

# **PURCHASING POLICY**



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**June 2024**

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## ***I.- LEGAL NATURE OF FIRA INTERNACIONAL DE BARCELONA AND ITS INVESTEE COMPANIES***

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FIRA INTERNACIONAL DE BARCELONA (FIRA BARCELONA) is a public entity, with an associative base and consortium character of promotion, integrated equally base and consortium character of promotions, integrated equally by Generalitat de Catalunya, the Ajuntament de Barcelona and the Cambra Oficial de Comerç, Indústria, Serveis i Navegació de Barcelona, with the same rights and obligations. It has its own legal personality, independent of its members, independent assets and full capacity to act for the fulfilment of its aims.

The activity of FIRA DE BARCELONA is focused on the organization of trade fair and/or congress activities, as well as on the management of the venues to attract events organized by third parties, so that the activity it carries out is of a commercial nature, competing in a competitive market and assuming the real risk of its activity.

As a consequence, and although **FIRA DE BARCELONA** is an entity that forms part of the public sector, it is neither a contracting authority nor a Public Administration for the purposes of the Public Sector Contracts Law (LCSP).

**FIRA DE BARCELONA** is considered a public sector entity in the typology of article 3.1.d) of the LCSP as it is a consortium “referred to no local government legislation”, and the system for awarding contracts is contained in Title II of Book III of the LCSP (articles 321 and 322), so that this system must ensure the effectiveness of the principles of publicity, competition, transparency, confidentiality, equality and non-discrimination, as well as that contracts are awarded to those who submit the best offer.

On the other hand, the companies in which FIRA DE BARCELONA has a shareholding are also considered public sector entities, although in the typology of article 3.1.h) of the LCSP, given that: (i) they are not contracting authorities as their activity is of a commercial nature, since they compete in a competitive market and assume the real risk of their activity, and (ii) they are not Public Administration and should be considered as market-producing units for the purposes of the European System of Accounts.

Both for FIRA DE BARCELONA and its subsidiaries: FIRA DE BARCELONA INTERNATIONAL EXHIBITIONS AND SERVICES, S.L.U., ALIMENTARIA EXHIBITIONS, S.L.U., FIRESA LOGISTIC, S.L., FIRACCIB, S.L.U. and FIRA CIRCUIT, S.L.U. (hereinafter FIRA or the Organization, indistinctly) the system for awarding contracts is that contained in Title II of Book III of the LCSP (articles 321 and 322), so that system must guarantee the effectiveness of the principles of publicity, concurrence, transparency, confidentiality, equality and non-

discrimination, as well as that the contracts are awarded to those who submit the best offer.

In this context, this Policy respect and complies with the applicable contract awarding regime and is aligned with **FIRA's** Corporate Compliance Program and the Organization's values, detailing the main guidelines to be followed by FIRA's entire purchasing system.

## ***II.- PURPOSE***

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The purpose of this Policy is to establish the main guidelines for **FIRA's** purchasing system.

This is for the purpose of defining the principles and general guidelines of the Organization's purchasing system, as well as the responsibilities of the Departments that manage purchases in a decentralized manner (Purchasing Centres) and the tools used to carry out such management.

This Policy constitutes a strategic element for maintaining competitiveness, as well as the basis for **FIRA's** development and growth, and is also aligned with the Organization's ethical and regulatory compliance objectives.

## ***III.- SCOPE OF THE POLICY***

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This Policy is applicable to all purchases of products and contracting of services carried out by **FIRA**, and shall govern the conduct of all its Employees, regardless of the contractual relationship that links them to **FIRA**, their hierarchical level, their geographical or functional location and/or the FIRA entity for which they provide their services.

## ***IV.- GENERAL PRINCIPLES OF THE PURCHASING SYSTEM***

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**FIRA** defines a series of principles by which it is governed in establishing relationships with suppliers that participate in the purchasing process:

- **Adherence to FIRA's Code of Ethics:** Suppliers of products and/or services must be committed to the values and principles that govern the activities of the Organization.
- **Compliance with the law:** All operations related to the acquisition of products and/or contracting of **FIRA** services must always be governed by compliance with current legislation.
- **Conflicts of interest:** In order to guarantee an objective, complete and transparent procedure, any possible conflicts of interest that may arise during the purchasing and/or contracting of services must be communicated and resolved.
- **Loyalty:** In all processes of purchasing and/or contracting services for **FIRA**, the interests of the Organization must prevail over personal or outside interests. In this sense, the general interest of **FIRA** shall prevail over those of particular areas and/or departments.
- **Satisfaction of FIRA's interest:** Care must be taken to ensure the greatest added value in the acquisition of products and/or contracting of services, such as the quality of the product or service, price, innovation, creativity, etc.
- **Efficiency:** The greatest possible efficiency must be achieved in the processes of acquiring products and/or contracting services, so that the best possible quality/price is achieved.
- **Transparency:** Mechanisms must be used to promote transparency in the management of the purchase of products and/or contracting of services, especially in negotiations with suppliers and in decision-making.
- **Equal opportunities:** Equal access must be guaranteed to all suppliers participating in the process of purchasing products and/or contracting services. To this end, the same information must be provided to all of them, and therefore there must be homogeneity in the requests for bids and in the information provided to them.
- **Objectivity and impartiality:** Supplier selection and decision-making must be based on objective and impartial criteria.
- **Safeguarding FIRA's image:** In all processes for the acquisition of products and/or contracting of services, **FIRA's** reputation and image must be safeguarded.
- **Contribution to social development:** As far as possible, the economic and social development of the suppliers with whom **FIRA** operates must be promoted, so that no abusive conditions or conditions below market price are established.
- **Contractual formalization:** Confidentiality clauses, adherence to the Code of Ethics and compliance with current regulations must be included in contracts.

