

CONFIDENTIAL
BUYING GUIDE

CONTRACT FOR THE PROVISION OF:
IRLA – Lab Consumables & Chemicals 2019

PERIOD					
FROM:	2 nd September 2019			TO:	1 st September 2022 ext. 2023
CONTRACT REF:	LAB4040 SU		ISSUE No:	20-01	DATE OF ISSUE: 08/04/2020
CONTRACT OFFICER:	Mark Roust		TEL No: 8611	EMAIL: contracts@gre.ac.uk	
AGREEMENT TYPE: Consortia (IRLA Framework)					

PURPOSE OF BUYING GUIDE: Contract Details and Product/Prices Information
TARGET: Authorised Officers for the Purchase of Lab Consumables & Chemicals

1.0	SPECIAL ORDERING INSTRUCTIONS	
1.1	ORDERING PROCEDURES	
1.1.4	Please ensure you mention “ Framework Agreement for IRLA – Lab Consumables & Chemicals 2019 Staff Ref: LAB4040 SU ” in all correspondence with Approved Suppliers, including purchase orders.	
1.1.5	The current Price Lists can be found at the end of this Buying Guide.	
2.0	APPROVED CONTRACT SUPPLIER DETAILS	
2.1	LOTS AND APPROVED SUPPLIERS	
For Lots 1 a to 8 the suppliers must be used on order of ranking or unless the higher-ranked supplier does not have the capacity to supply, cannot respond within the timescales or cannot meet the desired specification		
Lot 1 a – Plastic Consumables - Teaching/Non-Branded (generic specification)		
2.1.1	This lot covers: tubes, containers, flasks, well plates, petri dishes, etc. Includes Pipette Tips.	
	Highest Ranking Supplier	1. Appleton Woods (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking): 2. Starlab - 3. Sarstedt - 4. Grenier - 5. Medline (contact details below)	
Lot 1 b – Consumables – Research/Branded defined by Research Protocols		
2.1.2	This lot covers: Consumables – Research/Branded defined by Research Protocols	
	Highest Ranking Supplier	1. Apollo Scientific (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking): 2. Appleton Woods - 3. Anachem - 4. Gilson - 5. Elkay (contact details below)	
Lot 2 – Pipettes Sets		
2.1.3	This lot covers: Pipettes Sets	
	Highest Ranking Supplier	1. Appleton Woods (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking): 2. Alpha Labs - 3. Camlab - 4. Starlab (contact details below)	

Lot 3 – Gloves		
2.1.4	This lot covers: Gloves	
	Highest Ranking Supplier	1. Appleton Woods (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking): 2. Camlab - 3. Starlab (contact details below)	
Lot 4 – Personal and Laboratory Protection Supplies		
2.1.5	This lot covers: aprons, coats, wipes, overshoes, surface cleaning, sharps bins, spill kits, respirators, safety specs and goggles	
	Highest Ranking Supplier	1. Appleton Woods (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking): 2. Camlab (contact details below)	
Lot 5 – Filtration Consumables		
2.1.6	This lot covers: Syringe filters, filter papers, bottle top filters, filter sets	
	Highest Ranking Supplier	1. Appleton Woods (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) 2. Camlab - 3. Elkay - 4. Sarstedt - 5. Apollo Scientific (contact details below)	
Lot 6 – Glass Consumables		
2.1.7	This lot covers: Beakers, Capillaries, Flasks, Bottles, Vials, Containers and tubes	
	Highest Ranking Supplier	1. Apollo Scientific (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) 2. Appleton Woods - 3. Dixon Science - 4. Camlab – 5. Rapid (contact details below)	
Lot 7a – General Purpose Chemicals		
2.1.8	This lot covers: Solvents Analytical Grade (Mass Spec Grade, HPLC Grade)	
	Highest Ranking Supplier	1. Apollo Scientific (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) 2. Avocado - 3. Flarecraft - 4. Tokyo Chemical (contact details below)	
Lot 7b – General Purpose Chemicals		
2.1.9	This lot covers: Solvents other	
	Highest Ranking Supplier	1. Apollo Scientific (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) 2. Avocado - 3. Flarecraft - 4. Activate Scientific – 5. Tokyo Chemical (contact details below)	
Lot 7c – General Purpose Chemicals		
2.1.10	This lot covers: Inorganic Chemicals	
	Highest Ranking Supplier	1. Fluorochem (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) 2. Avocado - 3. Apollo - 4. Flarecraft – 5. Tokyo Chemical (contact details below)	
Lot 7d – General Purpose Chemicals		
2.1.11	This lot covers: Biological Compounds	
	Highest Ranking Supplier	1. Flarecraft (can be used without any further quotes or competition)

