**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 declare that the purchase is subject to exclusion from the provisions of the Order on the basis of:

|  |  |  |  |
| --- | --- | --- | --- |
| Place an X in the appropriate line |  |  | Justification |
|   | § 5 ust. 1 pkt 1  | one performer in creative or artistic activity | …………………. (mandatory justification) |
|   | § 5 ust. 1 pkt 2  | one contractor (technical or copyright reasons) | …………………. (mandatory justification) |
|   | § 5 ust. 1 pkt 3  | failures, random events | …………………. (mandatory justification) |
|   | § 5 ust. 1 pkt 4  | writing a book, scientific publication, translation, review, presentation, conducting a training or workshop, creating graphics or photographs | Not applicable |
|   | § 5 ust. 1 pkt 5  | participation in conferences and summer schools | Not applicable |
|   | § 5 ust. 1 pkt 6  | membership dues and fees | Not applicable |
|   | § 5 ust. 1 pkt 7  | extension of domains, hosting, licenses and other subscriptions | Not applicable |
|   | § 5 ust. 1 pkt 8  | contractor planned and approved by the financing entity at the stage of applying for financing or co-financing from national and international funds | …………………. (mandatory justification) |
|   | § 5 ust. 1 pkt 9  | promotion on social media | Not applicable |
|   | § 5 ust. 1 pkt 10  | publication of obituaries in the press | Not applicable |
|   | § 5 ust. 1 pkt 11  | publication of job advertisements on the Internet | Not applicable |
|   | § 5 ust. 1 pkt 12  | parking fees and motorway tolls | Not applicable |
|  | § 5 ust. 1 pkt 13 | Employee training previously identified in projects undertaken as part of the Department's activities, as well as individual employee training related to their duties. | …………………. (mandatory justification) |
|  | § 5 ust. 1 pkt 14 | purchase of entrance tickets to museums, open-air museums and historic sites (castles, palaces, churches, etc.) | Not applicable |
|   | § 5 ust. 3 | other ………. | …………………. (mandatory justification) |

I declare that the procurement specified in the application will (please tick the appropriate box if applicable):

be used exclusively for research, experimental, scientific, or development purposes that do not serve the contracting authority's mass production to achieve market profitability or cover research or development costs (Art. 11, Section 5, Item 1 of the Public Procurement Law);

a procurement in the field of cultural activities related to the organization of exhibitions, concerts, competitions, festivals, shows, theater performances, cultural education projects, or the collection of library materials by libraries or museums, as well as in the field of archival activities related to the collection of archival materials, if these procurements do not serve to equip the contracting authority with fixed assets intended for the ongoing operation of its business (Art. 11, Section 5, Item 2 of the Public Procurement Law).

*OR (if the Applicant does not benefit from the exemption from the provisions of the Order)*

1. I declare that before awarding the contract, I estimated the value of the contract and selected the most advantageous offer.
2. The estimated value of the order was set at: .............. PLN (net); ……………PLN (gross)
3. The estimated value of the order was determined by …………………… on …………….. 20…….
4. Funding source:

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

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

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

**Part II: For orders from PLN 5,000.00 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); ……….. EUR(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): sole provider of the conference fee

………………………………………………….

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) |  |  |