

# FRAMEWORK CONTRACT FOR SUPPLIES

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### ANNEX I – TENDER SPECIFICATIONS

### PART 2 – TECHNICAL SPECIFICATIONS

## SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SAFETY EQUIPMENT



**EUROPEAN COMMISSION**  
JOINT RESEARCH CENTRE

Ispra Site Management  
**R.I.3 Logistics**

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## 1. **INTRODUCTION**

- 1.1 The Joint Research Centre (JRC) of the European Commission provides independent scientific and technical support to the institutions of the European Union for the formulation and implementation of their policies. The JRC consists of various research and administrative directorates. The Ispra site of the Joint Research Center, located in the North of Italy, hosts various Scientific Directorates.

The Directorate R Resources of the Ispra site takes care of the administrative/technical management of the Ispra (Varese) site of Joint Research Centre. Its mission is *"to ensure that Ispra site is a safe and secure place, an attractive working environment providing customer-driven services, in order to facilitate the development of scientific activities in each institute. In the same time, JRC-Ispra site should continue to act as a good neighbour, should be able to integrate in the socio-economic reality in which is immersed."*

- 1.2 The Logistics Unit of Joint Research Centre – Ispra Site (JRC-Ispra) is responsible for centralising the requests for personal protective equipment (PPE) and safety equipment, from the various maintenance and research departments located on the Ispra site. The Safety at work department requires that protective and warning ? equipment shall be used during the execution of works, in order to ensure the safety of personnel.
- 1.3 The final users of the supplies are the Ispra site management department, the scientific and support directorates located on Ispra site.

## 2. **SCOPE**

- 2.1 The scope of these technical specifications are:
- a) to define in a clearly way the technical requirements of the supplies part of the present framework contract for supplies;
  - b) to facilitate the management of the framework contract for supplies and the corresponding orders sent via electronic catalogue.

## 3. **OBJECT OF THE CONTRACT**

- 3.1 The object of the framework contract is “Supply of personal protective equipment (PPE) and safety equipment” for the Joint Research Centre – Ispra site (JRC-Ispra).
- 3.2 The financial offer template includes the products object of the supply and the manufacturer or the brand of the material requested more often, or anyway equivalent, and certified according to the existing standards.
- 3.3 The articles and the quantities included in the table are only indicative, and represent only a non-binding estimation, needed exclusively for the determination of the best offer. The total value of the call for tenders represents exclusively an estimation, and does not commit the JRC in any way, provided that, in case of an award, the contractor undertakes to supply each requested product. The contractor cannot claim anyway anything if the total amount of the orders issued during the contract duration does not reach the total amount of the call for tender.

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- 3.4 In case the orders issued during the contract duration reach the maximum limit indicated in the contract, the latter is automatically resolved; therefore, in the absence of a communication from the JRC, the contractor must not be able to process any order exceeding the budget indicated above, assuming the whole responsibility in case of non-compliance with this requirement.

#### 4. **DESCRIPTION OF THE SUPPLY**

- 4.1 The supply of PPE (shoes, gloves, anti-noise head-phones, etc.) and of safety equipment is required for ensuring the protection of the workers during the multiple activities carried out by the various technical and scientific directorates located on JRC-Ispra site.

The requests for order from JRC-Ispra will be executed as indicated at points 6 and 7.

The products are divided per categories as following:

##### ***Category 1 – Protective footwear***

Products related to the present category include for example: High/Low shoes **S1-S2-S3, Sandal S1-S2-S3, Protective boots, Long/short socks**, etc., certified according to the standards in force.

##### ***Category 2 - Hand protection, respiratory systems***

Products related to the present category include for example: **Gloves different models made of leather, vinyl, nitrile, cotton, polyurethane and cryogenic, Nitrile gloves of III Catego, Disposable single use vinyl/vinyl gloves, Mask and filters for protection with systems for filtering very toxic powders (protection from liquid and powder chemicals and for mechanical works)**, etc., certified according to the standards in force.

##### ***Category 3 – Eye protection***

Products related to the present category include for example: **Polycarbonate glasses, Goggles**, etc., certified according to the standards in force.

##### ***Category 4 – Hearing and head protection***

Products related to the present category include for example: **Anti-noise headphones to alleviate the high frequencies, Helmets and safety caps for head protection**, etc., certified according to the standards in force.

