

**CONFIDENTIAL**  
**BUYING GUIDE**

**CONTRACT FOR THE PROVISION OF:**

**Lab Gases**

PERIOD					
FROM:	01/11/2016			TO:	31/10/2019
CONTRACT REF:	102-182235		ISSUE No:	20-01	DATE OF ISSUE: 04-03-2020
CONTRACT OFFICER:	Mark Roust		TEL No: 8697	EMAIL: <a href="mailto:contracts@gre.ac.uk">contracts@gre.ac.uk</a>	
AGREEMENT TYPE: Consortia (LUPC)					
PURPOSE OF BUYING GUIDE: Contract Details and Product/Prices Information					
TARGET: Authorised Officers for the Purchase of Books, E-Books, Standing Orders and other Related Material					
1.0	SPECIAL ORDERING INSTRUCTIONS				
1.1	ORDERING PROCEDURES				
1.1.1	The London Universities Purchasing Consortium (LUPC) undertook an extensive competitive tender under the EU Procurement Directive and Public Sector Procurement Rules to establish a Framework Agreement for purchase of a wide range of laboratory, workshop and medical gases (including refrigerants), associated equipment (including service, repair and calibration) and safety training courses.				
1.2	<p><b>All new requirements for Lab Gases must use the most appropriate Approved Supplier under the Framework Agreement.</b></p> <p><b>To Call-off</b> this framework agreement is by means of ranking, running a competitive further competition or a combination of ranked and further-competition as set out below:</p> <p><b>Option One – Direct Award</b></p> <p>If you are able to contract directly with the first-ranked supplier, unless:</p> <ul style="list-style-type: none"><li>- The first ranked supplier confirms that they do not have capacity to undertake the work; or</li><li>- Cannot respond within the required timescales as detailed in the specification of requirements; or</li><li>- There are other relevant issues such as conflict of interest.</li></ul> <p>If any of these criteria are applicable, then the second ranked supplier should be appointed. If the second ranked supplier cannot meet the need (by reason of issues detailed above), the third ranked supplier should be approached and so on.</p> <p>This award of a contract will take place after the you have discussed the specific requirements with the supplier and agreement has been reached as to timescales, methodology/approach, specific service requirements and key milestones and performance indicators to be met. The Standard Terms and Conditions of any call-off contract shall be as those stated in the Call-Off Terms and Conditions and only minor points can be amended with the consent of the supplier and the institution such as Payment Terms. For individual assignments under longer term call-off contracts, instruction will be given and received as per the Specification of Requirements section of this ITT.</p> <p><b>Option Two – Desktop Exercise</b></p> <p>If time is of the essence and you are comfortable with the terms of the proposed contract, and these do not require amendment or supplementary conditions then you may amend the criterion to reflect your local requirements. Please consult with Procurement &amp; Business Services for further details of how to carry out Desktop Exercise of this Agreement.</p> <p><b>Option Three – Further-Competition</b></p> <p>If you wish wishing to undertake a further competition, you may do so. A further competition may apply to a selection of products or may be for the purposes of selecting a single source supplier for a fixed period of time. Please contact <b>P&amp;BS</b> for further Details.</p>				
1.1.3	Should assistance be required in identifying a particular item that is not on the Core Lists please contact Procurement & Business Services on ext. 8697.				