## ***V.- ORGANIZATION AND RESPONSABILITIES***

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**FIRA's** expense model is composed of different expense groups assigned to different Purchasing Centres. Each Purchasing Centre is responsible for strategically managing the assigned expense groups and subgroups for the Organization, as well as the correct relationship with the suppliers necessary for the proper functioning of **FIRA**, supervising that the services contracted are in accordance with the Organization's needs and business strategy.

The Purchasing Centres are responsible for directing the process of acquiring products and/or contracting services. The process ranges from the identification of the specific need to the final monitoring of the purchase or contracting in terms of compliance with the agreed conditions and **FIRA's** own internal regulations.

The generic responsibilities to be followed by the Purchasing Centres are as follows:

- **Identification** of the procurement and/or contracting need, as well as the definition of the necessary specifications required for the product to be purchased, its origin, quality, service, supplier's characteristics in terms of environmental issues, sustainability, etc.
- **Design** of the purchasing strategy in terms of the expected budget to be spent, the expected date on which the product and/or service is expected to be received, the possible suppliers from whom to purchase the products.
- Continuous **search** for new suppliers in order to obtain alternatives in the event of failure of any supplier.
- **Selection** of the bids that best fit the specific need and proposal to the corresponding managers for their final decision.
- **Approval** of the final offer and communication of the decision to the selected supplier.
- **Follow-up** of the purchasing process to verify that all the corresponding steps have been followed correctly.
- **Documentation** of all purchasing procedures.

## VI.- PURCHASING PROCEDURE

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Any purchase must follow **FIRA's** Internal Procurement Instructions.

The thresholds for the request for bids, contract requests and public bidding procedures, established in the Internal Contracting Instructions, serve as a reference framework for the purpose of defining how many bids must be requested; to establish whether or not it is necessary to formalize an *ad hoc* contract or to resort to the use of **FIRA's** General Contracting Conditions; as well as, among other matters, to determine whether it is necessary to carry out a public bidding process.

In this regard, as a simplification and for illustrative purposes, in those operations of works, services and supplies of a reduced amount, that is, of a value of less than fifty thousand euros (€50,000), it will not be necessary to formalize a specific contract, but rather it will be possible to resort to FIRA's General Conditions of Contracting.

On the other hand, in the case of contracts for amounts exceeding fifty thousand euros (50.000,00€), it will be necessary to formalize a specific contract. This is without prejudice to the fact that, depending on the specific amount, a bidding process must be carried out or a direct award system may be followed.

The bidding system must be used in the case of contracts for:

- Works over 350.000,00€.
- Services and supplies over 100.000,00€.

Likewise, as regards the number of bids to be requested, when the value of the specific work, service or supply is less than eighteen thousand euros (18.000,00€), only one (1) bid shall be requested. In the event that the value of the service or supply exceeds this amount, however, three (3) bids must be requested.

Finally, it should also be noted that **FIRA** may enter into Framework Agreements with several companies, as established in the Internal Instructions on Contracting.

## VII.- CRITERIOS DE CONTRATACIÓN

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Regardless of the applicable procedure, **FIRA**, at the time of making the decision to contract one supplier or another, must take into account the following issues:

- Price criteria.
- Balance between the quality and price of the products and services.
- Compliance with the quality requirements established by **FIRA**.
- Accreditation of the third party's ethical culture and commitment to compliance (certifications in terms of regulatory compliance, accreditable sustainability commitments, among other issues).
- Compliance with other **FIRA** needs (supplier's experience, specific expertise in a certain subject matter, among other issues).

On the other hand, in order to ensure that the third parties with which **FIRA** relates have a commitment to regulatory compliance equivalent to that of the Organization, as far as possible, taking into account the particularities of each specific contracting procedure, as established in the Internal Instructions on Contracting, the following actions will be promoted:

- Inclusion of the commitment clause indicating that the principles contained in the FIRA Code of Ethics must be complied with and respected.
- Require the approval of the supplier.
- Require the signing of a commitment to confidentiality and compliance with legislation on the prevention of occupational hazards and protection of personal data.

