

Request for Quotation

1. Official name and contact details of the contracting entity:

Name of the contracting entity: **Semmelweis University**
Tax number: 19308674-2-44
Address: 1085 Budapest Üllői street 26.
Authorized representatives: Prof. Dr. Merkely Béla Péter, rector és Dr. Pavlik Livia, chancellor
Acting organizational unit:
Authorized representative of the unit, his/her position:
Contact person, his/her position:
Tel./fax:
E-mail:

The contracting entity hereby submits the ([title]) tender with the following ID number: ([ID number]).

The Contracting Authority will conduct a procurement for the tender.

Title of the request for quotation:

2. Subject-matter of the procurement process, quantity:
3. Professional, technical description of the procurement's subject-matter:
4. Conditions (deadline, place):

Deadline for fulfilment:
Place of fulfilment:

5. Type of contract:

Business partnership contract and/or assignment contract and/or service contract

6. Payment terms:

The winning Supplier/Service Provider/Entrepreneur shall be entitled to issue and submit the original invoice (which meets with the formal and content requirements) to the name and the address of Contracting Entity/Purchaser (Semmelweis University, 1085 Budapest, Üllői street 26.) within 8 days after the date of its fulfillment as certified by the Contracting Entity/Purchaser. The invoice shall be paid by the Purchaser by bank transfer within 30 (thirty) days of receipt.

The invoice must contain the name of the service purchased, the contract number and the project code number.

Project ID: ([ID])

7. Information required to the price offer; procedure for request additional information; documents to be attached to the offer

Please submit the following documents with authorized signature electronically with your offer:

- Price offer

8. Method of submission:

Please send the scanned version of the original offer via e-mail to the following e-mail address: ([@semmelweis.hu]). The winning Supplier is obliged to hand over the original documents to the Contracting Entity prior to the purchase order/conclusion of the contracts.

9. Deadline of the electronic submission:

([yyyy, mm, dd, hh])

10. Validity period of the offer: 180 days

11. Criteria of the evaluation: **the lowest price**

Date:, 2024.

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name
position
Acting organizational unit

NOTE:

The Contracting Entity reserves the right to withdraw from the intention to request an offer, to purchase or to enter into contract and to modify or withdraw the request of quotation without any legal or/and financial consequences. At the end of the quotation procedure, the Contracting Entity is not obliged to enter into contract. The Contracting Entity is entitled to conclude contract with one or more Suppliers. The Contracting Entity reserves the right to conclude a contract with any other economic operator on the same subject.

Price Offer

([ID]) Project ID, ([Project Title])

I. Contracting Entity

Contracting Entity	Semmelweis University
Address	1085 Budapest Üllői street 26
Tax Number	19308674-2-44
Authorized representative and his/her position	Prof. Dr. Merkely Béla Péter, rektor és Dr. Pavlik Livia, kancellár
Contact person, his/her position	
Contact person telephone:	
Contact person e-mail:	

II. Supplier

Supplier:	
Address	
Webpage:	
Tax number	
Authorized representative and his/her position	
Contact person, his/her position:	
Contact person telephone:	
Contact person e-mail:	

III. Price Offer

Title of the Price Offer	Currency of the quotation	Net price	VAT (27 %)	Gross Price

The offered price includes all costs necessary to carry out the work specified in the quotation request.

Project ID: ([ID])

IV. Detailed content of the price offer:

Task number	Task to be undertaken	Detailed professional content	Specific name of the results delivered to the Contractor	Participating Experts (employee)	Invested man-months spent

V. Experts Involved (according to point IV.)

Task number	Name of the expert involved	Position	Qualification	Invested man-months spent /employee

The quotation is valid from the date of submission until 180 days.

Date: 2024

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(Authorized Signature)



Dr. Farkas Gábor
2024 JUN. 14



PROJECT
FINANCED FROM
THE NRDI FUND