



INVITATION TO TENDER
Direct award procedure

Date

Ref. no.

Stockholm University invites you to tender for

1 General description of the procurement (Beskriv den vara eller tjänst som efterfrågas)

2 General information

Contracting authority	Stockholm University
Organization number	202100-3062
Customer	Institution/similar MMK
Direct award regarding	Product <input type="checkbox"/> Service <input type="checkbox"/> Installation <input type="checkbox"/>
Estimated value	Above 100 000 SEK <input type="checkbox"/> Below 100 000 SEK <input type="checkbox"/>
Last day for tendering	Date
Questions can be asked through	<input type="checkbox"/> E-mail address: <input type="checkbox"/> www.tendsign.se
Last day for questions	Date
The tender validity time is until	Date
The agreement is valid from until with the possibility of a month prolongation.	Not relevant, immediate consumption <input type="checkbox"/>

3 Reservations

Stockholm University cannot guarantee that this procurement will result in an agreement. The invitation to tender might be withdrawn if all tenders exceed available funding or we do not receive any acceptable tenders.

The procurement will be withdrawn if tender prices exceed 615 312 SEK, which is the upper limit for procurement according the direct award procedure.

4 Tender Documents / Tender Form

Fill out the enclosed Tender Form and attach it to your tender.

5 Submission of tender

The tender must be delivered in a sealed envelope/parcel and marked with the name of the procurement and Ref.no. according to the following:

TENDER/ /Ref.no: SU

Tenders can be submitted in the following ways:

Via post:

Department of Materials and Environmental Chemistry
MMK-administration
Stockholm University
SE-106 91 Stockholm

By handing the tender over to the registrar:

Svante Arrhenius väg 16 C
floor 4, MMK-administration

E-mail mmk-procurement@mmk.su.se

Visiting hours: Mondays – Fridays 09.00-11.00 and 13.00–15.00.

Legal requirements

In June 2018, Riksdagen decided to adopt the law on e-invoicing as a result of public procurement (SFS 2018: 1277). The law means that all purchases, regardless of value, made through public procurement and which commence after April 1, 2019, including direct procurement, must be invoiced with e-invoice.

Further information:

<https://www.su.se/english/about/facts-figures/supplier-invoices/invoices-payment-and-e-commerce-1.417112>

Your tender is most welcome!

Enclosures:

Tender Document / Tender Form /

- Outline of Agreement of procurement according Direct Award of products
- Outline of Agreement of procurement according Direct Award of products including installation
- Outline of Agreement of procurement according Direct Award of service
- General terms of agreement of service
- General terms of agreement of products
- Clarification of the general terms regarding invoicing and payment

Stockholm and date:

Ref.no.

.....
Printed name