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| **Specification file**  Below, the title of your procurement project  AO Cliquez ou appuyez ici pour entrer du texte.  Department : Cliquez ou appuyez ici pour entrer du texte.  Faculty : Cliquez ou appuyez ici pour entrer du texte.  University of Geneva  Geneva, 18.12.2024 |

Instructions:

These specifications are a model that will serve as a guideline, with standard sections.

Depending on the specificities of your purchase project, not all of them will be used.

However, the \*\*\* sign requires your attention and are parts of the expected standards.

“Only the **description of the services to be performed** and the **conditions of execution** make up the specifications. »

Extract from “Content of specifications”: appendix M (PDF, 121 KB)

We remind you of the importance of this document: **Precise and detailed, it will provide offers that linked your expectations.**

In addition, it will lay the foundations for the future contract.

This project will also be governed by the general purchasing conditions of the University of Geneva.

Your public market purchasing team.

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# Projet description

\*\*\*Briefly describe the procurement project. Its main mission, the main goals.

# Presentation of the general context and objectives

## Presentation

\*\*\*Describe the purpose of your project in detail. What are the objectives to be achieved with this purchasing project?

Here are a few suggestions...

* Your functional requirements, what the good or service must be able to do.
* Your non-functional needs: performance requirements, safety, compatibility, compliance...

## Environment

\*\*\*Here, describes the current environment that will receive this project. Present the Unige culture and your professional culture. The human and material environment (e.g. other related or neighboring devices). Typology of places…

## Special constraints

\*\*\* Describe the constraints comprehensively.

Some suggestions…

Constraints which would be linked to

* the “material” (e.g. expected demands, resources used, regulations and safety standards, size, etc.)
* to the “means” (e.g. lack of equipment, compatibility, time).
* to the “environment” (e.g. lack of space, dimension of spaces for delivery like elevator. Compatibility with power outlets in Switzerland…).
* to the “method” (e.g. complexity, specials functionalities).
* the “workforce” (e.g. level of training) …?

# Supplies, installation and desired services

\*\*\* depending on the type of purchase

## Tasks and reponsabilities

You can present in general or for each section below (depending on your needs and complexity) the distribution of tasks and responsibilities.

Say whether you authorize subcontracting and in what proportions. Specify (in principle) that the chosen bidder will be your main contact.

## Plans and documents

Specify any plans and documents you wish to provide; you could also request them.

## Supplies

Describe all supplies by listing them or presenting them in table form if necessary.

If the purchase must be divided into lots, separate the items accordingly.

Describe your functional and technical requirements and recall the constraints.

## Installation

Describe the conditions you expect during this installation or implementation.

Describe the steps if necessary.

## Services

Here, remind what you expect from the services of your future supplier or service provider.

Describe your requirements and the expected means.

Some suggestions…

Ask yourself the questions: what, when, where, how often and how? To structure your expectations.

The obligation of means, i.e. the efforts made to achieve the goal. Particularly for intellectual services (consulting, training, etc.).

E.g. mobilization of specific skills, number of hours of training. Reporting.... All the resources deployed to meet the service requirement.

And/or

The obligation of result. Particularly for products and services.

E.g.: delivery of the expected quality, according to the agreed specifications, with the expected functionalities, within the agreed deadlines. Performance indicators (KPIs) can also be added.

## Special requirements

Brief summary

## Techniques

Describe the requirements in terms of health, hygiene, waste management, safety devices for the protection of people.

## Sustainable development

Describe your environmental and social requirements.

A specific “ready-to-use” appendix can be selected based on the company's sustainable development criteria.

You can use both on the acquisition in question.

Here are a few concrete suggestions:

Goods: ask...

* Mandatory after-sales service (assurance of being able to obtain spare parts for x number of years).
* If spare parts are available from the bidder (stock), how soon and how they will be delivered. If not, ask for details of delivery methods (express air freight?).
* Energy performance of the purchase (active or standby mode, etc.).
* Recycling capacity (determining which parts can be disassembled and reconditioned in the circle).
* Repairability (which parts, for which damage).
* Proposed concepts for upgrading the acquisition.
* Modular acquisition possibilities.
* Products related to acquisition consumables (proposals for recycling containers, biodegradable maintenance products, various refills, etc.).
* Solutions implemented to protect people using the equipment (equipment safety features, etc.).

Services: ask...

* + To what extent does the company encourage employees to travel to UNIGE sites (fleet of non-polluting vehicles, incentives for soft mobility, etc.)?

# Deadlines and quantities

## Deadlines

\*\*\*Specify the main deadline(s) here.

Depending on the complexity of the purchasing project, it will be necessary to evaluate all the necessary stages based on a schedule of services (e.g. Stage no. 1 delivery, no. 2 installation and assembly no. 3 tests on the place of delivery. 4 staff training, etc.)

## Quantities

\*\*\*The expected quantity.

# Tests or auditions

Perhaps a testing period will be necessary? Describe the steps, requirements, expected time and conditions.

For controls and ratings, ask the purchasing department for details.

# Training

Specify your possible training needs that this purchasing project will represent.

This training will be an integral part of the project.

Some suggestions…

Think about how many people will benefit from it. The organization that this will represent (concept of time). The continuation of this training (internal handling after running time? ...) Depending on the complexity of the purchasing project, it may be necessary to consider training after major updates...

# Documentation to provide

Describe whether you would like to receive, for example, a user manual, a troubleshooting manual, a spare parts catalog, a technical catalog with plans or diagrams, etc.

Specify the desired language and the number of copies desired (if it is a catalog or paper plans).

# Warranty et after-sales services

## Warranty

Ask for the warranty period (a minimum of 2 years) to which you can legitimately claim and remind you of its extent (goods and services).

## After sale services

Some suggestions:

Consider the equipment's life cycle. Safety aspects in its use. Software upgrades (new future functionalities to anticipate).

Describe the regular - preventive - maintenance you're looking for.

Clarify the frequency of these interventions (how costs are considered: spare parts, software updates, labor costs, meals and travel expenses, etc.).

Describe the curative maintenance you're looking for.

1st telephone assistance - time slot, delivery time for an initial diagnosis, on-site or remote intervention times...

Please note that in general, repairs resulting from operating errors or negligence are not covered by maintenance contracts. Nor are consumables such as filters or bulbs....

# Price

Payment terms.

Depending on the complexity of your purchase, you may be required to spread the payment to build up a kind of “reserve” while waiting for the results you have determined.

Ex. payment of x% on delivery, then x% upon activation, then x% after a running-in period which would be defined over time…

# Warranty extension

You may consider requesting the additional cost of a warranty extension for 1, 2, 3 years (depending on the project). Express here what you would like from this extension (in what it will cover).

(The tenderer may express the costs in a price annex)