1.1.4	Information on additional discounts and alternative pricing models can be found in each lot. Please note suppliers may potentially be able to offer more competitive pricing and alternative pricing models in response to a further competition exercise, depending on the volume and complexity of your requirement.	
2.0	APPROVED CONTRACT SUPPLIER DETAILS	
2.1	LOTS AND APPROVED SUPPLIERS	
Lot 1 – Industrial Gases		
	<b>Delivery Method:</b> Compressed and Supplied in rented cylinders of various sizes.	
	Highest Ranking Supplier	<b>Air Liquide</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	BOC Gases
Lot 2 – Medical Gases		
	<b>Delivery Method:</b> Compressed and Supplied in rented cylinders of various sizes.	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	There is no other supplier in this lot.
Lot 3 – Special Gases, Research Gases & Gas Mixtures		
	<b>Delivery Method:</b> Compressed and Supplied in rented cylinders of various sizes.	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	Air Liquide
Lot 4 – Dry Ice (Solid CO2)		
	<b>Delivery Method:</b> To be Supplied in a range of different forms.	
	Highest Ranking Supplier	<b>Air Liquide</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	BOC Gases
Lot 5 – Liquid Helium in small vessels		
	<b>Delivery Method:</b> To be supplied in both rented and in customers’ own dewars of various sizes.	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	Air Liquide
Lot 6 – Liquid Nitrogen in Small Vessels		
	<b>Delivery Method:</b> To be supplied in both rented and in customers’ own dewars of various sizes.	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	Air Liquide
Lot 7 - Liquid Nitrogen in bulk		
	<b>Delivery Method:</b> To be supplied to both rented and customers’ own bulk vessels of various sizes.	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes or competition)
	Other Suppliers (in order of Ranking) (Notes)	Air Liquide Air Products
Lot 8 – Gas Regulators and Handling Equipment		
	<b>Details:</b> This lot includes single and multi-stage regulators, cylinder keys, manual handling equipment and related safety, service, repair & calibration equipment etc.	
	Highest Ranking Supplier	<b>Air Liquide</b> (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) (Notes)	BOC Gases

Lot 9 – Assorted Fixtures and Fittings		
	<b>Details:</b> the supply of wall mounted and freestanding manifolds, fittings, valves and pipe-work associated with the supply of products covered by the agreement.	
	Highest Ranking Supplier	<b>Swagelok (London)</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	FTI Ltd
Lot 10 – Dispensing Gases and Systems		
	<b>Details:</b> Single and blended gas used in the dispensing of drinks ('bar gas')	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	Air Liquide
Lot 11 – Gas Monitoring and Detection Equipment		
	<b>Delivery Method:</b> To be supplied as fixed and portable devices.	
	Highest Ranking Supplier	<b>BOC Gases</b> (can be used without any further competitive quotes)
	Other Suppliers (in order of Ranking) (Notes)	FTI Ltd
Lot 12 – Safety Training		
	<b>Details:</b> A range of safety training courses concerning the safe storage, handling and usage of gases at customer's premises is available from the following suppliers:	
	Supplier Ranking: There is no ranking. Please choose the best option to suit your needs.	Air Liquide; BOC Gases; FTI Ltd; Swagelok (London)
2.2	SUPPLIER CONTACT DETAILS	
2.2.1	<b>Air Liquide</b>	Acc. Manager: Emma Ainsworth
		Tel: 07843 287771
		Email: <a href="mailto:emma.ainsworth@airliquide.com">emma.ainsworth@airliquide.com</a>
		Web: <a href="http://www.airliquide.com">www.airliquide.com</a>
2.2.2	<b>Air Products</b>	Acc. Manager: Simon James
		Tel: 07779 016984
		Email: <a href="mailto:simon.james@airliquide.com">simon.james@airliquide.com</a>
		Web: <a href="http://www.airproducts.com">www.airproducts.com</a>
2.2.3	<b>BOC Gases</b>	Acc. Manager: Stephen Robinson
		Tel: 07990 510854
		Email: <a href="mailto:robinss1@airproducts.com">robinss1@airproducts.com</a>
		Web: <a href="http://www.airproducts.com">www.airproducts.com</a>
2.2.4	<b>FTI Ltd</b>	Acc. Manager: Steve Soper
		Tel: 07801 178509
		Email: <a href="mailto:sopers@airproducts.com">sopers@airproducts.com</a>
		Web: <a href="http://www.boc.com">www.boc.com</a>
2.2.5	<b>Swagelok London– (London Fluid System Technologies Ltd)</b>	Acc. Manager: Colin Middleton
		Tel: 07771 807161
		Email: <a href="mailto:Colin.Middleton@boc.com">Colin.Middleton@boc.com</a>
		Web: <a href="http://www.boc.com">www.boc.com</a>
2.2.6	<b>FTI Ltd</b>	Alt contact: Rob Boardman
		Tel: 0161 930 6132
		Email: <a href="mailto:rob.boardman@boc.com">rob.boardman@boc.com</a>
		Web: <a href="http://www.ftipv.com">www.ftipv.com</a>
2.2.7	<b>Swagelok London– (London Fluid System Technologies Ltd)</b>	Acc. Manager: Karl Kingston
		Tel: 07854 410512
		Email: <a href="mailto:karl@ftipv.com">karl@ftipv.com</a>
		Web: <a href="http://www.ftipv.com">www.ftipv.com</a>
2.2.8	<b>Swagelok London– (London Fluid System Technologies Ltd)</b>	Alt contact: Ben Stevens
		Tel: 01892 669939
		Email: <a href="mailto:ben@ftipv.com">ben@ftipv.com</a>
		Web: <a href="http://www.ftipv.com">www.ftipv.com</a>
2.2.9	<b>Swagelok London– (London Fluid System Technologies Ltd)</b>	Acc. Manager: Taybe ClarkeEarnscliffe
		Tel: 01923 272033
		Email: <a href="mailto:Taybe.Clarke-Earnscliffe@swagelok.com">Taybe.Clarke-Earnscliffe@swagelok.com</a>
		Web: <a href="http://www.swagelok.com">www.swagelok.com</a>
2.2.10	<b>Swagelok London– (London Fluid System Technologies Ltd)</b>	Acc. Manager: Celene Mahoney
		Tel: 01923 272033
		Email: <a href="mailto:Celene.Mahoney@swagelok.com">Celene.Mahoney@swagelok.com</a>
		Web: <a href="http://www.swagelok.com">www.swagelok.com</a>

