*Faculty, Department, Division
First name Surname, Title*

Template for Request for quotation (direct procurements over SEK 100,000)

Reg. no
V *20XX/XXXX*

## Request for quotation**Aim, purpose and scope**

*Here, you describe the background to why this direct procurement is to be conducted. Describe the purpose, aim and scope, and what is expected of the supplier during the contract period.*

## **Description of product/service**

Lund University, org. no 202100–3211, requests quotations regarding *description of the need to which the procurement relates.*

The obligatory requirements below are to be fulfilled *or Compulsory requirements in Appendix X. xxxxxxx are to be fulfilled*
*Here, you state your obligatory requirements which the product/service must fulfil. This may include*

* *Delivery or response time*
* *Technical requirements for equipment*
* *The provider who is to carry out the assignment (experience, training, etc.)*

 *It is also possible to enclose a requirement specification as an appendix. In this case, the text is to be adapted and the appendix is to be stated under point 6 in this document.*

*Requirements for the procured item can be described how you wish. However, the requirements are to be clearly formulated and proportional in relation to the product/service.*

## **Requirements for the tenderer**

1.1 The tenderer is to be ruled out if there are grounds for being ruled out pursuant to Chapter 13, Section 1 of the Public Procurement Act.

1.2 The tenderer is to fulfil the legal requirements for obligations relating to registration, tax and fees in the country in which the tenderer operates.

## **Price**

The stated price is to refer to the total price for the execution of the assignment. The offered price is to be stated in SEK excluding VAT and include all costs that are associated with the assignment (also any travel and subsistence allowance costs, response costs, preparation costs, as well as other direct costs).

*The text above may need to be adapted depending on whether it is goods and/or a service that is to be directly procured. For example, in the direct procurement of a service, it may be relevant to get an hourly rate rather than a total price.*

## Evaluation

*Here, you state how received quotations are to be assessed. What is important for your purchase? Examples of evaluation criteria could include price, delivery time or quality such as functionality and ergonomics.*

 *Example 1:*
The evaluation will be based on the lowest price.

*Example 2:*
The evaluation will be based on a balanced assessment of total price and quality (programme structure, design, the provider’s expertise). *Clearly specify what is considered to be quality – it is to be possible to assess it in a comparable way and be shown in what the tenderers are to submit.*

## **Quotation content**

The quotation is to contain the following information:

* Tenderer’s name
* Organisation number
* Address
* Postal address
* Contact person’s name
* Telephone number
* Email

*Here, you describe what the quotation needs to include in addition to the above in order for you to decide whether it fulfils your needs etc. e.g.:*

* *CV*
* *Product sheet*
* *Description of implementation*

By submitting a quotation, the tenderer confirms that all the requirements and terms of the invitation to quotation are fulfilled.

## **Contract**

The contract is signed in accordance with Appendix 1. *Terms of Contract XXXX*

*The above is to be adjusted based on the type of contractt you are using (Goods/Services/Equipment).*

## **Appendices**

Appendix 1. Terms of Contract *XXX (Product/Service/Equipment)*

 *Adjust the above based on the type of contract you are using. In addition to the above, all other appendices are to be listed here, e.g.:*

*Appendix 2. Requirement Specification*

*Appendix 3. Commercial Terms*

## **Quotation submission and questions**

The quotation is to be received by Lund University at the latest on date month 20*XX*

The quotation is to be valid up to and includingdate month 20*XX*

*State reasonable period with regard to the scope*

The quotation is to be sent via email to

*email address*

Questions regarding quotation submissions are to be sent to

*email address*

*telephone number*

Best regards,

*First name Surname*

*Title/Position*

*Department/Division*

Lund University