



GUIDELINES FOR DIRECT PROCUREMENT

Date 2021-02-01

Finance Department
Purchasing and Procurement

Guidelines for direct procurement

1. What is to be procured?
 2. Are there any pre-existing agreements that can be used?
 3. Is it a single or regular purchase?
 - a) Sum the total value and any additional costs.
 - b) Is market survey completed?
 4. Estimated value:
 - a) Below 100 000 SEK: Direct procurement/requisition
 - b) Above 100 000 SEK: Direct procurement pursuant to the template of direct procurement
 - c) Above 615 312 SEK: Simplified procedure
 - d) Above 1 427 377 SEK: Contact the unit for Purchase and Procurement
 5. Design the requirements and conditions that will apply.
 6. Request at least three (3) suppliers and document this in the template of direct procurement.
 7. Document the reasons why a specific tender has been accepted. Notify all tenderers and thank them for shown interest.
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8. Sign the template of direct procurement.
9. Sign the contract, see contract template for direct procurement. Check/submit the purchasers application for exemptions from customs duty to the Swedish Customs, if necessary.
10. Keep diaries of the completed template of direct procurement together with the signed contract and file those.