## **VIII.- PROHIBITIONS**

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In general, the following are the prohibitions foreseen by **FIRA** in the management of the purchasing process:

- No bids shall be negotiated without any possibility of award.
- No meals or recreational activities shall be held with the supplier during the period of negotiation of a purchase or service or immediately after its award. Outside this period, they must be solely for the purpose of enhancing **FIRA**'s commercial relations, not in an improper manner, and must in any case comply with the provisions of the Anti-Corruption Policy (Sections V to IX, both inclusive). The Anti-Corruption Policy can be consulted at the following link:  
[https://crmfirm.sharepoint.com/contentSites/ComplianceCorporativo/Fira\\_ComplianceCorporativo/Pol%C3%ADtica%20Anticorrupci%C3%B3.pdf](https://crmfirm.sharepoint.com/contentSites/ComplianceCorporativo/Fira_ComplianceCorporativo/Pol%C3%ADtica%20Anticorrupci%C3%B3.pdf)



- No **FIRA** employee who participates in the purchasing processes with a supplier may benefit from personal purchases, discounts or other advantages that exceed the general conditions that the supplier applies in general to all employees of the Organization.
- In general, gifts should not be accepted from suppliers except in those cases expressly detailed in **FIRA's** Anti-Corruption Policy (Section VI). The Anti-Corruption Policy can be consulted at the following link:
- [https://crmfirmas.sharepoint.com/contentSites/ComplianceCorporativo/Fira\\_ComplianceCorporativo/Pol%C3%ADtica%20Anticorrupci%C3%B3.pdf](https://crmfirmas.sharepoint.com/contentSites/ComplianceCorporativo/Fira_ComplianceCorporativo/Pol%C3%ADtica%20Anticorrupci%C3%B3.pdf)
- In the event that persons who participate in the management of the purchase of products or the contracting of services, or who participate directly or indirectly in the decision of an award, are affected by an actual or potential conflict of interest as there may be a particular interest (personal, professional, family or economic) in such purchase management, they must refrain from intervening and/or influencing the making of decisions in which their objectivity and impartiality may be affected and/or questioned. In any case, the provisions of the Conflict of Interest Policy must be complied with. The Conflict of Interest Policy can be consulted at the following link:  
[https://crmfirmas.sharepoint.com/contentSites/ComplianceCorporativo/Fira\\_ComplianceCorporativo/POL%C3%8DTICA%20CONFLICTE%20D'INTER%C3%88S.pdf](https://crmfirmas.sharepoint.com/contentSites/ComplianceCorporativo/Fira_ComplianceCorporativo/POL%C3%8DTICA%20CONFLICTE%20D'INTER%C3%88S.pdf)

In any case, the provisions of the Competitions Policy (Section IV), available at the following link, must be followed.

[https://crmfirmas.sharepoint.com/contentSites/ComplianceCorporativo/Fira\\_ComplianceCorporativo/Pol%C3%ADtica%20de%20Competencia.pdf](https://crmfirmas.sharepoint.com/contentSites/ComplianceCorporativo/Fira_ComplianceCorporativo/Pol%C3%ADtica%20de%20Competencia.pdf)

## ***IX.- CONSEQUENCES OF NON-COMPLIANCE***

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Non-compliance with this Policy and the documents it refers to may involve serious breaches with possible relevance at the administrative and even criminal level. In this sense, such breaches may be sanctioned in accordance with **FIRA's** disciplinary system, without prejudice to other legal actions that may be taken by the organization or third parties.

Likewise, breaches by suppliers of their obligations in the area of contracting may result in the imposition of penalties, the termination of the contract when the seriousness of the infraction makes it advisable and there is fraud, guilt or negligence, as well as when this option is provided for in the regulations supporting the contracting procedure.

CONFIDENCIAL

## DOCUMENT COMPLIANCE TRACKING INFORMATION

<b>Document identification</b>	Purchasing Policy
<b>Document category</b>	High-level standards
<b>Relationship with other documents</b>	Code of Ethics, Anti-Corruption Policy, Conflict of Interest Policy and Competition Policy
<b>Applicable entities</b>	FIRA INTERNACIONAL DE BARCELONA and its participated companies, FIRA BARCELONA INTERNATIONAL EXHIBITIONS AND SERVICES, S.L.U., ALIMENTARIA EXHIBITIONS, S.L.U., FIRESA LOGISTIC, S.L., FIRA CCIB, S.L.U. and FIRA CIRCUIT, S.L.U.
<b>Executive Committee approval</b>	12.06.2024
<b>Board of Directors approval or acknowledgement</b>	09.07.2024
<b>FIRA CIRCUIT, S.L.U.'s Board of Directors adhesion</b>	19.09.2024
<b>Last review carried out</b>	22.05.2024