**FLOWCYTOMETRY PLATFORM**

**ESTIMATE OF COSTS FOR FEE-BASED SERVICES**

*(in accordance with Art. 3 c. of the Regulation on the performance of research or teaching activities commissioned by public and private entities issued by University of Florence D.R. 451/2018, Prot. 63016 of 16/04/2018)*

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| --- | --- | --- | --- |
| **With reference to the price list of the Department of Experimental and Clinical Medicine approved on 28 November 2023, and upon request made by the …...................... (Client), please find hereunder the estimate of costs for the requested services:** | | | |
| **Description** | **Price per hour** | **Quantity** | **Net amount** |
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|  |  |  |  |
|  |  | **Net value** |  |
|  |  | **Total amount** |  |

**Date**  **Head of Department’s signature**

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**GENERAL PURCHASE CONDITIONS**

1. **Scope**

The following "General Purchase Conditions" shall apply to all services based on fee schedules performed by the Department as requested by the Client.

Any subsequent amendment or addition to these Conditions will be deemed valid solely if specifically accepted in writing by both Parties. Modifications and additions to the Conditions will be limited to the service for which they are agreed upon.

1. **Responsible for the activity**

The person responsible for performing the service is Prof./ Laura Maggi, director, Flowcytometry Platform

1. **Approval of Estimate of costs/ Emission of the Purchase Order**

The Estimate of Costs is understood to be accepted by the Department and therefore perfected, upon receipt by the Department of the Confirmation Order signed for acceptance by the Client provided that such receipt occurs within 15 days from the date of issuance of the Estimate of costs.

1. **Terms and conditions of service**
2. The requested service shall be performed by the Department no later than the ……………………………...................
3. The Department must comply with the terms and methods of delivery. Delivery shall be made as indicated in the "Delivery Address" item on the Purchase Order accepted by the Client.
4. In the event of a delay in delivery of what was agreed upon, the Client will be entitled to (i) set the Department a further deadline for delivery; (ii) notify the Department he termination of the relevant Contract for non-performance and demand repayment of any amount already paid by the Client.
5. **Fees and payments**
6. Unless otherwise agreed to in writing, the prices set forth in the Estimate of Costs shall be deemed fixed and not subject to any revision.
7. The Client will perform the payment:
   1. (the client is a private corporation) within 30 days upon receipt of the electronic invoicing – recipient’s SDI code... …...........................or Certified e-mail address...............................................................
   2. (the client is a public institution) within 30 days upon receipt of the electronic invoicing – recipient's IPA code..................

in accordance with the provisions provided by the decree – law n. 76 of 16/07/2020 (Decreto Semplificazioni) solely via pagoPA system (for payments performed by private corporations) or o the Treasury Account n. 0036739 (for payments performed by public institutions) adopting the treasury system of payments in favor of the University of Florence – Department of Experimental & Clinical Medicine (A.U. Code 58513) -, by the following means:

- in one solution after completion of the service

If needed, any reagents required to perform the specific experiments requested by the Client (e.g. primary antibodies for immunodetection, cytokines, bioactive molecules, etc.) will be provided by and in charge to the Client, being not included in the present Estimate of Costs.

Every payment shall be identified distinctively by the IUV code (Distinctive Deposit Identification Code), which will be generated during the creation of the invoice and notified to the Client via a Notice of Payment also including the Notice of Payment Code, QR Code and the Interbank Code (CBILL circuit: AAB1Y) which allow to proceed with the payment.

1. For the purpose of traceability of financial transactions, it is also reported:

- that the CIG (Tender Identification Code), provided to the following Contract by the National Anti-Corruption Authority, upon request made by the contracting authority, is the following: .....................................

- that the CUP code (Uniform Project Code), in the event it is deemed mandatory according with the current regulations, is the following: ........................

(the fulfilment of this obligation is deemed mandatory in the event the Client is a PUBLIC INSTITUTION. In any other case it can be omitted).

1. In any case, the Department will hold the Client harmless and indemnified against all damages, losses, costs or expenses (including any penalties imposed by law) that may be incurred as a result of the Department's violation and/or failure to comply with its obligations under this article. In all cases of default by the Client shall have the right to suspend payments due to the Department, without accruing any interest or penalty, until the Department has remedied the default.
2. **Treatment of personal data**

The personal data provided by the Parties shall be processed for the purposes of this Purchase Order, in accordance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity set forth in Article 5, paragraph 1 of the General Data Protection Regulation (GDPR). The provision of such data between the Parties is mandatory in order to fulfil all contractual obligations in any case related to the execution of the relationship established by this deed.

The personal data may only be communicated within the structure of the Client and the Department/Centre for the management of the relationship established by this deed.

The personal data provided by the Parties shall be collected and processed manually, on paper and by computer, by means of their inclusion in paper and/or computer files.

The University of Florence's full information notice on the protection of personal data of economic operators relating to this contract is available at the following link <https://www.unifi.it/upload/sub/protezionedati/Informativa_TERZI.pdf>

The Clients full information on the protection of the economic operators' personal data relating to this contract is available at the following link …………………., or annexed to this order.

The data controllers are the University of Florence and the Client; the Data Protection Officers are the Director of the Department for the University and .................. for the Client.

**For ACCEPTANCE of the Estimate of costs by the Client** under the above conditions without reservations and by the following means:

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| --- | --- | --- | --- |
| **Date of delivery: by ……...…................**  ***(other information requested by the Client)*** | **Billing address** | **Client's delivery address**  Flowcytometry platform  On Client’s memory storage device (if digital files)  --  Sending of digital files  (email, WeTransfer, Google Drive) | **Technical Operator** |

Date and Client’s acceptance signature

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