University of Pannonia

Procurement Policy

Adopted by the Senate on:	**18th June 2026**
Senate Resolution number:	**141/2026. (VI.18.)**
Effective date:	**1st July 2026**
Person responsible for the maintenance of the Policy:	**Head of the Directorate of Legal Affairs and Procurement**
Version:	**02**

Version	Date of publication	Effective date	Date of repeal	Senate Resolution number, Board of Trustees Resolution number*
00	15.10.2023	15.10.2023	16.12.2024	178/2023. (IX.28.)
01	16.12.2024	16.12.2024	01.07.2026	240/2024. (XI.28.)
02	01.07.2026	01.07.2026		141/2026. (VI.18.)

* if the entry into force of the Policy is subject to adoption by the Board of Trustees

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The Procurement Policy (hereinafter referred to as: “Policy”) issued by the University of Pannonia (hereinafter referred to as: ”University”) on the basis of the University’s Organisational and Operational Rules (hereinafter referred to as: “OOR”), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: “OORP”) approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders’ and ownership rights (hereinafter referred to as: “Operator”) and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows:

Chapter I

GENERAL PROVISIONS

1. §

The aim of the Policy

(1) To determine the rules and procedures to be followed in the procurement of goods, construction investments and services below the public procurement thresholds set in the Act on the National Budget currently in force, when they are financed from the University's resources.

(2) To determine the rules and procedures to be followed in the procurement of goods, construction investments and services that reach the public procurement thresholds set out in the Act on the National Budget currently in force but are not covered by the Public Procurement Act, when they are financed from the University's resources.

(3) To establish the procedures for the planning, preparation and conduct of procurements covered by Sections (1) and (2), the responsibilities of persons and entities acting on behalf of the University or involved in the procurement process and the documentation of the procurement procedure, in accordance with the applicable legislation.

(4) To ensure the regularity of workflows based on commitments (contracts, purchase orders).

2. §

Scope of the Policy

(1) The personal scope of this Policy shall extend to:

a) all the faculties indicated in the OORP, comprehensive organisational units, organisational units (hereinafter referred to as: faculty, comprehensive organisational unit, organisational unit; collectively referred to as: “organisational unit”) and persons employed by or having any other legal agreement to work with the University,

b) any person representing the interests of the University and involved in the preparation and implementation of the decision in any way.

(2) The material scope of the Policy shall extend to:

a) the procurement of goods, construction investments and services below the public procurement threshold (hereinafter referred to as: “procurement”), where the University acts as the party placing the order or requesting quotations,

b) procurements above the public procurement threshold for which the Entity Requesting Quotations is not obliged to apply the provisions of the Public Procurement Act.

(3) Laws and regulations used in the course of preparing the Policy:

a) Act CXLIII of 2015 on Public Procurement;

b) The act on the national budget currently in force;

c) Internal Regulations (including the Public Procurement Regulation, the Policy on Financial Management, the Regulation of Powers and Competence Relating to Financial Management, Tendering Regulation, etc.);

d) Tendering guidelines, guidelines of the Public Procurement Authority and other authority guidelines;

Chapter II

INTERPRETATIVE PROVISIONS

3. §

Definitions

(1) **Request for quotations:** An invitation sent by the Party Requesting Quotations to the Bidder containing the subject matter of the procurement, the quantity and quality requirements, evaluation criteria and other essential elements relating to the subject matter of the procurement or the contract to be awarded, on the basis of which the Bidder prepares its bid, including the price proposed for the subject matter of the procurement. **The template for the Request for Quotations is available on www.uni-pannon.hu as** "Request for Quotations, General Template" **in the documents of the Directorate of Legal Affairs and Procurement. The elements of the template may be supplemented in view of the specificities of the procurement and, in the case of a project, in accordance with the rules for project management.**

(2) **Entity requesting quotations**: the University of Pannonia, regardless of the organisational unit requesting procurement.

(3) **Bidder:** the economic actor submitting a bid in response to a request for quotations.

(4) **Individual estimated value:** the estimated value of a simple procurement is the value supported by the lowest quotation on the market at the time the purchase is made, or by previous contracts, or by an expert study, or by a design cost estimate (engineering price). In exceptional cases: an internet price comparison that fully complies with the conditions set out in paragraph 11 of this Section.

(5) **Professional/technical specification of the procurement:** the detailed professional and technical description of the procurement, including its

objective assessment parameters, minimum expectations, planning documentation and bill of quantities.

(6) **Procurement planning**: the process of gathering the foreseeable procurement needs of the University's organisational units and projects using the software used for this purpose.

(7) **Procurement planning software: for goods and services, procurement planning is carried out by applying the software available at the following link: https://beszerzes-tervezo.uni-pannon.hu/**

(8) **Purchase order request:** a request, drawn up by the organisational units, which is aimed at a purchase or the conclusion of a contract required for educational or research activities or other activities defined in the University's Statutes, and which is necessary for the University's operations. The creation of a purchase order requires the provision of all the information by the organisational units and projects necessary for the commitment scheme (registration of commitments), the conclusion of the contract, the reception, filing, validation, accounting and payment of the invoice following professional performance. The table of contents of the purchase order request (hereinafter referred to as the "**POR**") is attached as **Annex 1** to this Policy. **The proposed template of the POR is available at** www.uni-pannon.hu **under the documents of the Directorate of Legal Affairs and Procurement under the title** "POR Template Project, POR General Template, POR Template Branded Merchandise". This template also includes self-checking.

(9) **Simple procurement:** simple procurement is any procurement that is not subject to the Public Procurement Act, i.e. is below the current public procurement threshold or is a procurement covered by an exception provided for by law.

(10) **Framework agreement:** an agreement established between one or more entities requesting quotations and one or more bidders, with the aim of specifying the significant terms of procurement contracts concluded with each other in a given period, in particular, the amount of the consideration and, if possible, the quantity envisaged.

(11) **Internet price comparison:** in the case of the purchase of goods or services, a document justifying the market price, equivalent to a request for quotations, which meets the following conditions:

I. The website address shall be clearly identifiable on the saved print screen,
II. The documentation shall clearly reveal the name, address and contact details of the bidder,
III. The bids shall contain goods/services of identical technical parameters,
IV. Prices are compared simultaneously, in a documented manner, i.e. dated print screens are saved,
V. The price shall be visible; and the offer shall correspond to the actual market price. It therefore includes the costs of transportation and all other costs charged by the supplier (completeness is the responsibility of the party requesting quotations).
VI. The bidders shall be independent of one another (it is the responsibility of the party requesting quotations, i.e. it shall ensure the independence of the companies operating the websites by using the online company register (e-cégjegyzék).

(12) **Market price:** the assessment and determination of the estimated value of the procurement based on the situational and market assessment, preliminary market consultation and requests for quotation.

