



AALBORG  
UNIVERSITY



# QUICK GUIDE FOR PROCUREMENT AT AALBORG UNIVERSITY

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### QUICK GUIDE FOR EMPLOYEES AT AALBORG UNIVERSITY TO HANDLE PURCHASES.

- Illuminates the opportunities that exist for purchasing at Aalborg University.
- Provides an overview of the few cases where a purchase of services or goods with a value of more than DKK 1.644.938 kr. (in total over 4 years) can be purchased, without the purchase must be tendered.
- Always consult Tender and Procurement at Aalborg University so that applicable legislation is complied.

## 1. AALBORG UNIVERSITY'S PROCUREMENT POLICY IN SHORT

This is a brief description of what the possibilities and rules are when making a purchase at Aalborg University for work purposes. It is always a good idea to include Tender and Procurement as early in the process as possible.

### The requirements in the Public Procurement Act have been translated into the following general rules for AAU:

- If AAU has a purchase agreement for procurement, this agreement must always be used regardless of the value of the purchase. See an overview of our agreements on: [www.intranet.okonomi.aau.dk/indkoepsaftaler](http://www.intranet.okonomi.aau.dk/indkoepsaftaler)

### If there is **NO** agreement for the procurement, the following rules must apply:

- If the purchase has a value of 25.000 kr. or less, either as a single purchase or over a four-year period, you must buy with common sense and good business acumen.

- If the purchase has a value of more than 25.000 kr. but less than 100.000 kr., either as a single purchase or over a four-year period, you must, based on market coverage, obtain comparable offers from at least 2 and a maximum 3 suppliers that are independent of each other, so you can document that you have obtained the most advantageous offer. The offers do not have to be submitted only by Danish suppliers.

- If the purchase has a value of more than 100.000 kr. either as a single purchase, or over a four-year period, contact Tender and Procurement.

- All procurement agreements must be signed in accordance with [AAU's accounting instruction](#).

Always remember that purchases must be logged in workzone according to the [procedure for journaling purchases](#).

**Aalborg University must comply with the following rules:**

- For purchases with a value up to 1.644.638 kr. (applicable threshold value for 2024-2025) either as a single purchase or over a four-year period, there must be assessed whether the purchase has cross-border interest. Please contact Tender and Procurement.
- If the purchase has a clear cross-border interest, the Tender and Procurement will announce the purchase on [www.udbud.dk](http://www.udbud.dk).
- For purchases over the amount of 1.644.638 kr. either as a single purchase or over a four-year period, an EU Tender must be carried out by Tender and Procurement.

Also, see our flowchart on how to make a purchase [“how to purchase”](#).

<sup>1</sup> Se ordforklaring på sidste side



## 2. PROCUREMENT OF GOODS OR SERVICES, THAT CAN ONLY BE SUPPLIED BY ONE SPECIFIC ECONOMIC SUPPLIER

Procurement may take place without carrying out a genuine call for tenders if a service only can be provided by one supplier if:

- the tender is intended to create or acquire a unique work of art or a unique artistic performance.
- lack of competition for technical reasons, or
- protection of exclusive rights, including intellectual proprietary rights.

Please note that this is a very narrow exception. It is therefore crucial that Aalborg University can document that the need to use the procedure is genuinely and objectively justified. This means that there are certain procedures that must be observed.

It is not enough for Aalborg University to think that a particular supplier is the best or the only supplier to solve a given task, and the exception can under no circumstances

be used if there are other sources of supply on the market. This also means, if there is only one manufacturer but several distributors of the product in question on the market, it is not a situation where only one supplier can deliver.

### Requirements

- AAU must identify, justify and document its needs for the purchase and explain in more detail the reasons for using the exception.
- AAU must carry out sufficient research of the market to ensure that there really is only one possible supplier.
- The procurement must comply with the fundamental principles of equality, transparency and proportionality, as well as the administrative principle of financial management.



### Process

- If you are considering making a purchase where there is only one specific supplier, please contact Tender and Procurement.
- You will need to fill out a justification form.
- Tender and Procurement will publish an announcement in the Official Journal of the European Union.
- Standstill period of 10 calendar days.
- Contract award (justified and documented).

## 3. PURCHASE OF CUSTOM-MADE GOODS MANUFACTURED SOLELY FOR THE PURPOSE OF RESEARCH

This exception to the general rules addresses only products which are manufactured solely for the purpose of research, experiments, studies or development. It is not a question of purchasing the materials and equipment used, but only of custom-made goods the manufacture of which is carried out as a part of research, experiments, studies or development, e.g. prototypes.

Note that this is an exception to the general rules, which has procedures that must be complied.

### Requirements

- The goods must have a research purpose.
- The goods must be specifically manufactured or adapted for the research purposes and be unique or not easily available on the commercial market.
- There must not be other equivalent products available on the market that would meet the needs within research.

- The goods must have a limited use and be intended only for research purposes, without any wider commercial use.

### Process

- If you are considering a purchase under this exception, please contact Tender and Procurement.
- You will need to fill out a justification form.
- Tender and Procurement will publish an announcement in the Official Journal of the European Union.
- Standstill period of 10 calendar days.
- Contract award (justified and documented).

## 4. PURCHASE OF ADDITIONAL DELIVERY FROM THE ORIGINAL SUPPLIER

This exception to the general rules allows for contracts to be awarded without a call for tender in the case of additional supplies from the existing supplier.

This only applies to the partial renewal of deliveries or installations, or to the extension of deliveries or installations which are already made. And only when a change of supplier would necessitate the purchase of goods which, because of a difference in technical characteristics, would lead to technical incompatibility or disproportionate technical difficulties in operation and maintenance.

### Requirements

- The original contract must be completed and ended (the supplies must have been delivered).
- A supplier switch will entail disproportionate costs for AAU due to lack of interoperability/compatibility with existing equipment or difficulties with operation and maintenance.

- AAU must identify, justify and document its needs and explain in more details the reasons for using this exception to the general rules.

### Process

- Tender and Procurement must assess whether it is in accordance with the Public Procurement Act to award the contract without prior publication of a tender notice – this must be documented in writing.
- Tender and Procurement will publish an announcement in the Official Journal of the European Union.
- Standstill period of 10 calendar days.
- Contract award (justified and documented).

## 5. EXPLANATION OF TERMS

**Obligation to tender:** call for tender.

**AAU:** in this guide refers to anyone making purchases at the University.

**Cross-border interest:** the goods/services may be relevant for foreign suppliers.

**Threshold:** a value indicating the amount of when a tender is to be made.

**Announcement:** Tender and Procurement must announce the purchase on [udbud.dk](http://udbud.dk) for purchases below the thresholds, with clear cross-border interest when the value of the purchase is above 100.000 kr.

**Exceptions:** when the general rule of issuing a call for tender can be waived.

**Notice and announcements:** a notice published in the Official Journal of the European Union prior to entering a contract. To make potential suppliers aware of the contracting entity's intention to conclude a contract without a call for competition.

**Standstill period:** minimum 10 days break, so reasonable time is given for other actors to complain before signing a contract.

**Official Journal of the European Union:** overview of public contracts in the EU. Contract notices are published here.

**Contract notice:** a part of the total tender material containing the general information, that as a minimum must be published to potential suppliers.

## **CONTACT THE OFFICE OF TENDER AND PROCUREMENT AT:**

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See also our website  
for further information:

**[WWW.OKONOMI.AAU.DK/INDKOB](http://WWW.OKONOMI.AAU.DK/INDKOB)**



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