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| --- | --- | --- |
| DATE OF RECEIPT : |  | ANNEX 1 TO THE REGULATIONS |
| **APPLICATION FOR A CONTRACT BELOW 130,000.00 PLN NET** |
| **PART A [[1]](#footnote-1)– APPLICANT AND SUBJECT OF THE ORDER** |
| NAME OF THE ORGANIZATIONAL UNIT OR PROJECT NAME: | Click or tap here to enter text. |
| [ ] SERVICES | [ ] DELIVERIES | [ ] CONSTRUCTION WORKS |
| DESCRIPTION OF THE SUBJECT OF THE ORDER[[2]](#footnote-2) |
| Click or tap here to enter text. |
| JUSTIFICATION FOR THE ORDER: | Click or tap here to enter text. |
| ESTIMATED NET ORDER VALUE: | Click or tap here to enter text. |
| GROSS VALUE INTENDED FOR ORDER EXECUTION: | Click or tap here to enter text. |
| SOURCE OF FUNDING [[3]](#footnote-3): | Click or tap here to enter text. |
| NECESSITY TO SIGN AN AGREEMENT [[4]](#footnote-4): | [ ] YES [ ] NO |
| TYPE OF CONTRACT / COMPLETION DATE: | [ ] ONE-TIME CONTRACT[ ] SUCCESS AGREEMENT | [ ] On time…Wybierz element. | [ ] FROMKliknij lub naciśnij, aby wprowadzić datę. DOWNKliknij lub naciśnij, aby wprowadzić datę. |
| NAME AND SURNAME, PHONE OR E-MAIL OF THE PERSON FOR CONTACT WITH THE PUBLIC PROCUREMENT DEPARTMENT | NAME AND SURNAME, DATE AND SIGNATURE OF THE HEAD OF THE GIVEN ORGANIZATIONAL UNIT OR PROJECT MANAGER: |
| Click or tap here to enter text. |  |
| **PART B – APPLICATION NUMBER AND APPROVAL OF THE PROCEDURE – COMPLETED BY DZP** |
| APPLICATION NUMBER: |  | DATE AND SIGNATURE OF THE DZP MANAGER |
|  |
| **PART C – APPROVAL OF APPLICATION** |
| NAME, SURNAME, DATE AND SIGNATURE OF THE CHIEF ACCOUNTANT | NAME, SURNAME, DATE AND SIGNATURE OF THE PERSON AUTHORIZED TO APPROVE THE APPLICATION [[5]](#footnote-5): |
| *I SECURE FUNDS FOR THE ORDER EXECUTION* |  |

1. To be completed by the applicant [↑](#footnote-ref-1)
2. If the description is more complex/comprehensive, it should be attached to the application. [↑](#footnote-ref-2)
3. E.g.: Overhead costs, IBW, national and EU grants, etc. [↑](#footnote-ref-3)
4. If you select "YES", please fill in the line below - Contract type/Deadline [↑](#footnote-ref-4)
5. Deputy Director of General Affairs [↑](#footnote-ref-5)