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| **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** | |  |

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

**I hereby approve the procurement plan**

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