**Reason for Requisition/Market Research**

Institute: MBI Requisitioned by:

1. **Type of service/delivery (short description)**

1. **Technical reason for requisition (if necessary include as attachment)**

[ ] [ ] [ ]  New purchase [ ]  Replacement order

[ ]  Consumable material [ ]  Guarantee/licence extension

[ ]  Repair/maintenance/damage [ ]  Other

[ ]  Technical literature

**Reason for new purchase/other:**

1. **Estimated order value (net) in euros (if applicable, convert other currencies),**
**Basis for non-binding price enquiry (please include as attachment)**

[ ]  Internet [ ]  Price enquiry by telephone

[ ]  Other sources of information

Comments for market research:

1. **Delivery date/delivery period**

1. **Framework contract available**

[ ]  YES       **If “yes”, no. 6 is omitted! (additional forms omitted)**

[ ]  NO

1. **Who are the potential suppliers?** **(Name and address/email address!)** **At least 3!**
2.
3.
4.

**If only a SINGLE supplier is acceptable, please select the appropriate reason at 6.2.**

6.1 [ ]  direct award of the contract according to 3 Abs. 5 i VOL/A

 Please choose an explanation:

 (At least 3 offer from suitable suppliers.)

6.2. [ ]  only one offer accordung to § 3 Abs. 5 l VOL/A

 Please choose an explanation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Oct. 2018/Signature

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tenderer | PREF321 | PREF322 | Affidavit requested | Affidavit received |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

Date, signature of purchasing institute

 To be completed by the buyer for more than **€** **500**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/signature of financial officer