Attachment no. 1 to the Procurement Procedure  
at the Faculty of History

**APPLICATION FOR PUBLIC PROCUREMENT**

**of a value not exceeding PLN 50 000**

**WH/ZP-….../……../20\_\_**

**Part I:**

1. I am requesting the award of a public procurement contract for supplies/services/works for: ………………………………………………………………………………………………………………………………………………………………………………………………
2. I certify that before the order is awarded I have estimated the contract value and selected the most advantageous offer.
3. The estimated value of the order was set at: .............. PLN (net); ............... PLN (gross)
4. The estimated value of the order was determined by ............................................. on .....................
5. Funding source:

project number/name or PSP number: .......................................................................

 departmental appropriations: …………………………………….

Head of the project/ research grant (if applicable): ………………………………………………………………

**Part II: For orders from PLN 3,000.00 to PLN 50,0000.00 (net):**

1. Considering the price of the offer, the reliability of the contractor and the optimal conditions of the transaction, the following offer was selected Contractor: .......................................... for the amount: ..................... PLN (net); ...................... PLN (gross)
2. The Contractor was selected on the following basis:

 at least 3 offers (printout of offers attached)

market discernment in the form of a declaration (enclosed declaration according to the model)

 other criteria (information attached)………………………………………………………………………

………………………………………………….

Date and signature of applicant

|  |  |  |
| --- | --- | --- |
| **Path of acceptance:** | **Date** | **Signature** |
| Confirmation of compliance with PZP provisions |  |  |
| Confirmation of compliance with the budget and spending schedule  (in the case of grant funds, an employee of the 'Research' Section, in other cases, an employee of the 'Finance' Section) |  |  |
| Confirmation of substantiation  (Deputy Dean for Finance and Research/ Deputy Dean for Students’ Affairs/ Administrative Director/ Principal Investigator) |  |  |
| Plenipotentiary of the Quaestor |  |  |
| Dean / Vice-Dean  (approval) |  |  |