(13) **Prohibition of splitting:** splitting is understood to mean when an entity requesting quotations carries out a single procurement by means of several contracts, taking into account their value separately when establishing the estimated value and thereby not applying the Public Procurement Act or not following the necessary procurement procedures according to the 'higher value' rules. It is forbidden to split a procurement into parts in order to circumvent the public procurement obligation or the application of the more stringent EU procedures.

(14) **Consolidation:** in order to assess whether there is a prohibition of splitting in the determination of the estimated value, it is necessary to examine primarily the existence of a technical and economic functional unity. If, based on the unity of the technical and economic functions, no unambiguous conclusion can be drawn, additional considerations shall be taken into account:

- Uniform planning and decision,
- The person of requesting quotations,
- The same legal basis and the same conditions for concluding contracts,

- Temporal correlation.

(15) **Determination of the procurement procedure:** determining whether a given procurement is subject to the Public Procurement Act, taking into account the rules on consolidation and the prohibition of splitting.

(16) **OTRS system:** A procurement process management system that provides up-to-date information via e-mail alerts on the administration process of the procurement request. It is accessible for users at: **https://beszerzes-portal.uni-pannon.hu**, where the administrators submitting the procurement in question can see the current status of the procurement process, after logging in using the Central Directory Identifier.

(17) **Request for procurement necessary for operational continuity**: a request for procurement not included in the annual plan, unforeseen or resulting from a breakdown, which is due to a critical operational situation requiring immediate intervention.

Chapter III

PROCUREMENT PLANNING, PROCUREMENT PROCEDURES AND RULES FOR SETTING VALUE THRESHOLDS

4. §

Procurement planning

(1) In the course of procurement planning, the University's foreseeable procurement needs for a calendar year are collected.

(2) Procurements are planned by organisatinal unit and by project. Foreseeable procurements must be made by the designated staff member of the organisational unit and, in the case of a project, by the staff member designated by the project manager/professional manager.

(3) The procurement planning software will be opened on 1st January of the current year to facilitate procurement planning for the current year, with the planning period lasting until 31st January of the current year.

(4) The planning of procurements for goods and services for a given calendar year must be completed until 31st January of the calendar year in the procurement planning software.

(5) Following closure of the planning period, the submitted plan may be amended within 8 working days before the beginning of each calendar quarter.

In the event new funding projects are made available, new external services are provided or organisational changes take effect (e.g. the establishment of a new organisational unit), an annual procurement plan may be developed in consultation with the Procurement Department of the Directorate of Legal Affairs and Procurement (hereinafter referred to as: "Procurement Department").

(6) In case of extraordinary events or emergency (see Article 16, e.g. burst pipes, equipment failure, unforeseen events), scheduling outside the planning period shall be possible after consultation with the Procurement Department, provided that there is due justification.

(7) Planning for other needs outside the planning period is subject to special permission. Requests for permission must be sent to tervezes@uni-pannon.hu.

(8) Construction investments are planned on the basis of the University's investment and renovation plan.

(9) When planning procurements, all procurement requests foreseeable in the calendar year covered by the planning shall be recorded in the software (in the case of construction investment projects: Excel spreadsheet). Further information on the details of the planning is given in the description of the software.

5. §

Determination of the procurement procedure, qualification of procurements

(1) After the end of the planning period, the Procurement Department shall assess the uploaded data and determines the order of the procurement procedure for each category of goods and services, publishing them in the procurement planning software.

(2) **Based on the consolidated estimated value of the various categories of goods and services, the following procurement procedures shall be determined:**

a) Procurement procedure,

b) Simple procurement.

(3) The procurement procedure shall be determined on an annual basis (horizontal consolidation), broken down to goods and service categories.

(4) In the case of projects, the consolidation must also be performed for the entire duration of the project (vertical consolidation), and this shall be used for determining the procurement procedure for the project in question. Based on this, a procedure different from that determined for horizontal procedures may be defined for a particular project.

(5) If, based on the consolidation, the procurement is subject to the Public Procurement Act, it may only be implemented in accordance with the provisions of the Public Procurement Policy.

(6) In case of simple procurements, the published procurement plan includes the applicable procedures.

(7) If the procurement is sourced from “funds received” (e.g. funding projects, other grants, etc.), and the entity providing such funds specifies a more stringent procurement and tendering procedure than this Policy, then the more stringent rules shall be followed.

(8) The Procurement Department shall take care of the individual rating of the particular procurements, based on the POR and its attachments submitted by the requestor and the procedure governing the given procurement, taking the provisions of law and the University’s relevant internal policies into consideration. When the procurement is being assessed, the POR item number is checked and the accounting rules for the funding of the procurement are considered.

6. §

Value thresholds

(1) **When calculating the estimated value, the values of all the procurements with the same or similar purpose and with a directly interconnected use shall be considered, provided that**

a) the procurement is made in a budget year, or in a budget year with a contract extending to a period beyond the said budget year,

b) the procurement contract could be awarded to a single bidder, and

c) they serve a single function, both from a technical and economic perspective.

(2) The Procurement Department shall publish the applicable procurement value thresholds on the University's website by 31st January each year. The value thresholds are available in the documents of the Directorate of Legal Affairs and Procurement after login.

(3) **In case of procurements for goods and services:**

a) If the individual estimated value of the procurement or the contract value reaches HUF 3 million net, a minimum of 3 bids (quotations) shall be requested (sent out at the same time) in order to be able to make a proper assessment of the market price.

b) In the case of a purchase order or contract with a net individual value of less than HUF 3 million – provided that the circumstances of the procurement justify it – the person exercising the right of approval or the Procurement Department shall be entitled to request additional quotations for a market price comparison or to examine the market price by means of an internet price comparison.

c) For operation and maintenance contracts concluded for multiple years (in particular for the operation and maintenance of the University's buildings, security equipment, lifts, IT equipment), it is not obligatory to request three bids if the net value of the contract does not exceed HUF 3 million per year.

d) If the procurement is financed from a funding project or other national or European Union funds available for a specific purpose, and the guidelines of or other provisions relating to the funding project or the funds require the existence of three quotations or any other supporting documents justifying the market price, the University shall proceed to obtain them.

(4) **In the case of construction investments, renovation works and engineering services related to construction investments:**

a) If the individual net value of the procurement reaches HUF 3 million but less than HUF 60 million net, at least 3 (price) offers are required (request for quotations sent out simultaneously) to make a proper assessment of the market price.

b) The request for quotations shall be taken care of by the Procurement Department, based on the technical and professional material (e.g. technical description, planning programme) prepared by the Technical and Operational Directory.

c) In the case of a procurement or contract with a net individual value of less than HUF 3 million – provided that the circumstances of the procurement justify it – the person exercising the right of approval or the Procurement Department shall be entitled to request additional quotations for a market price comparison.

d) If the procurement is financed from a funding project or other national or European Union funds available for a specific purpose, and the guidelines of or other provisions relating to the funding project or the funds require the existence of three quotations or any other supporting documents justifying the market price, the University shall proceed to obtain them.