	Other Suppliers (in order of Ranking) 2. Apollo Scientific (contact details below)	
Lot 8 – Miscellaneous Consumables		
2.1.12	This lot covers: Includes medical related items	
	Highest Ranking Supplier	1. Appleton Woods (can be used without any further quotes or competition)
	Other Suppliers (in order of Ranking) 2. Grenier - 3. Sarstedt - 4. Elkay - 5. Trafalgar (contact details below)	
Lot 9 – Multi-Purpose		
2.1.13	This lot covers: to provide all products listed in all the above lots	
2.1.14	Further competition is required, where applicable subject to specification and cost	
2.1.15	Suppliers	
2.1.16	Thermo - Fisher Scientific Bishop Meadow Road Loughborough LE11 5RG (Parabilis punch-out available) Web: https://uk.vwr.com/store/	Acc. Manager: Becky Clarke
		Tel: 01509 555 500 / 07880 065 660
		Email: Becky.clarke@thermofisher.com
2.1.17	VWR (part of Avantor) Feldspar Close Enderby Leicester LE19 4SD (Parabilis punch-out available)	Acc. Manager: David Jackson
		Tel: 014555 207 162 / 0800 22 33 44
		Email: David.Jackson@avantorsciences.com
2.1.18	Scientific Laboratory Supplies Limited (SLS) Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP (Parabilis punch-out available)	Acc. Manager: Clair Brazier
		Tel: 0115 982 1111 / 07748 636442
		Email: cbrazier@scientific-labs.com
NOTE: please refer to supplier order rankings above for use		
2.2	SUPPLIER (FOR LOTS 1 a TO 8) CONTACT DETAILS	
2.2.1	Activate Scientific Unit 3, eSpace North Business Centre 181 Wisbech Road Littleport ElyCB6 1RA Web: https://shop.activate-scientific.com/	Acc. Manager: James Walsh
		Tel: 01223 632898
		Email: jwalsh@activate-scientific.com
2.2.2	Anachem (a Mettler Toledo Company) 64 Boston Road, Beaumont Leys, Leicester, LE4 1AW Web: http://www.apolloscientific.co.uk/	Acc. Manager: Tim Dillon
		Tel: 0116 2357070 / 07442 539 265
		Email: Tim.Dillon@mt.com
2.2.3	Apollo Scientific Ltd Whitefield Rd Bredbury Stockport Cheshire SK6 2QR Web: http://www.apolloscientific.co.uk/	Acc. Manager: Jai Mistry
		Tel: 0161 641 1491
		Email: jai.mistry@apolloscientific.co.uk
2.2.4	Appleton Woods New Lindon House Catesby Park Kings Norton B38 8SE (punch-out coming soon) Web: www.appletonwoods.co.uk	Acc. Manager: Chris Moore
		Tel: 0121 458 7740
		Email: www.appletonwoods.co.uk
2.2.5	Avocado (Alfa Aesar)	Acc. Manager: Gary Kenyon

