

Ordinance No. 62
of the Rector of Poznan University of Technology
of 23 December 2025
(RO/XII/62/2025)

on the awarding of public contracts with a value of PLN 170,000 net and above

Pursuant to Article 23(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), **it is ordered** as follows:

§ 1

GENERAL PROVISIONS

1. Whenever this Ordinance refers to the Act, it shall be understood as the Act of 11 September 2019 – Public Procurement Law (Journal of Laws of 2019, item 2019, as amended), hereinafter referred to as the PPL.
2. For the awarding of public contracts with a value of PLN 170,000 net up to a value lower than the EU thresholds at Poznan University of Technology, the following procedures shall apply:
 - 1) basic procedure in one of three variants;
 - 2) negotiated procedure without prior publication;
 - 3) single-source procurement;
 - 4) innovation partnership.
3. For the award of public contracts with a value equal to or exceeding the EU thresholds at Poznan University of Technology, the following procedures shall apply:
 - 1) open tender;
 - 2) restricted tender;
 - 3) negotiated procedure with prior publication;
 - 4) competitive dialogue;
 - 5) innovation partnership;
 - 6) negotiated procedure without prior publication;
 - 7) single-source procurement.
4. A competition at Poznan University of Technology may be used for awarding public contracts with a value of PLN 170,000 and above:
 - a) where contracts are awarded for the purpose of selecting a competition entry of a creative nature, in particular concerning spatial planning, urban design, architectural design, architectural and construction design, data processing, IT design, or an innovative undertaking, a competition may be conducted in accordance with the PPL;
 - b) if the contracting authority (PUT) intends to award a contract for architectural design services or architectural and construction design services, such a contract must be preceded by a competition; a competition shall not apply if the contract is awarded under a negotiated procedure with prior publication, competitive dialogue, negotiated procedure without prior publication, or single-source procurement, or if its value is lower than the EU thresholds.
5. The basis for selecting the procurement procedure is the value of the contract and the premises set out in the Act.
6. The basis for converting the contract value is the average exchange rate of the Polish zloty against the euro, determined on the basis of the amounts specified in the communication of the European Commission issued pursuant to Article 6(3) of Directive 2014/24/EU, Article 17(2) of Directive 2014/25/EU, and Article 68(2) and (3) of Directive 2009/81/EC, published by way of a notice in the Official Journal of the Republic of Poland Monitor Polski and posted on the website of the Public Procurement Office (www.uzp.gov.pl).
7. Expenditure of funds should ensure the best quality of supplies, services and construction works, justified by the nature of the contract, within the funds that the contracting authority may allocate for its performance, and the achievement of the best results of the contract, including social, environmental and economic effects, insofar as any of these effects can be achieved for a given contract, in relation to the expenditure incurred.
8. An organisational unit of Poznan University of Technology may not, in order to avoid the application of the provisions of the Act:
 - 1) combine contracts which, if awarded separately, would require the application of different provisions of the Act;
 - 2) divide contracts into separate contracts in order to avoid their aggregate value estimation.
9. The contract shall be awarded to the contractor offering the most advantageous conditions for contract performance, taking into account both the price offered and other criteria relating to the subject matter of the contract.
10. The amount that the contracting authority intends to allocate to finance the contract may not exceed the amount planned for the specific contract in the contracting authority's material and financial plan.

§ 2

ESTIMATION OF THE CONTRACT VALUE

1. The basis for determining the contract value is the total estimated remuneration of the contractor, excluding value added tax, determined with due diligence by the organisational unit of Poznan University of Technology interested in the performance of the contract.
2. The value of a contract for construction works is determined on the basis of:
 - 1) an investor's cost estimate prepared at the stage of developing the design documentation, or on the basis of the planned costs of construction works specified in the functional and utility program, if the subject of the contract is the performance of construction works within the meaning of the Act of 7 July 1994 – Construction Law;
 - 2) the planned costs of design works and the planned costs of construction works specified in the functional and utility program, if the subject of the contract is the design and performance of construction works within the meaning of the Act of 7 July 1994 – Construction Law.
3. When calculating the value of a contract for construction works, the value of supplies and services made available by the contracting authority to the contractor is also taken into account, provided that they are necessary for the performance of such construction works.
4. In the case of contracts for construction works or services awarded in parts, each of which constitutes the subject of a separate procedure, or where the submission of partial tenders is allowed, the contract value is the total value of the individual parts of the contract.
5. In the case of the acquisition of similar supplies, the contract value is the total value of similar supplies, even if the contracting authority awards the contract in parts, each of which constitutes the subject of a separate procedure, or allows the submission of partial tenders.
6. The basis for determining the value of contracts for services or supplies that are recurring, continuous, or subject to renewal over a specified period is:
 - 1) the actual total value of successive contracts of the same type awarded during the previous 12 months or the previous budgetary or financial year, taking into account changes in the quantity or value of the ordered services or supplies that may occur during the 12 months following the award of the first contract, or
 - 2) the total value of contracts which the contracting authority intends to award during the 12 months following the first service or supply.
7. If contracts for supplies under a lease, rental, or leasing agreement are awarded for a period:
 - 1) indefinite, or whose duration cannot be determined, the contract value is the monthly value multiplied by 48;
 - 2) definite:
 - a) not longer than 12 months, the contract value is the value determined taking into account the period of performance of the contract,
 - b) longer than 12 months, the contract value is the value determined taking into account the period of performance of the contract, including also the final value of the subject of the public procurement contract.
8. The basis for determining the value of a contract for services whose total price cannot be determined is:
 - 1) the total value of the contract for the entire period of its performance – in the case of contracts awarded for a definite period not longer than 48 months;
 - 2) the monthly value of the contract multiplied by 48 – in the case of contracts awarded for an indefinite period or for a period longer than 48 months.
9. If the contract covers services:
 - 1) banking or other financial services, the contract value consists of fees, commissions, interest, and other similar consideration;
 - 2) insurance services, the contract value is the due premium and other types of remuneration;
 - 3) design services, the contract value consists of remuneration, fees, commissions, and other similar consideration.
10. The determination of the contract value is made no earlier than 3 months before the date of commencement of the contract award procedure, if the subject of the contract is supplies or services, and no earlier than 6 months before the date of commencement of the contract award procedure, if the subject of the contract is construction works.
11. If, after determining the contract value, a change in circumstances occurs that affects the determination made, the organisational unit of Poznan University of Technology interested in the performance of the contract shall revise the contract value before commencing the procedure.
12. When determining the estimated contract value in matters not regulated by this Ordinance, the provisions of the Public Procurement Law shall apply.