##### ***Category 5 – Safety signage***

Products related to the present category include for example:

**Square and Rectangular signs with various pictograms**, etc., certified according to the standards in force.

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### ***Category 6 – Work area protection***

Products related to the present category include for example: **Safety containers, Universal absorbers, Work area delimiters, Tapes and signs to identify risk areas, etc.**, certified according to the standards in force.

### ***Category 7 – Outdoor safety clothing***

Products related to the present category include for example: **High visibility padded jacket, Rain jacket and high visibility padded jacket for protection from the cold, etc.**, certified according to the standards in force.

### ***Category 8 - Clothing and various protective clothing***

Products related to the present category include for example: **Fleece various sizes, Work suit robe man/woman category for minimum risks and other risks ??, Short/Long-sleeved polo-shirts, Vests, Jackets, Pants, etc.**, certified according to the standards in force.

- 4.2 The Commission has the right to ask the Contractor, at any time, to submit by e-mail the safety data sheets for the products. The Contractor has to transmit the requested sheets by e-mail in maximum 3 (three) working days starting from the date when the Commission sent its request.

## **5. ELECTRONIC CATALOGUE AND PROCEDURE OF PERFORMANCE**

- 5.1 For the management of its purchases via catalogue, the Contractor is required to create, an electronic dedicated catalogue, through an "Internet-based" system and related services, and to provide access and use to the Commission.
- 5.2 Regarding to the provision of accessibility services and use of the electronic catalogue, within 10 (ten) working days from the date on which the framework contract enters into force, the Contractor shall issue to the JRC a temporary catalogue and appropriate test version for the verification of the required functionalities, and must define with the JRC responsible persons, within 10 (ten) working days from the date of presentation of the temporary catalogue, the necessary modifications for the personalization of the catalogue.
- 5.3 Within 10 (ten) working days from the definition of the agreed specifications, the Contractor must make available the final electronic catalogue for the necessary test.
- 5.4 The electronic catalogue must include all the information needed for the identification of each article object of the contract. By way of example and not exhaustive, the catalogue must contain the following:
- Colour photo of the article;
  - Code of the article;
  - Description of the article;
  - Model;
  - Brand;

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- Manufacturer;
- Unit of measure;
- Packaging;
- Technical characteristics;
- Unit price all-inclusive.

5.5 By way of example and not exhaustive, the electronic catalogue must include the following functionalities:

- at least 3 hierarchical levels of authorisation, and another free level, as below:
  - a) first level = users enabled, to enter orders;
  - b) second level = users enabled, to control and prepare orders;
  - c) third level = users enabled, to approve/reject orders and sent out orders;
  - d) fourth level = free, to be defined if needed.
- simultaneous access to catalogues of several suppliers, with a catalogue of products divided by suppliers;
- consultation of the products object of the supply, with image display, detailed description and packaging;
- display of the price in force for each individual product (offered during the tender or revised according to the price revision conditions);
- choose the product and indicate the quantity;
- view of the total amount of the order;
- not to exceed the established budget introduced in the system by the contracting authority manager;
- possibility to indicate the exact place of delivery (building inside the JRC-Ispra).

5.6 Moreover, depending on the authorisation levels, the catalogue must permit the following:

- to transmit an automatic message whenever the order passes from one hierarchical level to another;
- to send to the Contractor the orders in electronic format and to transmit an automatic confirmation message;
- to indicate an initial budget and to send an alarm message when the remaining budget is below a certain threshold or it exceeds the budget;

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- to verify the commitments undertaken and the initial and residual budget assigned to each ordering unit;
- to block the order when it contains two identical codes with the same quantity or different quantities;
- to manage the temporary suspension of order awaiting authorization;
- to change the access password by the user or authorized user(s);
- to check the status of order processing, in all its phases;
- to have the possibility to manage the orders when only a partial quantity is available;
- to monitor the delivery and to see the eventual lines not processed;
- to manage the possibility to scale down, for each order inserted, the commitment issued at beginning of the year.

5.7 The access to the products catalogue should be made navigating both hierarchically on the pages of the catalogue through special thematic indexes, and through a search engine. In particular, the following search modes and keys should be available:

- search per initial code of the product;
- search per key words.

5.8 By way of example and not exhaustive, the JRC could use the following four hierarchical levels for to classifying its users:

- one user with maximum profile: profile with maximum rights for access, with the possibility to define and manage new users, to modify their characteristics, to send orders, to display and print orders or statistics of all users, to manage the budget.
- the other levels will be defined at contract signature.

