

Newsletter from Procurement October 2020



Delivery challenges due to COVID-19

Due to COVID-19, there are major delivery challenges for a wide range of products. These include gloves, filtered pipette tips, etc.

AU's contract suppliers in these areas are having problems with deliveries as well. In these cases, you will have to find alternative suppliers.

The deadline for advice on one-off purchases is 12 October

If you need advice or assistance in connection with procurement before the end of 2020, please notify your requirements by no later than 12 October. We will do all we can to deal with tasks notified to us before this deadline. However, experience has shown that we may have to prioritise tasks. Tasks notified after 12 October cannot be expected to be completed in 2020.

We recommend that you use the guidelines and the form [on our website \(Danish\)](#).

Quick response for one-off purchases

In April, the Department of Political Science (IFS) faced a sudden need for agreement coverage for data collection and scientific surveys in connection with the spread of COVID-19 in Denmark. It was possible to complete a tendering procedure at very short notice and to arrange parallel temporary agreement coverage for the need until the formal agreement was in place.

Furthermore, in 2020, savings of approx. DKK 20 million were achieved through putting one-off purchases across the university out to competitive tender.

Read more about this and the two cases under [Other news](#).

Goodbye and hello

We have said farewell to Marie-Louiss Nørmøller, who has decided to seek new challenges outside AU. On 1 October we will welcome Johanna Gretarsdottir as our new procurement consultant. She comes from a position at the Central Denmark Region.

We would also like to highlight the following:

- Website update – now with search function
- The product range in e-commerce is often limited compared with the suppliers' full product range
- Information meeting for procurement coordinators postponed to 2021

[Find out more in Other news](#)

News about current agreements

No news that needs your attention.

[Find out more about the agreements here...](#)

Tenders in progress

Laboratory furniture/interior design

This is a joint tender under Universities Denmark (joint tender with other universities) with the University of Southern Denmark as the document drafter.

Based on a detailed analysis of AU's previous laboratory furniture purchases, it has been decided that our need for purchases within this field is not big enough for us to participate in the joint tender this time. The procedure for purchasing laboratory furniture will therefore continue unchanged. If you have any questions, you are always welcome to contact the Procurement team.

Oligonucleotides

This is a joint tender under Universities Denmark (joint tender with other universities) with AU as the document drafter. The call for tenders is in progress and will be published before the end of September.

DNA sequencing and Next Generation sequencing

DNA sequencing: This is a joint tender under Universities Denmark (joint tender with other universities) with AU as the document drafter. The call for tenders was withdrawn in April because of inconsistencies in parts of the tender documents, but it was published again very shortly after. We are currently completing the evaluation phase.

Next Generation sequencing

The tender has been suspended for the time being.

Basic equipment and instruments

This is a joint tender under Universities Denmark (joint tender with other universities) with both AU and the University of Southern Denmark as the document drafters. The call for tenders contains the following types of basic equipment (with a value of less than DKK 100,000): autoclaves, incubators, microscopes, scales, spectrophotometers, various refrigerators and freezers, as well as centrifuges. AU is the document drafter for the latter two types of equipment, while SDU is responsible for the rest. The call for tenders is in progress and the tender documents are expected to be published on an ongoing basis during the autumn and winter.

Moving services

The tender documents have been published. Expected commencement of contracts in December 2020.

Cafeteria in Herning

The tender documents were published in September. Expected contract start 1 January 2021.

Mini-tender for computers and screens

Competitive tendering of new computer models and screens between the existing framework-agreement suppliers. The tender documents are expected to be published in late September/early October 2020.

Lift

The tendering procedure is in progress.

Plumbing

The deadline for submission of tenders has closed and the evaluation process is in progress.

Patent consultancy services

The call for tenders is in its early days.

Vehicle service and repairs

The tendering procedure is in the final phase.

Future tenders

Tenders are on the way, but they are not ready to be described here. The next newsletter will have more information on these tenders.

New agreements

Bus transport

On 1 October 2020, an agreement will enter into force with Østjydske Mini og Turistbusser ApS. The agreement will be published on the Procurement website as soon as possible.

Security services

An agreement has been made with Securitas on security services for AU locations. The agreement has been in force since 1 September 2020. The agreement will be published on the Procurement website as soon as possible.