§ 3

PROCEDURE FOR THE IMPLEMENTATION OF PUBLIC PROCUREMENT

1. After determining the estimated value of the contract, in the case of contracts whose estimated value is equal to or exceeds PLN 170,000 net, the organisational unit of Poznan University of Technology interested in the implementation of the contract submits to the Public Procurement Office an application for determining the tender procedure mode, together with the documents necessary for the preparation of the so-called terms and conditions of the contract and the agreement. The application must be signed by the person authorised to incur financial obligations and by the bursar, who confirms the availability of the financial resources necessary for the implementation of the contract.
2. In the case of contracts implemented from project funding groups: FRSE, MNiSW, PARP, POPI, PRKE, SPUB, UMAR, PNCN, NCBR, PFPN, the application for determining the tender procedure mode must be signed, in addition to the persons indicated in item 1, also by:
 - 1) the project manager, who confirms the necessity of the purchase for the implementation of the project,
 - 2) the project supervisor from the Research and Projects Office, who confirms compliance with the project implementation agreement.
3. The determination of the public procurement procedure mode is made by authorised employees of the Public Procurement Office, after an assessment of the contract value and the fulfilment of statutory prerequisites.
4. The Public Procurement Office prepares and submits to the Rector for approval:
 - 1) the terms and conditions of the contract,
 - 2) drafts of other documents, in particular applications and notifications required by the Act to the competent authority.
5. In the case of contracts implemented by the Investment Management Office, activities related to conducting the tender procedure are performed by the Investment Management Office.

§ 4

TENDER COMMITTEE

1. The Public Procurement Office / Investment Management Office submits to the Rector an application for the appointment of a tender committee, together with a proposed composition of the committee, previously consulted with the organisational unit of Poznan University of Technology interested in the implementation of the contract.
2. The chairperson of the tender committee is appointed at discretion, in agreement with the unit directly interested in the contract. The tender committee must consist of at least three members. The committee must include a person directly interested in the subject of the contract.
3. The duties of the chairperson of the tender committee include in particular:
 - 1) collecting from committee members declarations on the absence of a conflict of interests referred to in Article 56 of the PPL;
 - 2) informing the Rector of circumstances resulting in exclusion from participation in the contract award procedure;
 - 3) setting the dates of committee meetings and chairing them;
 - 4) allocating tasks among committee members undertaken in working mode;
 - 5) supervising the proper maintenance of documentation of the public procurement procedure;
 - 6) informing the Rector about problems related to the work of the committee during the course of the public procurement procedure.
4. If the evaluation of tenders or other activities in the procedure requires specialist knowledge, the chairperson of the tender committee may seek opinions of experts (appraisers). The provisions concerning declarations on the absence of a conflict of interests referred to in Article 56 of the PPL apply accordingly to experts. An expert submits an opinion in writing and, at the request of the committee, participates in its work with an advisory vote and provides additional explanations.
5. Within the scope of conducting the public procurement procedure, the committee in particular:
 - 1) provides explanations concerning procurement documents;
 - 2) conducts negotiations with contractors, where the Act provides for such negotiations;
 - 3) opens tenders;
 - 4) assesses the fulfilment of conditions imposed on contractors and submits to the Rector motions to exclude contractors in cases provided for by the Act;
 - 5) submits motions to reject a tender in cases provided for by the Act;
 - 6) evaluates tenders;
 - 7) conducts negotiations in order to improve tenders, where permitted by the provisions of the Act and justified;
 - 8) prepares a proposal for the selection of the most advantageous tender or applies for the cancellation of the procedure;
 - 9) accepts and analyses appeals submitted and prepares a draft response to an appeal.

6. The tender committee proposes the selection of the most advantageous tender on the basis of the evaluation of tenders carried out by committee members. The evaluation of tenders is carried out exclusively on the basis of the tender evaluation criteria specified in the procurement documents, the invitation to participate in the procedure, or the invitation to submit tenders.

§ 5

COMPLETION OF THE PROCEDURE

1. The result of the public procurement award procedure is approved by the Rector.
2. The Rector declares invalid any action taken or omitted in breach of the law.
3. The tender committee repeats the invalidated action or performs the action that was carried out in breach of the law.
4. An appeal against actions taken by the contracting authority, submitted by contractors, is forwarded by the chairperson of the tender committee, together with the committee's position, to the Rector for consideration.
5. After completion of the public procurement award procedures, the head of the organisational unit directly interested in the implementation of the contract is provided with information on the outcome of the conducted procedure and a copy of the contract.

§ 6

Order No. 80 of the Rector of Poznan University of Technology of 30 December 2020 on the award of public contracts with a value of at least PLN 130,000 net (RO/XII/80/2020) is repealed.

§ 7

This Ordinance enters into force on the date of signing, with effect from 1 January 2026.

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.