5.9 The access to the portal shall be guaranteed every day from 08.00 to 22.00, excluding Sundays.

Any foreseen interruption of the service must be communicated to the JRC within 24 hours from the scheduled date, except in cases of force majeure. The Contractor must also communicate the times for resuming the service, which in any case must not be more than 24 hours from the same date.

5.10 In case the days of delay in restoring the service are more than 5 (five) consecutive working days, or 15 (fifteen) days on an annual basis, the JRC reserves the right to terminate the contract.

5.11 Also, an operational telephone service will be made available from Monday to Friday, excluding holidays from 9.00 to 18.00, which must be able to satisfy requests, and create a dedicated mailbox for JRC.

## 6. **PROCEDURE FOR ISSUING THE ORDERS VIA ELECTRONIC CATALOGUE AND PRICES**

6.1 The orders for the products are sent to the Contractor via the electronic catalogue, according to the following rule for each order:

- a) a qualified user of first level inserts the order in the electronic catalogue and sends it automatically to the second level;
- c) a qualified user of second level receives, controls and prepares the order and, in case he approves the order, sends it automatically to the third level;
- c) a qualified user of third level in case he approves the order, sends it automatically via the electronic catalogue to the Contractor;
- d) from the moment the Contractor receives an order via the electronic catalogue, the order is considered firm and the agreed delivery time starts.

6.2 The unit price offered by the winning Contractor must be all-inclusive of all costs related to warranty and assistance provided by the manufacturer, the Contractor and third parties appointed by them; expenses and in general all transport and delivery charges; of all the services requested; collection of any eventual returned goods; packing of the material in compliance with the regulations in force and according to their nature; clearing, at the end of the work, of the remaining equipment and materials, including packaging, in accordance with the waste disposal regulations in force.

6.3 The list (as detailed in the electronic catalogue) is not exhaustive.

The Commission can request to include in the electronic catalogue articles not indicated in Annex II of the contract, but fall within the object of the contract.

On the other hand, it is specified that for a certain category there are different products (for example, the "clothing" category covers different products work suits, jackets, and other types of clothing).

6.5 Depending on its needs, the Commission will request, by sending a request for offer, the price for an eventual supply of products related to the reference categories. Once the offer has been received, it will be evaluated either to insert the product in the electronic catalogue, to proceed with a specific order, or not to proceed with the purchase.

6.6 Regarding a possible price revision, the Contractor will have to send a letter requesting a price change according to the procedure indicated in Article I.5.2 of the framework contract. The revised prices, after a written acceptance, are entered in the electronic catalogue and will come into force for the orders sent via the electronic catalogue after this date.

6.7 The Contractor has to send electronically the invoice and the summary of the delivered products on a monthly basis, indicating the volumes and the recipients of the deliveries in the format agreed with the Commission.

By way of example and not exhaustive, the content of this report should include:

- number of shipments prepared;

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- quantity of the ordered codes delivered, in descending order by volume invoice;
- remaining orders to be delivered;
- number of shipments prepared within the agreed terms;
- number of order processed correctly per quantity and per code requested;
- details of orders not processed correctly.

## 7. **DELIVERY**

- 7.1 Deliveries must be made on the basis of the orders, according to the needs of the JRC, **within 5 (five) working days** starting from the date of the order or of the transmission if the orders are sent electronically via the electronic catalogue.

Exceptionally, a different delivery time could be agreed with the Commission.

- 7.2 The supplies must be delivered at JRC-Ispra, DDP (Incoterms 2010) – European Commission, DG JRC, Ispra Site, Via Enrico Fermi 2749, 21027 Ispra (VA), Italy – Customs Office.

After passing the Customs, the supplies must be delivered at the exact place of delivery (the building inside the JRC-Ispra) indicated in each order.

All deliveries may be made on any working day, during the normal opening hours.

- 7.3 The material must be accompanied by a suitable transport document (DDT) that should show the details of the contract and of each supply order.

Each package must be suitable for transport and properly closed.

- 7.4 If the quantity of goods delivered is less than the quantity ordered, delivery is considered as partial. In this case, the Contractor has anyway to complete the delivery within the deadline, without any additional cost, and to indicate on the document accompanying the goods that completes the supply.

- 7.5 All transport and delivery charges, including packaging, are under the responsibility of the Contractor and are included in the unit price offered for each single product.