3.0	STANDARD INSTRUCTIONS
3.1	CONTRACT AWARD
3.1.1	In compliance with the University's Procurement Policy & Standard Procedures and good procurement practice to achieve value for money, competitive tenders have been obtained for the above contract. After comparative analysis and evaluation, the contract was awarded to the Supplier(s)/Service Provider(s) offering the best Value for Money in terms of the most economically advantageous and favourable service level overall.
3.2	SCOPE AND STATUS OF THE CONTRACT
3.2.1	Please refer to the Contract Schedules for particular Supplies or Services to ascertain the full scope of the arrangements.
3.2.2	This Contract is an agreement between the University of Greenwich and the Contract Supplier or an approved source under a Consortia or National arrangement. <b>No other supplier may be used</b> to provide the goods and/or services covered by the contract without prior consultation with and approval of <b>Procurement &amp; Business Services</b> .
3.3	CONTRACT REFERENCE
3.3.1	When placing Purchase Orders, the Contract Reference provided in this Buying Guide and Schedules must be quoted to ensure that preferential prices and delivery terms are secured.
3.4	PURCHASE ORDERS AND AUTHORISED EXPENDITURE
3.4.1	Before placing a purchase order, ensure that you have adequate approved budgetary provision and where necessary make suitable arrangements to cover the total whole life cost. Your purchase order via the e-Purchase Ordering system must be properly coded with <b>Organisation and Account Codes</b> .
3.5	PURCHASE AND e-PURCHASE ORDERING SYSTEM
3.5.1	Ordering is now streamlined, and efficiency achieved by the roll-out and use of the e-Purchase Ordering system. The use of "Call-Off" purchase orders is currently restricted to <b>Services Contracts</b> for a realistic or nominal value followed by a 'Purchase Order Variation' for each subsequent purchase via the original "Call-Off" purchase order.
3.5.2	The correct and specific product or commodity code must be used for ordering Supplies via the e-Purchase Ordering system as and when required. The availability of Catalogues and Punch-out facilities will be gradually introduced, and notice given in future Buying Guides and <a href="#">Newsfeeds</a> . The "Free Text" facility should <b>not</b> generally be used for ordering Supplies.
3.5.3	Please ensure that any genuinely urgent Purchase Order placed by telephone is immediately confirmed by issue of an individual Purchase Order, otherwise payment of the supplier's invoice will be delayed, and the supplier will be reluctant to supply items on that basis in the future.
3.6	SPECIFICATIONS, SUSTAINABILITY AND PRICING
3.6.1	Please refer to the Specifications and Pricing Schedule to ensure that you are ordering the right items utilising any discounts and paying the right price. Where possible a special <b>Sustainable Products Price List</b> will be compiled and included in the Buying Guide site for use.
3.7	"BEST FIT" REPLACEMENTS
3.7.1	Where an intended purchase is to replace an existing suite or range of items within a Faculty, Directorate or Institute, similar compatible products should be ordered to ensure proper co-ordination and maintenance of the approved style. The availability of " <b>green</b> " or <b>Sustainable</b> alternatives from the approved Contract Supplier should be considered in deciding on "best fit" or compatible replacements.
3.8	LARGE PURCHASES AND ADDITIONAL SUPPORT
3.8.1	When large or high value purchases are being considered, client representatives are advised to contact Procurement & Business Services via <a href="mailto:Contracts@gre.ac.uk">Contracts@gre.ac.uk</a> for assistance and advice, so that additional discounts and other advantageous terms can be negotiated.
3.9	DELIVERIES
3.9.1	Delivery times where quoted in the schedules are realistic estimates and are subject to fluctuation particularly during peak demand, immediate pre and post public holiday and manufacturers' factory closure periods (usually during July and August). Clients and customers are advised to check delivery dates with the Contract Supplier before placing a Purchase Order.
3.9.2	If access to the intended delivery point is restricted, please specify this on the Purchase Order and state any special arrangements, convenient delivery times and provide adequate contact details of the nominated person who will receive the delivery.
3.10	COMPLAINTS (e.g. QUALITY, DELIVERY, PERFORMANCE)
3.10.1	Where supplies delivered or services provided are found to be defective, damaged, or of unsatisfactory or inferior quality or accompanied by incorrect documentation, please inform the supplier or service provider immediately so as to register the problem and instigate corrective action.

