



Internal Directive S2016-07

November 28, 2016

Inputs for the Investment Budget and the Invitation for Public Procurement Pursuant to Act No. 137/2006 Coll.

In connection with the preparation of the budget for the respective year and the public procurement schedule all team leaders have to prepare the list of investment and non-investment devices and furnishings with the required period of implementation in the following calendar year, namely in the form of the table in Attachment No. 1. Following must be listed in the table: name of the equipment with precise technical parameters, its price without and with VAT, source of financing and location of the device (room). Investment is understood as expense of 40 000 Kč (incl. VAT) and above.

All inputs are binding and any later change in the form of broadening or narrowing the material or financial criteria affects the plans of other teams by disrupting the process of public procurements.

The expected financial value for public procurements is totaled for one fiscal period within the entire accounting unit.

The proposals for the procurement of the investment and non-investment equipment will be examined by the Methodological Board, mainly in terms of whether they comply with the research plan, in terms of duplicities as well as the suitability for wider circle of users and economy.

The budget consisting of the inputs listed above is approved by the Board of the Institute and Supervisory Board comments on it.

The deadline for submission of the table to the Office of Director falls always on 20th December for the following year.

If there are any questions, please contact drahonovsky@uochb.cas.cz (line 404).

Zdeněk Hostomský
Institute Director