



## Form for purchases outside of a signed agreement (e.g. framework agreement)

This document must be used upon the purchase of products in the absence of a signed agreement with the supplier and only if a purchase amount is below 100 000 SEK. The purpose of this form is to document **transparency and best value for money** of costs for low value procurement as required by the funder. Please fill in all fields (unless jump is indicated)

Your name

Name of Department at KI

Date

1. Can the specific product/service be purchased via an existing (at the time of purchasing) framework agreement at KI or the State Framework Agreement (e.g. avropa.se)?

Yes ► Purchase needs to be done via framework agreement

No ► Go to #2

2. Is the type of product/service included in an existing (at the time of purchasing) framework agreement at KI or the State Framework Agreement (e.g. avropa.se)? (see Note A)

Yes (an exception from framework agreement is needed) ► go to #3

No (direct award) ► go to #4

### 3. Exception from framework agreement

For KI framework agreement: Indicate the reference number ("diarienummer") of the decision ("Beslut om avsteg från ramavtal") from the The Purchase and Public Procurement unit. Decision must have been made BEFORE the purchase. For government framework agreement: **attach** receipt of "Underrättelse om avsteg från användning av ramavtal" from Kammarkollegiet.

Reference number/ Diarienummer:

4. If the amount of purchases is more than 100 000 SEK please attach "Form for direct award" from The Purchase and Public Procurement unit.

5. Description of product/service:

6. Name of a winning supplier:

7. Can more than one (1) supplier deliver the specific product/service?

Yes (attach comparison from all or at least 3 suppliers)

No (please clarify under #8)

8. Justify the choice of the supplier (max. 1000 characters, make sure all rows are visible when printing)

9. Please attach a supporting documentation of this purchase (request, offer, agreed price and product) - a copy of an e-mail is enough.

**Note A:** When you need a specific supplier for product/service but KI has no framework agreement with them, but with other companies supplying the same type of product. Typical cases when you need an exception from framework agreement: (i) to copy experiment from published article, (ii) reagents and material in a validated method, to continue series of experiment with reagents, (iii) material from previous framework supplier to KI and (iv) reagent and instruments that aren't sold by suppliers where KI have framework agreement but is included in the agreement.

DISCLAIMER: This document is only additional documentation in the case of requirements from external funder/grant. All other KI rules and requirements must be met independently of this form. The person filling in this form also assures that the information is correct and that all other requirements dictated by KI internal rules or Swedish law (LoU) have been met. Person responsible for compliance is according to Karolinska Institutet's "Vice-Chancellor's decision-making procedures and delegation rules for Karolinska Institutet".