3.10.2	If the supplier or service provider fails to resolve the defect satisfactorily or the problem becomes repetitive, please contact Procurement & Business Services for assistance or provide feedback by completing the <a href="https://docs.gre.ac.uk/rep/procurement/performance-monitoring-and-suggestion-form">Client/Customer Opinion Survey</a> form at: <a href="https://docs.gre.ac.uk/rep/procurement/performance-monitoring-and-suggestion-form">https://docs.gre.ac.uk/rep/procurement/performance-monitoring-and-suggestion-form</a>
<b>3.11</b>	<b>HEALTH &amp; SAFETY, COSHH REGULATIONS</b>
3.11.1	Where the purchase of hazardous supplies is possibly subject to the COSHH (Control of Substances Hazardous to Health) Regulations, any such product must not be used in the University until operatives are familiar with information contained in the appropriate Health & Safety Data Sheet, a COSHH assessment has been made and the Local Safety Officer and/or University's Health & Safety Advisor has considered the use of the product acceptable under specified conditions.
3.11.2	All Service Providers and Contractors are required to submit Method Statements prior to commencing service delivery, maintenance, installation or construction work and agree to comply with the Estates & Facilities Directorate Safety, Health and Environmental Requirements for Contractors. Clients are advised to monitor the methods used and inform the Health & Safety Unit, ext 9001 of potential contraventions.
<b>3.12</b>	<b>INVOICE PROCESSING AND PAYMENT</b>
3.12.1	Supplier and contractors will submit invoices for supplies or services delivered and should contain the relevant Account Reference, Order Number, Delivery Note Number(s) and Requisition Order Number where appropriate.
3.12.2	Clients are responsible for checking invoices against the appropriate Delivery/Packing Notes and any Collection Notes and details contained in the Buying Guides to confirm that the correct charged only for supplies and services delivered. Any detected anomalies in invoices received must be reported to the supplier so that immediate and corrective action can be taken.
3.12.3	Please note that failure of the University to make payment for correct invoices can result in the supplier levying a late payment claim which will have to be met from the relevant client's budget, therefore delays in checking, reconciling and passing invoices for payment should be avoided.
<b>3.13</b>	<b>CONFIDENTIALITY</b>
3.13.1	All Contract details are Strictly Confidential and must not be disclosed to suppliers or persons outside of the University's employ, or employees unless necessary for performance of their official duties.
<b>3.14</b>	<b>HELP AND ADVICE</b>
3.14.1	If you have any queries regarding this Buying Guide contact the <b>Contract Administrator</b> .
<b>4.0</b>	<b>CONTRACT RATE CARDS</b>
4.1	The embedded spreadsheet gives the rate cards for each Approved Supplier on the Framework Agreement. The rate cards calculate the NI rate, nett charge rate, etc., applicable to the hourly pay and annual leave entitlement of the temporary staff to be employed under the Framework Agreement. These negotiated rates offer a significant saving on normal market rates.
4.2	Please note that rates tendered at the Framework level are ceiling rates and may be improved upon at mini competition but cannot be increased.



Vincent M John, Director of Procurement & Business Services