This Master Order shall be effective as of June 11, 2019 and pertains to all goods and/or services covered by Texas A&M University Aggie Buy Contract # C9537197.

This document is NOT considered as an order to ship from. Individual orders and/or requests for services as a result of this Master Order shall be requested on an as needed basis.

1. Vendor shall provide goods and/or services as designated on the detailed specifications page that follows, plus the terms and conditions as stated in Invitation-to-Bid # 02QATAR-ITB-1219 and any addenda thereto, are all made a part hereof and collectively evidence and constitute Texas A&M University Aggie Buy Contract # C9537197.

2. Delivery Information:
   Texas A&M University at Qatar
   C/O Qatar Foundation
   Attn: Maricel Colocado; purchasing@qatar.tamu.edu
   Education City
   Doha, Qatar

3. Payment: Payment shall be made within thirty (30) days after acceptance of goods and/or services and receipt of invoice, whichever is later. Vendor shall submit one copy of an itemized invoice referencing the Aggie Buy Contract number and any departmental issued purchase order number. Owner will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice.

4. Term: The term of the Master Order shall be from June 11, 2019 through December 31, 2019. This master order may be renewed for up to four (4) additional years, one (1) year at a time, if mutually agreed to in writing by both parties.
   Escalation:
   1-1-20 – 12-31-20: NA
   1-1-21 – 12-31-21: NA
   1-1-22 – 12-31-22: NA
   1-1-23 – 12-31-23: NA

5. Insurance: Vendor shall provide the Texas A&M Purchasing Agent listed below certificates of insurance as required in the specifications prior to performing work on campus.

6. Freight Terms: FOB Destination, Freight Prepaid and Allowed

7. Changes: Any changes to the Master Order must be made in writing by the Texas A&M Purchasing Agent as listed below.

8. Tax Exemption: The State of Texas is exempt from all Federal Excise Taxes. Texas A&M University is exempt from state and municipal sales taxes under Texas Tax Code, Chapters 151 and 321, et. seq., for all purchases made for the exclusive use of Texas A&M.

9. The laws of the State of Texas shall govern this Master Order.

Buyer Name: Cherise Toler
Phone 979-845-5887
E-mail: cttoler@tamu.edu

By:  
Purchasing Agent for Texas A&M University
Detailed Specifications
C9537197 Laboratory Equipment and Supplies

This is not an order. It is an informational copy only. Orders will be placed individually on an as needed basis.

Blanket Order Pool of Vendors to Provide Laboratory Equipment, Chemicals and Supplies to support the needs of the laboratories located on the Texas A&M University at Qatar (TAMUQ) campus located in Doha, Qatar for the period of June 4, 2019 through December 31, 2019.

Equipment and Supplies will be ordered on an as needed basis to support all disciplines taught on the TAMUQ campus.

Examples of equipment required to support the teaching efforts include but not limited to the following:

- PCB prototyping equipment
- Three-phase and single power metering equipment
- Oscilloscopes - both analog and digital up through the GHz range
- CNC milling machines from desktop through production size units
- CNC turning centers from desktop through production size unit.
- Materials testing equipment, including stree hardness, corrosion and NDT+.
- Heat transfer, fluid mechanics, electrical power generation, electric machinery, industrial processes, air conditioning, communications, AC and DC electrical circuits, industrial process controls and other related fields.

Option Offered:

Option 1

Bidders shall submit a listing of products and pricing offered with pricing being held firm for at least a period of six (6) months. At the expiration of the six (6) month period, should prices increase, an updated listing of products and pricing shall be provided to TAMU Procurement Services. Should prices decrease, savings shall also be passed along to Texas A&M – Qatar. All items and conditions shall remain the same.

There shall be no guarantee to purchase and no minimum order requirements.

Texas A&M - Qatar reserves the right to purchase items from the vendor that meets the best value for the application. Low- priced items such as cables or software may be required and shall be considered as available for purchase from a pool vendor.

Upon request, Pool Vendors shall provide an hourly price quote for any customization work that may be done at TAMU-Qatar's request. Customization will be done on a time and materials basis and will consist of modifying an existing piece of equipment in the vendor’s inventory that is purchased at the price quoted, plus time and materials related to the modification.

The time and materials quote shall be provided in advance when the equipment is ordered and customization is requested. Both parties shall agree to all terms and conditions of the customization.

Renewal:

Texas A&M University reserves the right to renew the awarded agreement for an additional four (4) years, one (1) year at a time, if agreed upon by both parties with all terms and conditions remaining firm.

NOTE: If bidder fails to indicate a maximum percentage increase for each extension period, it will be assumed the percentage is zero (0%).
Cancellation:
Upon award, any order is subject to cancellation without penalty, either in whole or in part if funds are not appropriated by the Texas Legislature or otherwise made available to the using agency.