(5) **Exceptions:**

The University shall not be obliged to request three quotation for procurements below the threshold specified for public procurements, if

a) the subject matter of the procurement falls within the scope of exceptions of the Public Procurement Act (Articles 9, 14 and 111 of the PubProAct);

b) the subject matter of the procurement is the assignment of a forensic expert or a member of a professional evaluation committee for public procurement procedures or tenders;

c) the subject matter of the contract is the provision of public utilities (in particular water, gas, electricity, heating) or internet or landline telephone services;

d) the person requesting quotations has justifiably made sure, as a result of market research, that there are less than three economic actors available on the relevant market and there is therefore no potential competitive situation concerning the subject matter of the procurement;

e) the subject matter of the contract is the procurement of custom made goods, provided that the unique nature of the goods is certified by the manufacturer;

f) the payment obligation is connected with enrolment to courses, trainings or conferences announced in advance;

g) the subject matter of the contract is the performance of a personalised service of a confidential nature;

h) it is justified for the protection of a trade secret or intellectual property;

i) the subject matter of the contract is the procurement of second-hand equipment or machinery;

j) the subject matter of the contract is the disposal of hazardous waste;

k) the subject matter of the contract is the use of healthcare services.

(6) If the procurement is financed from a funding project or other national or European Union funds available for a specific purpose, and the guidelines of or other provisions relating to the funding project or the funds require the existence of three quotations or any other supporting documents justifying the market price, the University shall proceed to obtain them.

Chapter IV

THE RULES OF PROCEDURE FOR CONDUCTING A PROCUREMENT

7. §

Professional criteria for procurements

(1) The *provision of professional expertise concerning procurements* shall be the responsibility of the requesting organisational unit. For procurements applying to a single organisational unit, the appropriate *professional expertise* corresponding to the subject matter of the procurement shall be provided by the competent organisational unit, or, for procurements concerning more than one organisational unit, the responsible employee jointly designated by the organisational units concerned.

(2) The procurement expertise necessary for procurements shall be provided by the Procurement Department.

(3) The provision of *financial expertise* required for procurements (validation of the certificate of coverage or of the cost centre designated as the financial source of the procurement) shall be the task of the person assigned to this task by the Director for Economic Affairs.

(4) The legal expertise required for the procurements shall be provided by the Legal Affairs Department of the Directorate of Legal Affairs and Procurement. All contracts mentioned in the chapter 'Contracting' shall be reviewed by the lawyer employed by the University or having any other legal agreement to work with the University (hereinafter referred to as: **"Lawyer"**). In case of purchase orders, if legal expertise is required due to the nature of the purchase order, such legal expertise – except for issues within the scope of public procurement law – shall be provided by the Lawyer.

(5) Special expertise required to be provided for the procurements by the Chancellor's Office shall be ensured by the organisational unit concerned by the procurement in its scope of responsibilities (hereinafter referred to as: "**expertise provided by the Chancellor's organisational units**").

8. §

Rules for requesting quotations

(1) When requesting quotation, a minimum of 3 independent economic actors suitable for and capable of performing the contract shall be invited to submit quotations, as a general rule, for each simple procurement procedure with a net individual value of at least HUF 3 million. The economic actors to be invited to submit bids shall be chosen, as far as possible, from among micro, small or medium-sized enterprises in the place where the entity requesting quotations has its registered office (premises) or where the services, supplies or works are to be carried out.

(2) In the case of a procurement financed from grant applications, the condition of capability must, as a general rule, be verified on the basis of an extract from the trade register, where the NACE activity corresponding to the goods manufactured or marketed or the services provided must be included in the certificate of incorporation.

(3) No bid may be requested from a sole entrepreneur who has opted for the flat-rate taxation of small taxable enterprises. An exception to this rule is a self-employed person who is a full-time taxi driver. The attention of the economic operator selected shall be drawn to the above in the request for quotations.

(4) The economic actor invited to submit a bid shall be deemed independent of the other invited economic actors if:

a) it has a different ownership structure, and

b) there is no identity between the persons entitled to sign for or represent the company according to the Company Register or the Registry of NGOs.

(5) In the case of procurements implemented from sources other than funding projects, the request for quotations may be deemed successful by the professional manager making a commitment even if not all the economic actors invited submit a bid. In the case of procurement to be implemented from funding projects, the entity providing such funds may lay down different conditions for the use and accounting of the support.

(6) The entity requesting quotations shall, as far as possible, change the identity of the economic actors invited to submit bids to each procurement.

(7) In order to determine the economic actors to be invited to submit bids, the Procurement Department may hold, if necessary, professional consultation on the potential bidders with the requesting organisational unit, and shall be entitled to request quotations from other economic actors in addition to those invited to participate in the procedure by the organisational unit requesting the procurement.

(8) Procurements shall be implemented following a request for quotations.

(9) The content of the request for quotations shall be defined in such a way as to enable bidders submit appropriate bids and to enable the comparison of bids submitted in due time and in due form.

(10) The professional content of the request for quotations, the evaluation criteria, the deadline for the submission of bids and other conditions shall be determined by the requesting organisational unit's staff members having appropriate expertise. The evaluation criteria shall be clearly defined in advance and included in the request for quotations. If there are no quality or other evaluation criteria, bids shall be evaluated on the basis of the lowest price.

(11) For providing assistance to the request for quotations and the elaboration of the evaluation criteria, request for quotations templates are available among the documents published by the Directorate of Legal Affairs and Procurement at the website **www.uni-pannon.hu**.

(12) In the case of procurements to be financed from funding projects, the evaluators shall cooperate with the project manager of the given project (if a project manager has been appointed) during the request for quotations and the evaluation, in order to adhere to the corresponding provisions laid down in the specifications of the funding project.

(13) If necessary, the employee of the Procurement Department shall provide procurement assistance and support in preparing the conditions for the request for quotations, based on consultation with the Procurement Department.

(14) As a general rule, the organisational unit/project manager requesting the procurement shall be responsible for the request for quotations, after the

final text of the request for quotations has been approved by the person authorised to undertake commitments with respect to the requesting organisational unit(s).

(15) The evaluator(s) shall ensure that the bids are received and filed.

(16) The bids shall be evaluated by the members of the organisational unit requesting the procurement who have the expertise required for the subject matter of the procurement.

(17) In the case of procurements below an individual net value of HUF 3 million, the bids shall be assessed and signed by at least one person (hereinafter referred to as: “evaluator”).