Backup

An agreement has been made with COMM2IG as the main supplier and B4Restore as the executing subcontractor of Backup-as-a-service.

The agreement covers backup and restore for AU's existing operating systems, databases, standard files and other types of data.

The agreement enters into force on 1 October 2020. It is a three-year agreement with an option for two further extensions of three years each.

Extension of existing framework agreements

Additional conference venues has been extended until 31 December 2021, with an option for a further 12-month extension.

Transport and treatment of chemical waste has been extended up to and including 31 October 2021, with an option for a further 12-month extension.

Time management with supplier Mark Information A/S has been extended until 1 January 2022.

The **SKI agreement (50.55) on office supplies and copy paper** has been extended by 12 months. The framework agreement expires on 31 October 2021.

Price adjustments

Updated prices in the agreements are always stated on the website and in IndFak.

Changes in suppliers' contact persons

We regularly update contact persons at suppliers, so check the website or IndFak if you need to find one.

E-commerce and procurement organisation

Courses in e-commerce now being held on Teams

Even though COVID-19 is trying hard to make things difficult, we have managed to plan and run courses in e-commerce before and after the summer holidays. Now the courses are being held on Teams, and experience from three previous courses shows that it works really well. Dialogue and questions are still possible, and we can still see each other.

Two brush-up courses were also held on 15 and 17 September, with the theme "tips, tricks and shortcuts" for e-commerce in IndFak. A total of approx. 30 purchasers participated. We will repeat these sessions in 2021.

See more course dates on the [website under E-commerce \(Danish\)](#).

Status for IndFak catalogues

The table below shows the number of catalogues in IndFak, both approved catalogues and catalogues that are still outstanding. There are approx. 820,000 item lines in IndFak now.

Agreement	Approved catalogues	Outstanding catalogues
Advanced chemicals	84	
Basic equipment	43	19
Basic chemicals	5	2
Dental materials	1	
Coffee, tea and accessories	2	
Office supplies	2	
Laboratory products	88	1
Personal protective equipment	4	
Cleaning supplies	2	
Small basic equipment	55	11
TOTAL	286	33

Product range often limited compared with suppliers' full ranges

Most agreements in e-commerce offer a limited range compared with suppliers' full ranges. For example, Lyreco has 20,000+ products, while we have approx. 2,000 items in e-commerce. This is due to a desire to add volume to fewer items to ensure better prices.

Search in IndFak

Because of the limited range, you have to hone your search skills. If you have a product code from the supplier's webshop, you cannot be certain that you will find it in e-commerce. Search by name, refine your search with the name of the agreement and/or the name of the supplier and look at product descriptions. There are often substitutes in e-commerce that will cover your need.

Other news

Swift conclusion of agreements related to COVID-19 data collection and research

Any needs for one-off purchases usually have to be notified in good time because they are prioritised in relation to time, resources, complexity and market supply, for example. But there must be room for exceptions. Such an exception was required when an acute need arose at the Department of Political Science as a result of the COVID-19 virus.

Twice in April, the Department of Political Science required swift conclusion of agreements with suppliers who were to conduct surveys for them.

One was an agreement on data collection in connection with the HOPE project. The aim of the project is to provide a clear picture of the population's reactions to COVID-19 and of how the population is dealing with the pandemic.

The other agreement was on a scientific survey to create a clear picture of the Danish population's reactions to COVID-19, and how the population is dealing with the pandemic, with the aim of researching into the possibility of using survey data as an early warning system.

Getting started on the data collection and surveys was urgent

In both cases, there was an urgent need to make a call for tenders, as it was necessary to get started with a supplier on data collection during the ongoing corona crisis.

In around six weeks, from the request in early April to signing the agreement at the end of May, a 'fast-track' call for tenders was completed for the HOPE project, with a 15-day deadline for submission (compulsory), evaluation of four tenderers, and a standstill period of seven days (also compulsory).

In around eight weeks, from the request at the end of April to signature at the end of June, an agreement was concluded with a supplier on the scientific survey of the population's reactions to the COVID-19 pandemic.

For both calls, the Department of Political Science could enter into temporary agreements until the formal tendered agreements could start.

