



Directive S2018-03

December 17, 2018

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

1. In connection with the preparation of the budget for the respective year and the public procurement schedule I hereby ask all team leaders 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 CZK (incl. VAT) and above. Any additional or induced cost connected to the investment is to be quantified in the table as well (e.g. structural adaptation and such). Teams that will require more than one (1) investment shall also specify their respective priorities.
2. 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.
3. The deadline for submission of the table to the Office of Director falls always on December 31st for the following year. For the cases of emergencies or other unforeseen circumstances that would take place after the date stipulated in the first sentence of this article an additional round of investment requirements shall take place during May of the current year. Director's approval is required for an investment to be included into the additional round of investment requirements.
4. 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.
5. After the proposals for the procurement of the investment and non-investment equipment will have been approved by the Methodological Board team leaders will submit to the head of the purchasing department filled in Request form (Attachment No.2); the deadline for submission of filled in Request form is on February 28th of the current year.
6. The budget consisting of the inputs listed above is approved by the Board of the Institute and Supervisory Board comments on it.

Zdeněk Hostomský
Institute Director