yyyy to Department of xxx

**INTRODUCTION**

The Department of xxxx intends to direct award a yyyy.

YYY will be used for GIVE MORE INFORMATION

**1. Krav på anbudsgivare**

1. Swedish tenderers **must:**

 a. If its operations are subject to VAT, be registered for the payment of VAT.

 b. Hold an F-tax card.

Statements above can be verified with the completed form”Begäran om upplysningar vid upphandling” (SKV 4820)

2. Attached contract template **must** be accepted and will be used for purchase.

**2. Technical requirements**

1. All equipment delivered **mus**t be designed to fit the Swedish electrical system.
2. Connections **must** be for single phase 220-240 V, or triple phase 400 V, 50 Hz.
3. All offered equipment **must** be CE marked.
**Specify** the EU directives to which the CE marking refers.
4. The instrument **must** be equipped with….
5. It **must** be possible to...
6. The system **must** be able to…
7. Measurements of QQQ **mus**t at least be possible in the range 300-900.
8. The sensitivity of XXX **must** be at least 0.3 x.
9. A www **must** be included.

**3. COMPUTER AND SOFTWARE**

1. A computer for control of all system functions must be included.

2. The following must be included:

a. Windows-based operating system (or equivalent);

b. A flat color screen,

c. at least xx GB of internal memory,

d. at least xxxx GB of disk space,.

e. ......

3. Specify the included computer.

4. Software for management and control must be included.

5. Specify the included software.

6. Specify the conditions for upgrades and updates of the included software after delivery.

**4. Service avtal Service agreement**

1. Specify suitable service agreements, preferable for multiple levels.

2. Specify the price for the proposed service agreements.

3. Specify the price for service per hour.

**Tender**

It should clearly indicated in the tender documents how tendered goods fulfils the requirements. Comments on the demands are made by reference to our numbering.

Additional information must be submitted by tenderers on request, provided that equal treatment of the tenderers is maintained.

Data sheet with technical description of the tendered must be included in the tender.

Validity of the tender will be at least ...months.

Tenders must be recieved by the University at the latest at 201x-xx-

*Tenders are sent:*

By e-mail to …

*Alternatively*

By post to………..

**Responsible for the procurement**

First name Surname

E-mail. xxxx.xxxx@xxxxxxxxxx

Phone no: 018-471 xx xx