Texas A&M University reserves the right to cancellation due to non-performance

Texas A&M University reserves the right to cancellation with thirty (30) days written notice.

Restocking Fee
Should Texas A&M - Qatar need to return an item that was incorrectly ordered, there will be a restocking fee.

This charge is 25%

Shipping Terms:
EXW – Warehouse in Sarasota, Florida.

For any shipping related concerns, please contact: shippingreceiving@qatar.tamu.edu

PLEASE NOTE (for reference only): Qatar Customs requires ALL original shipping documents (depending on which shipment mode) as per below list. Please check and confirm with your shipping agent if these documents are required to be provided to their local clearing agent to clear the shipment from Qatar Customs:

- Original Certificate of Origin stamped from Chamber of Commerce
- Original Commercial Invoice stating each item (price/original made/quantity) stamped from Chamber of Commerce
- Packing List
- Airway Bill

All information MUST be the same on each of the above documents. If information is different, the shipment will not clear Qatar Customs.

Vendor/Equipment Related Requirements:
(unless stated otherwise)

- Power: All equipment shall be 220/380 - 240/415; 50Hz with UK style plug as appropriate
- Single phase equipment shall be 220 V, 50 Hz and will be supplied with UK style plugs
- Three phase equipment shall be 415V, 50 Hz
- Equipment instructions, equipment documentation and equipment markings must be in English
- For all experiment demonstration equipment the experiment descriptions and instructions provided with or for the equipment must be in English
- Essential accessories and connections shall be included with the equipment.
- Vendors shall have service representatives in the region for future maintenance and purchase of spare parts as needed.
- Vendor shall have at least 10 years of experience in manufacturing laboratory equipment for educational institutions

- If required and requested by Texas A&M - Qatar, vendor shall:
  * Provide on-site systems operation training and installation for minimum of three (3) days in Doha Qatar.
  * Provide pre-installation guide (utility) requirements/specifications
  * Provide a minimum of twelve (12) months warranty (parts and labor)
  * Provide complete, printed equipment manuals for:
    a. Hardware (including schematics) user's manuals, maintenance manuals and trouble-shooting guide; plus replacement parts manual or list
    b. System software

*Handle all shipping and custom issues related to delivery of the equipment unless other arrangements are made at the time of purchase. The vendor shall bill the actual shipping and customs tariffs after the equipment has been delivered. Copies of invoices for shipping and custom fees will be provided by the vendor when the charges are billed.

Installation & Training:
Should installation and/or training be required, the cost shall be quoted at time equipment is quoted and approved by Texas A&M – Qatar.
Travel cost, if applicable, shall be reimbursed after installation for actual cost incurred by the vendor. All travel cost will require copies of receipts prior to any fees being paid. Texas A&M - Qatar will not reimburse costs for first class travel or first class hotel rates.

Preventative Maintenance Services
Bidders shall indicate here-in all equipment, including manufacturer/brand of equipment preventative maintenance services can be provided. Bidders shall provide details on what services are included with offered service. Details shall include what is included with service as well as what is excluded.
Upon vendor being placed in pool, TAMU – Qatar reserves the right to obtain additional pricing and service details for preventative maintenance service as equipment is purchased for the campus.

Chemical Orders Related Requirements:
- SDS sheets shall be provided for all chemicals shipped.
- All chemicals should be shipped according to manufacturer’s recommendations and delivered to TAMUQ in good order.

Insurance Requirement:
When applicable, the vendor will be required to provide proof of insurance for the specific project.

The successful vendor will, at its sole cost and expense, acquire and maintain in effect during the period of the Agreement, general and professional liability insurance and any employee compensation insurance as may be required by the laws of the country in which the successful vendor is organized.

Invoice Requirements:
Upon award, orders will be placed that refer to your offer. All invoices must reflect prices quoted minus the indicated discount, if any and must reflect the Master Order number issued by Texas A&M, Procurement Services.

If your invoice is not able to provide the indicated discount offered, please indicate what process you can offer, so that TAMU Accounts Payable can determine that the correct discount and pricing was offered.

Catalog
The successful vendor shall be responsible for providing two (2) copies of current price lists or one (1) electronic copy, as well as on going updates to pricing during the duration of the agreement.

Additional Items:
Throughout the agreement, if additional support or material is required and it is not included in the pricing/services provided, The successful vendor shall provide a quoted price with the designated discounted rate to be approved by all parties. Texas A&M - Qatar reserves the right to add the additional support and/or material to the agreement.

Additional Vendors:
Texas A&M University reserves the right to add additional vendors within the pool. In order to add an additional vendor, each supplier must complete a bid invitation form and be approved by TAMU, Procurement Services and TAMU – Qatar.

Payment Terms
Payment terms shall be 100%, Net 30 – Upon Receipt and Acceptance

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<th>Description</th>
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<th>Unit</th>
<th>Unit Price</th>
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