(18) Bids with an individual net value exceeding HUF 3 million but below the threshold for public procurements, and in the case of procurements financed from funding projects, where the funding project requires the market price to be substantiated, the evaluation shall be performed and signed by at least three persons (hereinafter referred to as: “evaluators”).

(19) The evaluator(s) perform their contextual and formal check, and select the successful bidder. In the course of the evaluation, the evaluator(s) shall ask the bidder(s) to provide information, explanations and justifications on any incomplete or unclear elements of the bids and shall compare the bids according to the evaluation criteria.

(20) In the case of procurements financed from funding projects, the evaluation shall also be signed by the project manager, regardless of the individual value of the procurement.

(21) The evaluator(s) shall notify the bidders in writing (postal letter, fax, e-mail) on the decision of the decision makers.

(22) In special cases, the Procurement Department shall perform the request for quotations (e.g. construction investments, accredited public procurement consultant, legal services).

(23) If the substantive elements of the quotation requested by the organisational unit are not appropriate or the Procurement Department considers the supplier to be unreliable (e.g. a negative opinion of the supplier has been formed due to previous ordering experience), the Procurement Department may seek another supplier and request a quotation for the same type of product or service, taking the price and the delivery and payment terms of

the quotation into account. The new quotation, price and payment terms will be notified to and agreed with the requestor. Exceptions to this rule are requests financed from a funding project, where three simultaneous bids are required as a condition for settlement.

(24) In the event that the requested product is no longer available or an alternative product with the same properties is available at a more favourable price, the Procurement Department shall consult the requestor on the approval of the alternative product, and in the case of the approval, the alternative product shall be procured.

(25) This option is also available if the required product can be purchased at a price lower than the one in the bids submitted or, in the case of a price difference which is not relevant, on more favourable payment terms.

9. §

Preparation of procurements

(1) The procurement process shall be initiated by sending to beszerzes@uni-pannon.hu the scanned POR form and its annexes (request for quotations, valid bids, evaluation report if required, or exclusivity statement, technical specifications) completed by the organisational unit/project (hereinafter referred to as the "**Requestor**") and accompanied by the required professional approvals and the signature provided by the Chancellor's organisational unit having competence in the given professional field (the professional approvals and the signature provided by the Chancellor's organisational unit having competence in the given professional field are hereinafter collectively referred to as: "**approvals**") and signed by the person authorised to enter into commitments and, in the case of a project, by the professional manager and the project manager. If the Requestor has authorisation to use an electronic signature, the procurement process may also be initiated by submitting the POR form bearing the Requestor’s qualified electronic signature providing full evidence. The original of the POR shall be kept by the requesting organisational unit in accordance with the Document Management Regulation in force.

(2) In the case of a request for office supplies, the Office Supplies Request Form, available among the documents of the Directorate of Legal Affairs and Procurement, must be attached to the POR form.

(3) In the case of a request relating to international travel, instead of a POR form, the documents entitled Travel Plan for an International Business Trip and Travel Data Sheet for the Organisation of International Travel must be submitted.

(4) In the case of a request relating to a domestic business trip, instead of a POR form, the document entitled Authorisation/Approval of a Domestic Business Trip or Official Travel must be submitted where the business trip or official travel involves the procurement of services from an external partner in accordance with Section 6.3 of Chapter IV of Chancellor's Directive No. 9/2019 (XII. 06.).

(5) The signatures provided by the Chancellor's organisational unit having competence in the given professional field shall also be given in electronic form on the POR, therefore, when obtaining such approvals, the POR must be sent in pdf format via e-mail to the organisational unit authorised to sign.

(6) In the case of procurements financed from funding projects, the POR shall be signed by both the project manager and the professional manager.

(7) If the procurement is requested by an organisational unit within the Chancellor's scope of authority and the individual gross value exceeds HUF 5 million, the POR shall also be signed by the Chancellor who is authorised to enter into commitments.

(8) If the procurement is requested by an organisational unit in the academic field and the individual gross value exceeds HUF 5 million, the POR shall also be signed by the Rector who is authorised to enter into commitments.

(9) If advance payment is specified as the term of payment, the staff member of the Procurement Department assigned to this function shall request an "Advance Payment Authorisation" from the Directorate for Economic Affairs.

(10) The POR shall indicate the purpose of the procurement, its justification, the precise description and specification of the material / product / goods / services / construction work / renovation work / maintenance service to be procured, its estimated value (procurement market price), the line item number of the procurement planner, the Requestor's administrator, the cost centre and any request for advance payment. If the procurement serves or

is directly related to the purpose of implementing research and development activities, this shall be indicated on the POR.

(11) In the case of services related to events, the POR shall contain the following, in addition to the above:

a) The name of the event, happening or an occasion for giving gifts or promotional purposes related to the University's operations, the programme items in the case of an event [e.g. restaurant services, catering, sound engineering services, accommodation, photography services, video recording services, performers (use of performing art services), venue rental, security services, health services, gifts, advertisement and promotional materials, etc.], and its date and time;

b) The announcement advertising the event, or, in the case of a student event, the event authorisation must be attached;

c) The nature of the representative event (business, official, professional, diplomatic or religious).

(12) The administrator of the Requestor shall be indicated on the POR to enable the administrator to track the requisition in question in the OTRS system (on the website **https://beszerzes-portal.uni-pannon.hu**) following central directory identification.

(13) When the POR is sent, the attached bids shall still be valid for at least 5 working days, otherwise the POR will be sent back by the Procurement Department to the Requestor. If the validity period of a valid bid as described above expires before the purchase order is placed, the Procurement Department shall arrange for an extension of the binding period of the bid or the request of a new quotation.

(14) Based on the subject matter of the procurement, the Requestor shall obtain the following approvals:

a) In case of the procurement, repair or maintenance of IT-related goods – the Directorate of Information Technology,

b) In the case of procurements related to operation, maintenance, repair, access control and surveillance systems, occupational safety equipment – the Department of Facility Management and Security of the Technical and Operational Directory,

c) In the case of the acquisition of equipment or devices with a fire or explosion hazard – the Department of Facility Management and Security of the Technical and Operational Directory,

d) In the case of a request for communication, enrolment or marketing products and devices – the Directorate of Communication,

e) In the case of renting rooms or venues – the Technical and Operational Directory, and, in the case of hiring a gym or fitness facility, the Institute of Physical Education and Sports as well,

f) In the case of the acquisition of ionising (X-ray and radioactive) materials and equipment – the Head of the Radiation Protection and Safety Services,

g) In the case of the procurement of sports equipment and of sporting events organised for students or staff – the Institute of Physical Education and Sports, as a general rule,

h) In the case of the procurement of books and periodicals – the University Library and Knowledge Centre of the University of Pannonia,

i) In the case of healthcare and mental health services related to employee well-being – the Directorate of Human Resources Management,

j) In the case of occupational health services related to occupational safety – the Department of Facility Management and Security of the Technical and Operational Directory,

k) The Chancellor's approval for the procurement of official seals, in accordance with the Chancellor's Directive on the Rules on the Use of Stamps.

