

**REPORT ON THE CONDUCT OF THE PRICE MARKET RESEARCH (PRC)**

- I. Name of the ordering unit or cell .....  
**for** .....  
On ..... Mr/Ms ..... made a price market research.
- II. The price market research was conducted on the basis of\*:  
market research,  
internet offers,  
posting an announcement on the University's website  
.....
- III. The following offers were received
- 1) contractor's name and surname (contact details)  
.....  
price: ..... PLN (gross), offer/price list/e-mail enclosed\*
- 2) contractor's name and surname (contact details)  
.....  
price: ..... PLN (gross), offer/price list/e-mail enclosed\*
- 3) contractor's name and surname (contact details)  
.....  
price: ..... PLN (gross), offer/price list/e-mail enclosed\*
- 4) contractor's name and surname (contact details)  
.....  
price: ..... PLN (gross), offer/price list/e-mail enclosed\*
- IV. On the basis of the price market research made, I propose to select the offer/order of the contractor:
- 1) contractor's name and surname (contact details)  
.....
- 2) price offered by the contractor: ..... PLN  
(in words: ..... PLN  
I declare that the above offer meets all the requirements for the present procurement.
- V. The above contractor/offer submitted (select one of the following options and complete if applicable):
- 1) presents the lowest price of those offered  
*In the case that the conducted market research resulted in offers from at least three contractors, it is sufficient to mark the above box, and when fewer than three offers were submitted, explain the reason for this and describe the course of the price market research made:*  
.....
- 2) obtained the most favourable balance of price and other criteria determined according to the rules referred to in call for tender  
*In the case that the conducted market research resulted in offers from at least three contractors, it is sufficient to mark the above box, and when fewer than three offers were submitted, explain the reason for this and describe the course of the price market research made:*  
.....
- 3) was submitted by a contractor who is the only one capable of realisation of the contract  
*Provide a substantive justification, based on objective grounds, for granting the contract to the designated contractor in the case where the contract can be realised by only one contractor:*  
.....  
.....

date, name, surname and signature of the case worker

I approve:

.....  
Date Signature with the name Stamp of the funds administrator

\* select the appropriate