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| --- | --- | --- |
| DATE OF RECEIPT : |  | ANNEX 2 TO THE REGULATIONS |
| **APPLICATION FOR A CONTRACT ABOVE PLN 130,000.00 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. |
| TYPE OF CONTRACT / COMPLETION DATE [[3]](#footnote-3): | [ ] ONE-TIME CONTRACT[ ] SUCCESS AGREEMENT | [ ] On time…Wybierz element. | [ ] FROMKliknij lub naciśnij, aby wprowadzić datę. DOWNKliknij lub naciśnij, aby wprowadzić datę. |
| 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 [[4]](#footnote-4): | Click or tap here to enter text. |
| SUGGESTED CRITERIA FOR EVALUATION OF OFFERS OTHER THAN PRICE [[5]](#footnote-5): | [ ] SHORTER DELIVERY TIME | Click or tap here to enter text. |
| [ ] GUARANTEE | Click or tap here to enter text. |
| [ ] QUALITY[[6]](#footnote-6) | Click or tap here to enter text. |
| [ ] OTHER (PLEASE SUBMIT DETAILS IN ATTACHMENT) |
| PERSONS PROPOSED TO WORK IN THE TENDER COMMITTEE [[7]](#footnote-7): | Click or tap here to enter text. |
| OTHER IMPORTANT COMMENTS ON ORDER FULFILLMENT: | Click or tap here to enter text. |
| 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 |
|  |
| MODE: |  |
| **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 [[8]](#footnote-8): |
| *I SECURE FUNDS FOR THE ORDER EXECUTION* |  |

|  |
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| **APPLICATION ANNEX – ORDER VALUE ESTIMATION** |
| ORDER VALUE IS (PLN NET): |  |
| DAY OF DETERMINING THE ORDER VALUE: | Kliknij lub naciśnij, aby wprowadzić datę. |
| **BASIS FOR DETERMINING THE ORDER VALUE [[9]](#footnote-9):** |
|[ ]  Previously incurred costs related to a similar subject matter of the contract (in the last 12 months or during the term of the previous contract) |
|[ ]  Market research (cost analysis based on price lists or individual estimates) |
|[ ]  Planned costs of design works and planned costs of construction works specified in the functional and utility program (concerning the design and execution of construction works) |
|[ ]  Planned costs of construction works specified in the functional and utility program (concerns the performance of construction works - an alternative solution to the investor's cost estimate) |
|[ ]  Investment cost estimate (for construction works orders) |
|[ ]  Other - …. |
| **IN THE CASE OF ORDERS WITH A VALUE EQUAL TO OR EXCEEDING THE EU THRESHOLDS (EUR 143,000), AN ANALYSIS OF THE NEEDS AND REQUIREMENTS REFERRED TO IN ARTICLE 83 OF THE PPL ACT WAS CARRIED OUT** |
| Warned of criminal liability for making a false statement, I declare that I have not been finally convicted of an offence committed in connection with the contract award procedure referred to in Articles 228–230a, Article 270, Article 276, Article 286, Article 287, Article 296, Article 296a, Article 297, Article 303 or Article 305 of the Act of 6 June 1997 - the Penal Code (Journal of Laws of 2020, items 1444 and 1517).By signing the application, the head of the substantive unit or the project manager confirms the correctness of the order estimation. |

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. For delivery date, please select one of the options [↑](#footnote-ref-3)
4. E.g.: Overhead costs, IBW, national and EU grants, etc. [↑](#footnote-ref-4)
5. In the field next to it, describe how the criterion was assessed (e.g. warranty period of 36 months – 3 points, faster processor – 3 points) [↑](#footnote-ref-5)
6. A description of the quality criteria may be attached together with the description of the subject of the contract. [↑](#footnote-ref-6)
7. Please indicate at least 1 person [↑](#footnote-ref-7)
8. Deputy Director of General Affairs [↑](#footnote-ref-8)
9. Please check the appropriate box [↑](#footnote-ref-9)