(15) **The guidelines for obtaining approvals** can be found among the documents of the Directorate of Legal Affairs and Procurement, in a file titled "Guidelines for Obtaining Approvals".

(16) The PORs sent to the e-mail address beszerzes@uni-pannon.hu will be printed out.

(17) The designated staff member of the Procurement Department shall check the POR in the procurement planning software, and if the requisition can be found in the procurement planning software, the staff member shall assign a procurement category to the POR or shall indicate the absence thereof.

(18) The designated staff member of the Procurement Department shall check whether the POR and its annexes comply with the provisions of the policy, have the required formal (necessary signatures and approvals) and substantive elements and annexes, and if incomplete, shall send it back to the Requestor for completion.

(19) If only the approval related to the subject matter of the procurement is missing from the POR, the designated staff member of the Procurement Department shall send it to the person authorised to approve.

(20) Based on the complete POR or the POR having completed with the necessary formal and substantive elements following a notification of incompleteness, the designated staff member of the Procurement Department shall determine whether to fulfil the request by a specific order or a contract should be concluded for this purpose. The staff member shall indicate the above on the checklist attached to the POR and whether the request is authorised to be fulfilled within own scope of authority. In addition, the checklist shall indicate which tasks shall be completed before the purchase order can be placed and which additional signatures and authorisations are required (certificate of coverage, approval, signature of the committing party, financial countersignature).

(21) The designated staff member of the Procurement Department shall assign the request to an administrator.

(22) Requests for construction investments, renovations and related engineering services (e.g. planning, technical review, etc.) shall be notified and sent to the Technical and Operational Directory. The professional and technical information required for the procurement shall be provided by the Technical and Operational Directory, and the POR prepared by the requesting organisational unit, together with its attachments, shall be sent to the Procurement Department by the Technical and Operational Directory. The procedure for requesting quotations shall be conducted by the Procurement Department, with professional and technical support provided by the Technical and Operational Directory.

(23) Requests for the use of property, part of property, a room or other buildings are also considered to be requests for procurement, if it is to be paid by the University. The corresponding POR shall be submitted to the Procurement Department or sent to the e-mail address beszerzes@uni-pannon.hu. The request shall be reviewed by the Asset Management and Technical

Department of the Technical and Operational Directory from the perspective of asset management.

(24) Books and periodicals are purchased on the basis of the POR addressed to the Directorate of Legal Affairs and Procurement. Based on the POR, the Procurement Department shall arrange for the procurement procedure in cooperation with the University's Library and Knowledge Centre.

10. §

Review of the market price

(1) The Procurement Department shall have the opportunity to review the market price and, in the case of more favourable conditions (product price, transport costs, longer warranty), order the product from the supplier it has selected after consultation with the Requestor.

(2) If the procurement is financed from a funding project or other national or European Union funds available for a specific purpose, and the guidelines of or other provisions relating to the funding project or the funds require the existence of three quotations or any other supporting documents justifying the market price, the Procurement Department shall not exercise its right to review, but may consult the Requestor (project manager) to review the market price in case of significant price advantage or foreign suppliers.

(3) The Chancellor, who is entitled to exercise the right of approval, or the person delegated by the Chancellor to exercise the right of approval, in the course of exercising the right of approval – based on the available data –, shall indicate and specify their request and expectation to carry out market price comparisons.

11. §

The implementation of procurements

(1) Following preparation of the procurement, implementation of the procurement may follow based on the provisions of this Policy as follows:

a) for the purchase of goods and services with a gross value of less than HUF 200,000, without a written purchase order, unless the source of the procurement requires a written, confirmed purchase order or the justification of the market price;

b) by purchase order,

c) by conclusion of a contract (in accordance with the provisions of the relevant chapter),

d) in the case of an authorisation to conduct the procurement within own scope of authority:

i) without a written purchase order (if the value of the procurement does not reach the gross value of HUF 200,000, and the source of the procurement does not require a written, confirmed purchase order or the justification of the market price),

ii) in other cases, on the basis of a specific and reasoned request, on a case-by-case basis.

(2) The procurement may not be implemented, i.e. no purchase order may be sent to and no contract may be concluded with a sole entrepreneur who has opted for the flat-rate taxation of small taxable enterprises. An exception to this rule is a self-employed person who is a full-time taxi driver.

(3) For the procurement of import goods, procurement within own scope of authority may only be authorised in exceptional cases.

(4) In the case of a purchase order, the POR, together with the completed purchase order form (signed by the person authorised to enter into commitments, if the procurement task has been delegated, or duly signed by a person responsible for procurements/public procurements), shall be sent by the procurement administrator for certification of coverage, approval and financial countersignature.

In the case of procurements carried out under the centralised public procurement framework for IT procurement (Digital Government Agency), the Procurement Department may request prior confirmation of budgetary funds from the Directorate for Economic Affairs.

(5) In the case of concluding a contract, the formally and substantively complete POR shall be sent by the Procurement Department for certification of coverage and approval, and simultaneously assigned to a procurement administrator, who shall start drafting the contract.

(6) In the case of procurements within own scope of authority, the formally and substantively complete POR shall be sent by the Procurement Department for certification of coverage and approval, and then shall permit implementation within own scope of authority.

(7) In order to maintain a register of IT assets (hereinafter referred to as: "**Technical Database**") and a Central Software Licence Register kept by the Directorate of Information Technology, the Procurement Department shall designate an IT contact person for ordering and leasing IT devices specified in this Policy and for leasing software or ordering boxed software, as well as for IT operations management services. The IT contact person shall be authorised to receive the IT equipment or boxed software and to activate the software lease on the basis of user data.

12. §

Purchase order

(1) If the provisions of this Policy do not require the conclusion of a contract in accordance with Article 18, no authorisation shall be issued for the procurement to be carried out within own scope of authority, i.e. the procurement shall be performed in the form of a purchase order.

(2) The procurement administrator verifies the correctness of the procurement procedure in the procurement planning software and enters the value of the procurement to be used.

(3) When placing purchase orders, if necessary or possible, the procurement administrator shall make a review of the market price.

(4) If necessary, the procurement administrator shall consult the supplier and/or the Requestor/project manager.

(5) In the event of a price change in the course of the negotiation with the supplier, the procurement administrator shall amend the value to be used in the procurement planning software, after consultation with the Requestor.

(6) The procurement administrator shall prepare the purchase order and, if the value of the procurement is less than HUF 5 million gross, he or she shall submit it with the accompanying documents to the Head of the Procurement Department or the Director of the Directorate of Legal Affairs and Procurement for signature (hereinafter referred to as "**signature by delegation**").

