

Procurement request

Article / Service	Delivery date	Expected costs (excl. VAT)	Budget line
2 laptops	15/10/2008	EUR 5000	INNO Equipment

Justification/description of services or goods requested:	2 laptops were bought for the INNO finance manager and communication officer
---	--

Selection of provider

Type of selection procedure	EUR 0 - 20,000 : 3 offers requested
Justification if deviation	N/A

Name of company consulted	Power	Xpro	ITcompany
Name of the contact person	Nathalie Deparis	Olivier Durand	Carine Leconte
Date of consultation	23/09/2008	23/09/2008	23/09/2008
How were the companies consulted?	By e-mail	By e-mail	By e-mail
Date of receipt of offer	25/09/2008	26/09/2008	no offer received
Delivery notice	2 weeks	2 weeks	
Summary description of offer received	2 laptops	2 laptops	
Price proposed in offer (excl. VAT)	EUR 2500 per laptop	EUR 2300 per laptop	
Company selected and justification:	Xpro is selected because it offers the best price.		

Approval of Purchase and Selection

Date	Team member in charge	Procedure and budget (Finance Manager)	General approval (Director)
30/09/2008	AM	EL	DP

Order

Contract signed on 30/09/2008

Order issued on 30/09/2008

Documents attached to this note (please tick)

☒ Document with terms of reference

☒ Offers received