

To: THE ENTIRE ORGANIZATION

From: ORGANISATION, PROCUREMENT, HUMAN RESOURCES AND IT DEPARTMENT

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Number: 1 sheet

Subject: **Procurements managed by Central Services**

**Procurements** managed by the Central Services Procurements Department and which, accordingly, **will be governed by the Procurements Manual and Related Procedures**, are:

- 1. Central Procurements:** all procurements related to a specific **Central Services** activity (Administration, Internal Audit, Communication and CR, Finance, Organisation, General Services, Information Systems and Technology, etc.), regardless of the type of good or service.
- 2. Aggregate Procurements:** procurements of goods and services that are used throughout FCC Group, where aggregating purchases (for reasons of volume, buyer specialisation, market knowledge, etc.) can offer a competitive advantage.

Below is a non-exhaustive list of goods and services whose procurement obligatorily falls into one of those two categories:

Fuels in general	Personal protective equipment (PPE)
Lubricants	Printing, copying and destruction of documents
Electricity and gas	Office supplies
Surveillance and security services	Human resources training and services
IT services and products	Translation and interpreting services
Consulting and advisory services	Certification (ISO, OHSAS, etc.)
Vehicle leases	FCC Group office furniture
Temporary recruitment agencies	Marketing and advertising services <sup>(1)</sup>
Communications-related services and products	Facility management
Courier and mail services	Removals and transfers
Tax and legal advice and audits	Cleaning services (offices and work centres)
Selective waste collection (offices and work centres)	

(1) Procurements which directly or indirectly involve the Department of Communications and Corporate Responsibility.

**Specific procedures** will be defined in the coming months with respect to products whose supply requires centralised management (e.g. bulk fuel). Those procedures will be announced and made available for consultation on the FCC Group intranet.

Please contact the Procurement Department to report any procurement needs, and send any queries or suggestions to [compras@fcc.es](mailto:compras@fcc.es).

Yours,



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Procurements, Human Resources and IT