(7) If the value of the procurement reaches HUF 5 million gross, the order shall be signed by the Head of the Procurement Department or the Director of the Directorate of Legal Affairs and Procurement, indicating that it is **fully compliant from a procurement/public procurement perspective**.

(8) After the order has been signed by delegation or with the remark “fully compliant from a procurement/public procurement perspective”, the order shall be sent for certification of coverage, approval and financial countersignature, in accordance with the applicable value limits, and, if the value of the procurement exceeds HUF 5 million gross, for signature by the Chancellor or the Rector and the Chancellor. **The signature guidelines describing the process are available on the website, in the section where the documents of the Directorate of Legal Affairs and Procurement can be found.**

(9) If there is no coverage available for the purchase order, or the person exercising the right of approval does not approve the procurement, the procurement administrator shall notify the Requestor via the OTRS system, and issues an ‘unsuccessfully concluded’ ticket to the procurement.

(10) If the purchase order has the required coverage, approval and financial countersignature and the signature of the person authorised to enter into commitments, the procurement administrator shall send the purchase order via the OTRS system to the supplier, no later than the working day following its return to the Procurement Department.

13. §

Rules for import procurement and customs clearance

(1) Goods arriving from outside the European Union shall in each case be subject to customs clearance processes.

(2) The customs clearance order required for the customs procedure shall be sent by the carrier to the Procurement Department.

(3) The customs clearance order shall be filled in and returned to the carrier by the procurement administrator.

(4) Customs clearance is based on the verified value of the goods, expressed in monetary value (total invoice value and the currency used for payment).

(5) The following documents shall be sent to the carrier for customs clearance, certifying the value and content of the consignment:

a) invoice and/or,

b) purchase order/order confirmation.

(6) Together with the customs clearance order, the documents determining the value of the consignment shall be sent to the carrier by the procurement officer conducting the procurement, in consultation with the Requestor, if necessary.

(7) The National Tax and Customs Authority may request additional documents in order to support the customs value.

(8) The value added tax specified in the course of customs clearance and the customs duty shall be paid by bank transfer on the basis of the decision of the customs authorities sent by the carrier upon completion of the customs clearance process.

(9) The procurement administrator of the Procurement Department shall verify the University's details on the customs decision and forward it with the money order to the Directorate for Economic Affairs.

(10) If, in the course of the customs clearance, the value added tax and the customs duty are paid by the carrier as per the decision of the customs authorities, the carrier shall issue an accounting document/invoice, with the University being the customer thereon, indicating the customs decision number, the amount of which shall be paid to the carrier by the University upon receipt of the goods.

(11) If the carrier has paid the value added tax and customs duty and has issued an accounting document/invoice, the Logistics Department shall pay, at the time of receipt of the goods, the customs duty and the related value added tax imposed during the customs clearance procedure, together with the invoice issued of the service provided by the carrier during the customs

clearance procedure. The Logistics Department shall ensure that the University's details are correctly entered on the invoice before payment is made. If the invoice contains incorrect or incomplete data, it shall refuse payment of the invoice and request that the invoice be issued with the correct data.

(12) If the value added tax and the customs duty have been paid by the Logistics Department, the corresponding invoice with the documents of goods receipt shall be forwarded by the Logistics Department to the Procurement Department.

14. §

Issuing permission to conduct procurement within own scope of authority

(1) If the Requestor intends to carry out the procurement within his or her own scope of authority, this request shall be indicated on the POR.

(2) Procurements within own scope of authority may exclusively be carried out after prior written approval of the Procurement Department, based on a notification via OTRS or, for lack of that, on an e-mail exchange.

(3) As regards procurements conducted within own scope of authority, the Requestor shall continue to apply cost-efficient procurement practice, i.e. procure the product or service in question at the best possible price, preferably without delivery costs.

(4) Based on the prior approval of the Procurement Department, in particular in the case of the procurement of restaurant or catering services, key duplication authorised by the Department of Facility Management and Security, and the procurement of live animals, wreaths, flowers or other goods below a gross value of HUF 200,000, the procurement may be carried out within own scope of authority, subject to the existence of a certificate of coverage and, as the case may be, the necessary approvals.

(5) If the Requestor fails to conduct the procurement within his or her own scope of authority within 2 weeks, the Procurement Department shall withdraw its permission to conduct procurement within own scope of

authority, and shall set the request's status in the OTRS system to 'unsuccessfully concluded'. Exceptions to this rule are requests within own scope of authority that are fulfilled through continuous performance after the above period (e.g. purchase of mineral water or swimming pool passes).

15. §

Ordering from webshops

(1) Purchasing from a webshop is a special form of ordering.

(2) Purchases from a webshop shall be understood as purchase orders placed with online webshops. The aim is to obtain a faster and cheaper purchase.

(3) Only the Procurement Department shall be entitled to purchase from webshops, in cooperation with the Requestor, if necessary.

(4) Registrations required for purchases from webshops may only be carried out by the Procurement Department, after the online interface has been checked for reliability. The Directorate of Information Technology takes part in reliability checks.

(5) The following shall be checked during the reliability check:
   a) Whether the website in question uses a secure connection.
   b) Whether there is a real distributor behind the website, not a fictitious webshop.
   c) How trustworthy the distributor in question is on the basis of customer opinions.

16. §

Exceptional requests for procurement

(1) The application of the rules on exceptional procurement requests may be justified by the exceptional urgency of the procurement or a request

necessary for ensuring the proper functioning or the implementation of a new, unforeseen task.

(2) The presence of exceptional urgency shall be indicated by the requesting organisational unit on the POR. The requesting organisational unit, subject to authorisation, may also conduct the procurement procedure within its own scope of authority through the appropriate application of the provisions of this Policy and the approval of person responsible for the commitment.

(3) The requesting organisational unit shall notify the Procurement Department of the procurement necessary for proper functioning immediately, but no later than at the same time as the request for quotations is sent, including the reasons for exceptional urgency. If the procurement request necessary to ensure proper functioning emerges on a public holiday or outside working hours, the Procurement Department shall be notified on the following working day. The facts and evidence of exceptional urgency shall be recorded in writing and the supporting documentation shall be sent to the Procurement Department as an annex to the POR. Procurements of exceptional urgency may give rise to an investigation. The investigation shall be conducted by the Procurement Department, and the necessary documentary checks (including appropriate justification of the urgency) shall be determined by the Head of the Procurement Department.

(4) In case of new, unforeseen tasks, the POR shall be to e-mail address beszerzes@uni-pannon.hu according to the general rules, with the condition that the Requestor shall substantiate the unforeseen nature of the task in question. The designated staff member of the Procurement Department shall be responsible for scheduling the procurement request (outside the planning period) and the assignment of a POR item number to it.

17. §

Particular cases of conducting procurements

(1) Service contracts and supply contracts shall be deemed to be the supply of services for procurement purposes.

