets.

Applicants will answer the questionnaire in appendix 1 (CRT) and 2 (DDRS) of the consultation rules (Règlement de Consultation). The latter concerns the main demands of the purchasing group for the chemicals purchase and delivery.

3.2. Reporting of organic compounds purchases

Applicants will provide, to the purchasing group request, a status of customers' purchases for organic compounds in the different sites, and in particular products subject to regulation.

3.3. Technical assessment of products

Free samples might be requested during the offers analysis.

4. Product group 2 – Mineral compounds and catalysts

4.1. Mineral compounds and catalysts supply

Applicants will provide a quotation for the products listed in appendix 2 of the Commitment form (Acte d'Engagement). This list is of course non-exhaustive. This doesn't constitute an order commitment, but will be used as a basis of comparison between different applicants for this product group analysis.

Applicants will also provide a fully detailed product catalogue and a discount in appendix 5 of the Commitment form. Range coverage should be as large as possible and easily accessible on their Website or paper catalogue.

Applicants will explain in detail in their offer the possibilities available to different laboratories and users from the purchasing group regarding the products search, discounted prices identification, delivery deadlines, analysis certifications and safety datasheets.

Applicants will answer the questionnaire in appendix 1 (CRT) and 2 (DDRS) of the consultation rules (Règlement de Consultation). The latter concerns the main demands of the purchasing group for the chemicals purchase and delivery.

4.2. Reporting of mineral compounds and catalysts purchases

Applicants will provide, to the purchasing group request, a status of customers' purchases for mineral compounds and catalysts in the different sites, and in particular products subject to regulation.

4.3. Technical assessment of products

Free samples might be requested during the offers analysis.

5. Product group 3 – Acids, bases, salts and solvents

5.1. Acids, bases, salts and solvents supply

Acids, bases, salts and solvents to provide within the framework of this contract are listed in appendix 3 of the Commitment form (Acte d'Engagement).

These provided products will have to comply with the requirements defined in this request for proposal. The supplier will have to provide certificates of products purity.

Applicants will also provide a fully detailed product catalogue and a discount in appendix 5 of the Commitment form. Range coverage should be as large as possible and easily accessible on their Website or paper catalogue.

Applicants will answer the questionnaire in appendix 1 (CRT) and 2 (DDRS) of the consultation rules (Règlement de Consultation). The latter concerns the main demands of the purchasing group for the chemicals purchase and delivery.

5.2. Packaging

Applicants must not, in their proposal, provide references with volumes beyond 5L.

5.3. Reporting of solvents purchases

Applicants will provide, to the purchasing group request, a status of customers' purchases for solvents in the different sites, and in particular products subject to regulation.

5.4. Technical assessment of products

Free samples might be requested during the offers analysis.

6. Product group 4 – Deuterated solvents and consumables

6.1. Deuterated solvents and consumables supply

Deuterated solvents to provide within the framework of this contract are listed in appendix 4 of the Commitment form (Acte d'Engagement).

These provided products will have to comply with the requirements defined in this request for proposal. The supplier will have to provide certificates of products purity.

Applicants will also provide a fully detailed product catalogue and a discount in appendix 5 of the Commitment form. Range coverage should be as large as possible and easily accessible on their Website or paper catalogue.

Applicants will answer the questionnaire in appendix 1 (CRT) and 2 (DDRS) of the consultation rules (Règlement de Consultation). The latter concerns the main demands of the purchasing group for the chemicals purchase and delivery.

6.2. Packaging

Applicants must not, in their proposal, provide vials with septum.

6.3. Related supplies

In this product group, purchasing group would like a price offer for consumables associated to deuterated compounds, whose list is in appendix 4 of the Commitment form (Acte d'Engagement).

6.4. Reporting of deuterated solvents purchases

Applicants will provide, to the purchasing group request, a status of customers' purchases for deuterated solvents in the different sites, and in particular products subject to regulation.

6.5. Technical assessment of products

Free samples might be requested during the offers analysis.