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| **PRELIMINARY APPROVAL OF PUBLIC PROCUREMENT** | |
| **IDENTIFICATION OF CONTRACTING AUTHORITY** | |
| **Type of the contracting authority (faculty, unit, department)** |  |
| **Head of the contracting authority (submitter of the preliminary approval)** | |
| **Title, name, and surname** |  |
| **Position** |  |
| **Contact person** | |
| **Title, name, and surname** |  |
| **Position** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **IDENTIFICATION OF PUBLIC PROCUREMENT** | |
| **Title of public procurement** | *In the format "Abbreviation of the faculty/unit/Rector's Office of Charles University - (Abbreviation of the contracting authority of the faculty/unit/Rector's Office of Charles University) - Title of the public procurement"*  *E.g. RUK - SBZ - Reconstruction of Karolinum hallways or PedF UK - Purchase of printers and multifunctional devices* |
| **Type of public procurement** | *Public procurement for supplies, services, or construction works* |
| **Type of procurement or tendering procedure** | *In the case of small-scale public procurement, see Article 14, 15, or 17 of the Rector's Measure No. 21/2024, Rules for Public Procurement within Charles University (hereinafter referred to as "Rector's Measure") and in the case of under- or over-limit public procurement, see § 3 of Act No. 134/2016 Coll., on Public Procurement (hereinafter referred to as "ZZVZ")* |
| **Subject of public procurement** | *Brief description of the subject of public procurement* |
| **CPV code** | *CPV code corresponding to the subject of the public procurement (or only the CPV code of the predominant performance within more than one type of performance)* |
| **Justification of the need for the procurement** | *Brief justification of why the public procurement is needed* |
| **Suppliers to be addressed** | *Suppliers whom the contracting authority intends to invite to submit a tender where the obligation to invite a certain number of suppliers is imposed by Rector’s measure or ZZVZ (name and ID number)* *or, where applicable, information that specific suppliers will not be addressed in view of the announcement* |
| **Estimated date of announcement** | *Month and year* |
| **FUNDING OF PUBLIC PROCUREMENT** | |
| **Estimated value of public procurement excl. VAT** | *Estimated value determined in accordance with § 16 to 23 of ZZVZ* |
| **Method of determining the estimated value** | *Brief justification of the basis used to determine the estimated value of the public procurement, e.g. market research, experience from previous years, etc.* |
| **Number of accounting order** | *The number of the accounting order according to the practice of individual faculties and units (e.g. 9900)* |
| **Source of funding** | *Own resources of Charles University, state budget, or co-financing from EU structural funds (e.g. VVV) including a share (e.g. state budget 15%, structural funds 85%)* |
| **Registration number of the action from ISPROFIN (EDS/SMVS)** | *In the case of co-financing from the funds of the Czech Republic* |
| **Project name and number and specific amount of funding from the project** | *In the case of co-financing from EU funds* |
| **EVALUATION CRITERIA OF PUBLIC PROCUREMENT** | |
| **Evaluation criteria and their weight in % or other mathematical relations between the criteria** | *E.g.: Bid price 100 % or*  *Bid price 60 %*  *Experience of the implementation team 40 %* |
| **PRELIMINARY MANAGEMENT REVIEW OF PUBLIC PROCUREMENT** | |
| **In … on …** | I hereby confirm that I have reviewed the need for the planned operation in accordance with Decree No. 416/2004 Coll. and I approve the planned operation. |
| **Operation transactor** |  |
| **Signature** |  |
|  | |
| **In … on …** | I hereby confirm that I have reviewed the planned operation in accordance with Decree No. 416/2004 Coll. and I approve the planned operation. |
| **Budget administrator** |  |
| **Signature** |  |
| **APPROVAL OF PUBLIC PROCUREMENT** | |
| **In … on …** | I hereby confirm that I agree to the announcement of this public procurement. |
| **Head of the contracting authority** |  |
| **Signature** |  |
|  | |
| **In … on …** | I hereby confirm that I give preliminary approval to this public procurement in accordance with Article 8 of Rector's Measure No. 21/2024. |
| **Head staff authorised to give preliminary approval to public procurement** |  |
| **Signature** |  |
| **PRELIMINARY WRITTEN APPROVAL BY THE RECTOR / BURSAR[[1]](#endnote-1)** | |
| **In … on …** | I hereby confirm that I give my preliminary written approval in accordance with Article 50 para 1 letter c) point 3 and Article 50 para 1 letter d) point 3 of the Statutes of Charles University. |
| **Rector/Bursar** |  |
| **Signature** |  |

1. This part of the preliminary approval is used in the case of the need for preliminary written approval in accordance with Article 50 para 1 letter c) point 3 and Article 50 para 1 letter d) point 3 of the Statutes of Charles University, granted by the Rector/Bursar to the Dean/Director when disposing of movable property whose acquisition price exceeds CZK 5,000,000 incl. VAT and does not exceed the amount specified in § 15 para 1 letter b) of the Higher Education Act (CZK 40,000,000 incl. VAT), unless they are gifts. **Otherwise, delete this section of the preliminary approval.** [↑](#endnote-ref-1)