# Report for Direct Procurements over SEK 100,000

Date
*YYYY-MM-DD*

1

Reg. No
*V 20XX/XXXX*

**Register the case report together with the invitation to tender with appendices, tenders with appendices, signed agreement and any other documentation.**

**State who has carried out the direct procurement**

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**Describe in detail what has been directly procured**

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**State how the market has been examined**

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**State which suppliers have been asked**

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**If fewer than three suppliers have been asked, state the reason why**

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**State which criterion or criteria have been used as a basis for the evaluation of tenders(one or more options may be chosen)**

|  |  |
| --- | --- |
| [ ]  Price[ ]  Assessment of references[ ]  Assessment of work samples [ ]  Documented measurable qualities [ ]  Expertise of staff who are to carry out the assignment (CV) | [ ]  Social requirements [ ]  Environmental requirements[ ]  Other (describe) |

**State which supplier/suppliers have submitted a tender**

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| --- |
| Name: Organisation number:Name: Organisation number:Name: Organisation number: |

**State the selected supplier**

|  |
| --- |
| Name: Organisation number: |

**State the reason for choosing the supplier**

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|  |

**State the total value of the procurement**

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|  |

**State the delivery date/date for execution of the assignment or the agreement period**

|  |
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|  |

**Signature (by the person responsible for the purchase in accordance to the delegation of authority)**

By signing below, you certify that, according to the delegation of authority, you have the right to carry out the purchase described in the direct procurement report.

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Place and date

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

Signature

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

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