**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!**

**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 | PREF  321 | PREF  322 | 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