Always submit your procurement needs in good time

That has always been our message: Be in good time. However, when the world around us changes drastically, and urgent new needs arise, we do what we can to help conclude agreements rapidly. There are always formal requirements we have to comply with. E.g. deadlines for tenders and stand-still periods. We cannot change these. And the clearer you are about your needs, the quicker we can act. In other words, the better your specification of requirements is from the outset, the quicker we can go to the market.

If you need one-off purchases, please contact Procurement at udbud@au.dk or tel. +45 87 15 05 95, and always submit your requests in good time!

Savings on one-off purchases

In 2020, procurement assisted with one-off purchases 141 times. Overall, savings of approx. DKK 20 million have been achieved, and our assessment is that this is mainly due to full coverage of the market and competition for agreements.

A single acquisition saved DKK 2 million in relation to the list price.

Type of competitive tendering	Number
Section 80	16
Advertising	18
AU framework agreements	25
EU tendering procedures	10
Consultancy	48
SKI	5
Invitations for tenders	17
Other	2
In total in 2020	141

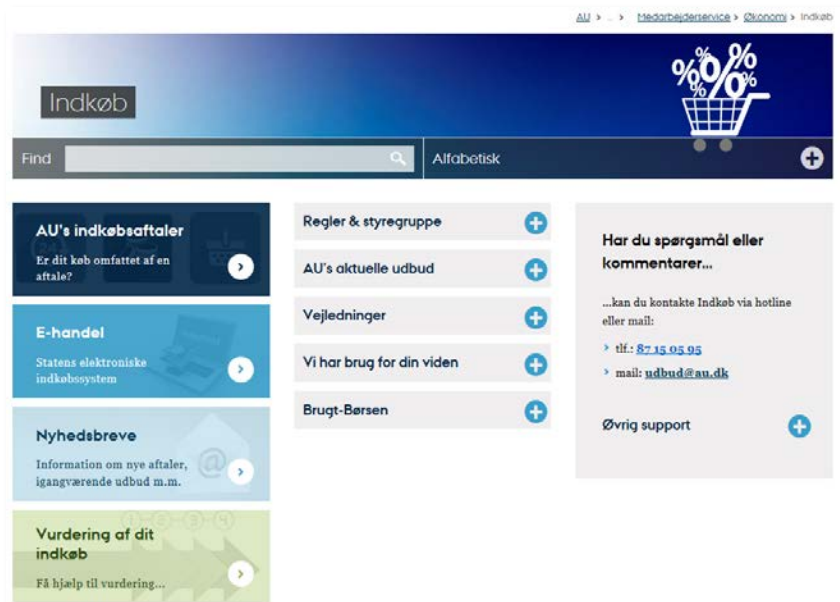
Postponed to 2021: Information meeting for procurement coordinators

In the previous newsletter, we promised that we would hold an information meeting in the autumn of 2020 (postponed from May 2020). Unfortunately, we have to move this to 2021 due to the COVID-19 restrictions.

Updated website – now with search function

If you just know a bit of an agreement name, you can now search quickly for the agreement you are looking for.

We hope this will make it easier and quicker to navigate the agreements.



... and, as usual, we would like to remind you to be early...



Future procurement needs

...can always be submitted to udbud@au.dk – ideally as far in advance as possible.

General information about tender rules and AU's procurement policy

All AU procurements, whether financed by the university's ordinary funds or external funds, are subject to the tender rules for public administration.

This means that AU must subject procurement of goods and services to competitive tendering, in accordance with the provisions of the Danish Public Procurement Act (*Udbudsloven*). Under this Act, there is a distinction between procurements above and below the statutory threshold value of DKK 1,558,409 excluding VAT.

For procurements below the threshold value, it must also be assessed whether the procurement might be of interest to foreign suppliers (called "a clear cross-border interest").

Under the AU procurement policy, procurement must always be made through AU's own procurement agreements or agreements which AU has adopted via SKI or the Central Procurement Programme. If the procurement cannot be made through any of the existing agreements, Procurement must be involved in the process.

AU's procurement agreements

Please click [here](#) for more information.

AU's procurement policy

Please click [here](#) for more information.

Contact information

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See detailed distribution of partners for ST and for HEALTH [here \(Danish\)](#)

Questions about agreements or e-commerce?

Shared mailbox: udbud@au.dk

Please feel free to call us on +45 87 15 05 95.

All Procurement staff

Find us [here](#).