(2) For service contracts and supply contracts to be concluded with private individuals, where the consideration under the contract is paid in the form

of personal allowance by the Directorate of Human Resources Management, it is not necessary to prepare a POR, regardless of the subject matter of the purchase order. The necessary approvals, certificate of coverage, signatures and endorsements shall be completed in the HR-IT system.

(3) Given their specific subject matter, service contracts and supply contracts to be concluded for educational activities (whether concluded with a private individual, a private entrepreneur or a legal entity) require different rules from the general procurement preparation process and do not require the preparation of a POR. The necessary approvals, certificate of coverage, signatures and endorsements shall be completed in the HR-IT system.

(4) Service contracts and supply contracts to be concluded for educational activities include but not limited to the following:

a) Lecturing activity (only by private individuals or individual entrepreneurs),

b) Giving lectures (by private individuals, individual entrepreneurs or legal entities),

c) Mentoring (by private individuals, individual entrepreneurs or legal entities),

d) Pedagogical practice (by private individuals, individual entrepreneurs or legal entities),

e) Tutoring (by private individuals, individual entrepreneurs or legal entities),

f) Preparation for competitions (by private individuals, individual entrepreneurs or legal entities).

(5) Service contracts and supply contracts to be concluded with private individuals and service contracts and supply contracts to be concluded for educational activities shall also be indicated in the procurement planning software in the course of the annual planning process.

Chapter V

CONTRACTING

18. §

Determination of the contractual terms

(1) The Procurement Department shall decide whether to conclude a contract in the course of the procurement procedure, based on its subject matter, content, particularities and the conditions of performance, the payment terms and the protection of intellectual property. Contracts shall be concluded in the following cases:

a) Sale or purchase, if it includes commissioning and training services,

b) Construction investment,

c) Planning,

d) Engineering services,

e) Operations services,

f) Use of maintenance services,

g) Consultancy,

h) Use of legal services,

i) Research and development activity,

j) Consultancy on public procurements,

k) Use of an accredited public procurement consultant,

l) Lease of assets and property,

m) If intellectual property is handed over in the course of the procurement,

n) If justified by the subject matter of the procurement, the conditions of performance, the payment terms or other particularities of the procurement.

(2) If the subject matter of the procurement, the conditions of performance, the payment terms or the protection of intellectual property requires the conclusion of a contract, the summary of the most important terms of the contract to be concluded as a result of the procedure shall be provided to the economic actors invited to submit quotations.

(3) The preparation of a simple procurement procedure includes the establishment of the terms and conditions of the contract that will be implemented, using the professional, financial, procurement and legal expertise of the participants of the procedure. Elaboration of the terms and conditions of the contract shall be carried out by the procurement administrator, in cooperation with the Requestor and the partner. In particular, the following terms and conditions shall be regulated in the contract:

a) Performance conditions (delivery, contracting, construction, service),
b) Financial conditions (how and on what terms the consideration is paid, payment deadline, financial performance schedule, etc.),
c) Place and date of performance, delivery and performance schedule, rules for documenting performance,
d) Duration of the contract (as a general rule, three years),
e) Option (if any; the method of exercising the option),
f) Possibility to extend the contract,
g) Conditions of defect liability,
h) Warranty conditions,
i) Contractual penalty (delay, imperfect performance, failure to perform),
j) Termination (conditions of termination with and without notice)
k) Right of withdrawal clause (as the case may be),
l) Provisions on bid security and its documentation,
m) Implementation guarantee.

19. §

Contracting

(1) During the bid validity period, the Procurement Department shall, in cooperation with the Requestor, the Legal Affairs Department and if necessary, the approvers, and in cooperation with the winning Bidder – or

the second best Bidder if the winning Bidder withdraw – prepare the contract to be concluded based on the procedure, submitting at least 2 (two) originals for signature and countersignature.

(2) In the case of procurement procedures to be conducted by the Procurement Department, the provision of legal expertise – with the exception of public procurement legal expertise – shall be the responsibility of the lawyer. The lawyer shall be responsible for obtaining the approvals necessary for contracting and the project manager's approval in the case of projects.

(3) The Procurement Department shall ensure that the commitment is recorded in the IIMS system and that procurement contracts are registered in the Electronic Contract Repository (ECP).

20. §

Contract amendment and communication of impediments

(1) Contract amendment is necessary when the original content of the contract needs to be modified. The contract amendment shall be elaborated by the Procurement Department in cooperation with the Legal Affairs Department. The requests in connection with this shall be sent to the Procurement Department.

(2) In the course of amending the contract, the important terms and conditions laid down in the original contract (especially the subject matter, performance deadline, consideration, payment terms and any additional obligations for ensuring the performance of the contract) may only be amended in the case of unforeseeable circumstances, in justified cases and only in a manner that will not change the original tendering conditions.

(3) In the event that the supplier is not able to fulfil the order or deliver the services due to unforeseen circumstances at the time indicated in its quotation or order confirmation, and therefore the timely and contractual performance does not happen, a corresponding communication of impediments shall be required.

(4) If the Requestor (contact person) becomes aware of such circumstances, the procurement administrator shall be notified without delay.

(5) If the procurement administrator becomes aware that the supplier is not able to deliver the goods or service by the agreed deadline, the procurement administrator shall immediately contact the supplier and the Requestor.

(6) If the supplier has not sent any official notification of the reasons for delay, specifying a later time of delivery, the procurement administrator assigned to the given case shall request the supplier to submit a so-called communication of impediments.

(7) The procurement administrator shall examine the content of the communication of impediments in cooperation with the Requestor (and if necessary, the corresponding specialised field) – taking the project specifications and deadline into account in the case of projects – and the Head of the Procurement Department, after having considered all the circumstances, shall decide on whether the communication of impediments is acceptable.

(8) Communication of impediments may take place as a result of a shortage in human resources due to a pandemic, war or the global unavailability of raw materials and semi-finished products (e.g. semiconductors, microchips).

(9) Following acceptance of the communication of impediments, the Procurement Department shall prepare the contract amendment in cooperation with the Legal Affairs Department. Signature of the contract amendment shall be subject to the relevant provisions of the Regulation on Contracting.

Chapter VI

PROCUREMENT EXECUTION, REGISTRATION OF IT DEVICES

21. §

Correct forms of procurement execution

(1) The receipt of the goods by the Logistics Department shall be made on the delivery note, the invoice or any other document providing credible proof of delivery, indicating the date of receipt and the signature of the recipient.

(2) Goods subject to monitoring by the Electronic Public Road Trade Control System (EKÁER) may only take place at the Logistics Department. Administration concerning the EKÁER number shall be carried out by the Logistics Department.

