|  |
| --- |
| **PRELIMINARY APPROVAL OF PUBLIC PROCUREMENT** |
| **Reference number** | *Reference number under which the public procurement is registered with the contracting authority* |
| **PART A –**  **IDENTIFICATION OF THE CONTRACTING AUTHORITY** |
| **Type of the contracting authority (faculty, unit, department)** |  |
| **Head of the contracting authority (submitter of the plan)**  |
| Name, surname |  |
| Position |  |
| **Contact person** |
| Name, surname |  |
| Position |  |
| Telephone number |  |
| E-mail address |  |
| **PART B – BASIC INFORMATION** |
| **Name of the public procurement** |  |
| **Type of the public procurement** | *Public procurement for supplies, services, or construction works* |
| **Type of procurement procedure** | *See, for example, § 3 or § 31 ZZVZ/Act on Public Procurement* |
| **Subject of public procurement** |  |
| **CPV code according to the NIPEZ codebook** | *CPV code corresponding to the subject of the public procurement (or just the CPV code of the predominant performance within more than one type of performance)* |
| **Justification of the need for the procurement** |  |
| **Suppliers to be addressed** | *Suppliers whom the contracting authority intends to invite to submit a tender where the obligation to invite a certain number of suppliers is imposed by law or by this measure (name, ID number)* |
| **Estimated date of announcement** |  |
| **PART C – FINANCIAL PART** |
| **Estimated value of the public procurement excluding VAT** |  |
| **Method of determining the estimated value** | *Brief justification on the basis of which the estimated value of the public procurement was determined - e.g. market research, experience from previous years, etc.* |
| **Number of the accounting order** | *Add an accounting order number according to the practice of individual faculties and units (e.g. 9900)* |
|  **Source of funding** | *Own resources of Charles University, state budget, or co-financing from EU structural funds (e.g. VVV/OP RDE) including a share (e.g. state budget 15%, structural funds 85%)* |
| **Registration number of the action from ISPROFIN (EDS/SMVS)** |  |
| **Project name and number and specific amount of project funding** | *In case of co-financing from EU funds* |
| **PART D – EVALUATION CRITERIA** |
| **Basic evaluation criterium**  | *E.g. on the basis of the best value for money, including life cycle cost/quality ratio, or the lowest tender or the lowest life cycle cost* |
| **Evaluation criteria and their weight in %** | *In case of multiple evaluation criteria* |
| **PART E – PRELIMINARY MANAGEMENT REVIEW** |
| **In … on …** | I hereby confirm that I have reviewed the necessity of the planned operation in accordance with Decree No. 416/2004 Coll. and I approve the planned operation |
| **Operation transactor** |  |
| **Signature** |  |
|  |
| **In … on …** | I hereby confirm that I have reviewed the planned operation in accordance with Decree No. 416/2004 Coll. and I approve the planned operation |
| **Budget administrator** |  |
| **Signature** |  |

|  |
| --- |
| **In … on …** |
| **Head of the contracting authority** |  |
| **Signature** |  |

**I hereby approve the procurement plan**

|  |
| --- |
| **In … on …** |
| **Head staff member authorised to give prior approval to a public procurement**  |  |
| **Signature** |  |