	Shore Road Port of Heysham Industrial Park Heysham Lancs LA3 2XY	Tel: 0800 801812 / 07825 796885 Email: Gary.kenyon@thermofisher.com Web: www.alfa.com
2.2.6	Camlab Limited Norman Way Industrial Estate Over Cambridge CB24 5WE (punch-out coming soon) Web: https://www.camlab.co.uk/	Acc. Manager: Mayuri Govind Tel: 07425 607 462 Email: mgovind@camlab.co.uk
2.2.7	Dixon Scientific 127 Avenue Road Beckenham London BR3 4RX (punch-out coming soon) Web: https://www.dixonscience.com/	Acc. Manager: Joe Webb Tel: 03333 202101 Email: joe.webb@dixonscience.com
2.2.8	Elkay Laboratory Products UK Ltd Unit E, Lutyens Industrial Centre Bilton Road Basingstoke Hampshire, RG24 8LJ Web: https://www.elkaylabs.com/	Acc. Manager: Harriet Wilkerson Tel: 01256 811118 / 07943850543 Email: harriet@elkaylabs.com
2.2.9	Flarecraft t/a Greyhound Chromatography and Allied Chemicals Ltd 6 Kelvin Park Birkenhead Merseyside, CH41 1LT Web: https://www.greyhoundchrom.com/	Acc. Manager: Rachel Phillips Tel: 0151 649 4000 Email: rachel@greyhoundchrom.com
2.2.10	Fluorochem Limited Unit 14 Graphite Way Hadfield SK13 1QH (punch-out coming soon) Web: http://www.fluorochem.co.uk/	Acc. Manager: Danielle Bradshaw Tel: 01457860111 Email: DanielleB@fluorochem.co.uk
2.2.11	Gilson 3B Humphrys road Woodside estate Dunstable LU5 4TP (punch-out coming soon) Web: cutomersupport@gilsonuk.com/	Acc. Manager: Julie Low Tel: 07969 145880 / 0845 519 6872 Email: jlow@gilsonuk.com
2.2.12	Medline Scientific Ltd Unit 3 Tower Industrial Park Chalgrove OX44 7XZ Web: www.medlinescientific.com	Acc. Manager: Pavel Zhurauski Tel: 01865 400321 / 07833 147256 Email: pavel@medlinescientific.com
2.2.13	Rapid Electronics Ltd Severalls Lane Colchester Essex CO4 5JS (punch-out coming soon) Web: https://www.starlabgroup.com/GB-en/	Acc. Manager: Edward Keith Tel: 01206 835524 / 07717 415028 Email: edward.keith@rapidonline.com
2.2.14	STARLAB 5 Tanners Drive Blakelands Milton Keynes MK14 5BU (punch-out available 2020) Web: https://www.starlabgroup.com/GB-en/	Acc. Manager: Dheelan Sydamah Tel: 01908 283800 / 07740 043250 Email: Dheelan.Sydamah@starlab.co.uk

2.2.15	Tokyo Chemicals The Magdalen Centre Robert Robinson Avenue The Oxford Science Park Oxford OX4 4GA	Acc. Manager: Robbie Benning
		Tel: 01865 784560 / 07789967856
		Email: Robbie.benning@tcichemicals.com
		Web: https://www.tcichemicals.com/en/gb/
2.2.16	Trafalgar Scientific Ltd 190 Waterside Road Hamilton Road Ind Estate Leicester LE5 1QZ (punch-out coming soon)	Acc. Manager: Robert Carslaw
		Tel: 0116 2879460 / 07711 003050
		Email: Rcarslaw@trafalgarscientific.co.uk
		Web: http://www.trafalgarscientific.co.uk/
NOTE: If you cannot find a product from the above suppliers please contact P&BS.		
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. No other supplier may be used to provide the goods and/or services covered by the contract without prior consultation with and approval of Procurement & Business Services .	
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 Organisation and Account Codes .	
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 Services Contracts 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 <i>Newsfeeds</i> . The “Free Text” facility should not 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 Sustainable Products Price List 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 “green” or Sustainable 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 Contracts@gre.ac.uk 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 Client/Customer Opinion Survey form at: https://docs.gre.ac.uk/rep/procurement/performance-monitoring-and-suggestion-form
3.11	HEALTH & SAFETY, COSHH REGULATIONS
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.
3.12	INVOICE PROCESSING AND PAYMENT
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.
3.13	CONFIDENTIALITY
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.
3.14	HELP AND ADVICE
3.14.1	If you have any queries regarding this Buying Guide contact the Contract Administrator .



Vincent M John, Director of Procurement & Business Services