(3) The competent staff member of the Logistics Department shall notify the Requestor of the arrival of the goods via the OTRS system. Following notification, the goods shall be accepted by the requesting organisational unit within 3 working days –substitutions shall be arranged in case the requesting organisational unit is unable to do so. Receipt shall be certified by signature of the Requestor.

(4) The requested goods may also be received by the requesting organisational unit in justifiable cases. The receipt of the goods shall be made on the delivery note, the invoice or any other document providing credible proof of delivery, indicating the date of receipt and the signature of the recipient. The requesting organisational unit shall send the documents certifying receipt to the Logistics Department without delay. Following inspection of the documents of receipt, the Logistics Department shall forward the documents certifying receipt to the Procurement Department.

(5) If the purchase order for the goods includes a contract to be concluded, the terms and conditions of the contract for receiving the goods and certification of performance shall be observed. Only the person(s) indicated in the contract shall be entitled to certify performance and carry out the delivery/acceptance procedure.

(6) If the purchase order for the service includes a contract to be concluded, the terms and conditions of the contract for certification of performance shall be observed. Only the person(s) indicated in the contract shall be entitled to certify performance.

(7) If the service has been procured by means of a purchase order, the person(s) indicated in the purchase order shall be entitled to certify performance. Where no person authorised to certify performance is designated in the purchase order, performance shall be certified by the person(s) authorised to make commitments in respect of the financial centre to which the expenditure is charged.

(8) In the case of a project, certification of performance shall also require the countersignatures of the project manager, the professional leader and the Director of the Directorate for Development and Projects.

(9) The Procurement Department shall prepare the invoice for payment in possession of the original certification of performance, and if required, the documents evidencing delivery/acceptance, commissioning, training and education. In the case of an electronic invoice, the Procurement Department shall ensure that the invoice is entered into the electronic invoice register and that the electronic invoice is attached when the invoice is preliminarily recorded in the IIMS system. The certification of performance may also be in the form of a technical delivery/acceptance report.

(10) Certification of performance in connection with operations services: the materials and external contracted services used for repairs and maintenance requested via the error reporting system shall be indicated on the worksheet. A copy of the finalised worksheet shall be attached to the money order issued for the invoice.

22. §

Delivery/acceptance of IT devices

(1) The delivery/acceptance of newly procured IT devices – for completeness of the **Technical Database** managed by the Directorate of Information Technology shall be carried out differently from the general process of delivery/acceptance of goods.

(2) All the goods in the list below shall be delivered to the Logistics Department:

a) Desktop computers,
b) Laptops,
c) Monitors,
d) Printers, label printers, scanners,
e) Small multifunctional devices,
f) Peripherals (keyboard, mouse)
g) Tablets,
h) Network devices (switch, router, extender, access point),
i) Landline telephones,
j) Mobile phones, smartphones
k) Components for existing computers (SSD drive, RAM memory module).

(3) Large multifunctional devices requiring commissioning shall be delivered to the requesting organisational unit. In order to register the device, the IT contact person designated in the course of the procurement procedure shall be notified of the arrival of the device by the supplier.

(4) Goods delivered to the Logistics Department shall be registered by the Logistics Department following inspection, then the Logistics Department shall notify the Directorate of Information Technology on the arrival of the goods via an e-mail sent to it@uni-pannon.hu.

(5) The Directorate of Information Technology shall receive the goods within 2 working days from the Logistics Department and perform its quality inspection to see if the goods received meet the technical parameters of the goods ordered. Then it shall register the goods in the technical database and notify the Requestor that the goods can received at the Directorate of Information Technology. The Requestor shall take delivery of the goods within 3 working days.

(6) In order to enable the Directorate of Information Technology to keep the central software licence register up to date, software rentals and in case of boxed software, the delivery/acceptance and commissioning shall be carried out by the Directorate of Information Technology, notifying the Requestor to start using the software or of the installation of the software.

Chapter VII

23. §

Closing provisions, annexes

(1) This Policy has been adopted by the Senate by Resolution no. **141/2026. (VI.18.)**.
(2) This Policy shall become effective on 01.07.2026, following approval by the Executive Director of the Foundation for the University of Pannonia. When this Policy enters into force, the Policy adopted by Senate Resolution no. **240/2024. (XI.28.)** shall be repealed.
(3) This Policy shall apply to procurement requests submitted to the Directorate of Legal Affairs and Procurement after this Policy has entered into force.

(4) The Table of Contents for the Compilation of a Purchase Order Request ("POR") (for the Purchase of Goods, Materials, Equipment and Services) shall be attached as Annex 1 to this Policy.

Dated in Veszprém, on 18th June 2026

Dr. János Abonyi Rector	Zsolt Csillag Chancellor

Approved in the name of the Foundation for the University of Pannonia as operator by:

Dated in Veszprém, on 18th June 2026

Dr. Péter Bartus
Executive Director

Annex 1

Table of Contents for the Compilation of a Purchase Order Request ("POR") (for the Purchase of Goods, Materials, Equipment and Services)

Substantive elements of the POR:

1. Addressee (Procurement Department at the Directorate of Legal Affairs and Procurement)
2. Name of the requesting faculty, comprehensive organisational unit or organisational unit, contact person, contact details
3. Subject matter of the procurement: precise description and quantity of the material/product/goods/services
4. Purpose and justification of the procurement
5. Entity financing the procurement: Name and code of the cost centre
6. Name and identification number of funding project
7. Net value / estimated value of the procurement
8. In the case of procuring equipment: inventory centre and name of the asset manager in charge shall be provided. Inventory centre = faculty/comprehensive organisational unit/organisational unit = functional field (SAP)
9. In the case of purchasing licence: duration
10. In the case of repairing of devices, machines and equipment and ordering spare parts: Inventory number
11. In the case of services related to events: the name of the event, happening or an occasion for giving gifts or promotional purposes, the programme items in the case of an event (e.g. restaurant services, catering, sound engineering services, accommodation, photography services, video recording services, performers (use of performing art services, security services, health services, gifts, advertisement and promotional materials, etc.)), its date and time and the nature of the representation event (business, official, professional, diplomatic or religious event); the announcement advertising the event or, in the case of a student event, the event authorisation must be attached
12. Professional and technical specifications (e.g. special expectations and requirements in the case of services)

13. Quotations (if available)
14. Details and contact information of potential suppliers
15. Method of payment: by bank transfer/advance payment/payment on delivery, following performance
16. Expected deadline for delivery/performance, justification in case of urgency, with special focus on the closure of funding projects
17. Information concerning special storage/transport requirements (to be picked up by customer, refrigerated transport, commissioning)
18. Justification in the event the address of delivery or performance is not the address of the warehouse
19. In the case of material requests for internal services (work to be performed by the Department of Facility Management and Security): indication of the worksheet number
20. Date of purchase order request
21. Signature of the purchase order request by the person entering into commitment (taking the applicable value thresholds into account)