

BESLUT

Datum för beslut:

Klicka eller tryck här för att ange datum.

Diarienummer:

Skriv diarienummer och ks.kod. Skriv så här: X-ÅÅÅÅ-NNNN Y.Z, t.ex. V-2020-1234 1.2.

Beslut och upphandlingsrapport av [ange]

# Beslutet

# Med hänvisning till vad som anförts till i upphandlingsrapporten beslutar [namn beslutsfattare] att direktupphandling skall genomföras enligt LOU (2016:1145).

# Ärendet

**Contracting authority:** KTH Kungliga Tekniska högskolan, [School of XXXXXX or Division VS]

**Organisation number:** **202100-3054**

Project number: [project number to be debited in Agresso]

Description of the purchase: [what you are going to buy, purpose of the purchase, choice of

purchase method and other important information]

Winning supplier: [official name], [organisation number or equivalent]

Price: [XXX currency excl. VAT]

Number of suppliers invited: [state]

**Number of quotes received:** [state]

**Enter tenderer (other than winning supplier):** [official name], [organisation number or equivalent]

**State which evaluation criteria/criteria have been used:**

[Price] [Quality] [Delivery time] [Technical performance] [Sustainability aspects]

[Else, describe what]

**Evaluation and justification of the winning quote:** [evaluation and justification for the selected supplier's tender, write as much details as possible]

**Responsible/Contact person for the purchase:**

[Name] [Department/division (VS)] [mail]

**Detta beslut** har fattats av [befattning/funktionsbenämning Förnamn Efternamn] efter föredragning av [befattning/funktionsbenämning Förnamn Efternamn]. Närvarande vid beslutet var [befattning/funktionsbenämning Förnamn Efternamn].

Kungl. Tekniska högskolan

[Namn på beslutsfattaren, titel och organisatorisk tillhörighet (ej för rektor), t.ex. NN skolchef vid skolan X eller NN chef för Y-avdelningen inom det gemensamma verksamhetsstödet. Inga förkortningar.]

[Namn på föredragande, titel och organisatorisk tillhörighet, t.ex. NN vid institutionen X. Inga förkortningar.]

Bilaga 1: Appendix name. If no attachment exists, this line should be deleted.

**Sändlista**

Kopia till:

[Ange mottagare, en på varje rad eller efter varandra.]

**Implementation:**

1. **You must check that your item(s) are not included within any product group in one of KTH's framework agreements before starting this process.**
2. Contracting authority add school name or division at VS.
3. Project number: Enter the (main project) project number to be debited in Agresso.
4. Description of the purchase: clearly describe what you want to achieve with the purchase, i.e. the purpose, the clearer you are in this information, the better. You must also state that you have checked that what you want to buy in is not on KTH.S's framework agreement. Number of requested suppliers should be at least 3. If less than 3 suppliers are asked, explain, and justify here in the description of the purchase why it is not possible.
5. Winning supplier add the supplier official name and organization number or equivalent.
6. Price add the total cost of the purchase.
7. Number of suppliers invited: Enter how many suppliers you have contacted.
8. Number of quotes received: Enter how many quotes you have received.
9. Enter tenderer (other than winning supplier): enter the official name and organization number (or equivalent) for all suppliers who have submitted a quote.

#### State which evaluation criteria/criteria have been used: You may use one of the criteria or a combination. If you use “else” you have to enter describe what.

1. Evaluation and justification for the selection of the winning quote: state how you have completed the evaluation. Clearly justify why the winning supplier was chosen.
2. Signing of the Beslutet: The Beslut is signed by the "Contracting Party" who is responsible/contact person for the purchase and "Decided by" the person who, according to the financial delegation order, has the right to sign for the current amount, within the current organizational unit.