Direct Award xxxx

**Introduction**

Uppsala University, Department invites you for direct award of xxxx.

**Assignment**
Describe the product or service so clearly that you will not be able to bid for "apples and pears". This is difficult in the procurement process, please ask any colleague to check the text so that it becomes clear what the offer is to be submitted.

**Requirements for the product / service**
Please describe clearly what the tenderer should submit. Be clear if the requirements are mandatory requirements (shall claim) or non-mandatory requirements (should claim) and if the tenderer must attach a description to the tender.
A **must-requirement** (requirements that the supplier/ product / service must meet) may be typed in the following way with bold marking **must**.

• The supplier **must** meet requirements on…, or
• The service/ product **must** meet requirements on…

If you want the supplier to not only accept the requirement, type in bold. **The tenderer must enclose a description of how the requirement is met/ submit** XXX or similar.
A **should- requirement** (ie an evaluation requirement) may be typed in the following way with bold marking **should**, note that the bidder does not have to meet/ meet a should claim it´s only adds value to the overall evaluation assessment of the tenders.

• The supplier **should** meet or
• The service **should** include ...

**Delivery***Tell when, where, how the goods/ service will be delivered last.*

**Service agreement**Please enter the appropriate service agreement on several levels.

Enter cost of service agreement

Enter cost of service per hour.

**Requirements for tenderers**
Tenderers operating in Sweden shall be:

Registered for payment of VAT, where the business is subject to VAT.

Registered for F-tax.

The university will check that the requirements are met at the Swedish Tax Agency.

Tenderers operating outside of Sweden must:

Provide a certificate of registration issued by the competent authority in country of establishment.

Provide a certificate from the competent authority in country of establishment that prescribed social insurances, taxes and other fees are paid. The document must not be older than two (2) months prior to this request.

**Contractual**Tell that our terms, according to the agreement template that you attach, will apply to the procurement.

**Tender/Offer**It should be clearly stated from the tender documents how the offered goods/ services meet the required requirements.

 **Tender submission and closing date**Tender shall be mailed or sent no later than 201x-xx-xx

 **Tender validity**The validity of the tender must be at least xx months.

**Evaluation**If you not only choose the lowest price offer (among those that meet the compulsory requirements), it's good if you write, for example, "In addition to price, we will also take into consideration the quality, environment, delivery time, etc." or anything else that you intend to weigh into the evaluation.

**Responsible for the Direct Award**First name surname
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