**Single Quote Justification** *(for purchases between £2,500 and £124,999)*

* When making purchases between **£2.5k & £25k** (ex-VAT);
	+ a [University Preferred Supplier](https://finance.web.ox.ac.uk/preferred-suppliers) should be used, **or**
	+ **two** competitive quotes should be obtained from alternative suppliers for comparable products or services.
* When making purchases between **£25k & £125k** (ex-VAT);
	+ a [sole source agreement](https://finance.web.ox.ac.uk/sole-source-deals) should be used, **or**
	+ the formal request for quote process followed (targeting **three** competitive quotes).

 **Where competition is not possible and only one quote has been obtained, complete the form & declaration below.**

 **For purchases ≥ £125k please use the Tender Exemption Form instead**

|  |  |  |  |
| --- | --- | --- | --- |
| **For purchases < £5k****complete only this section and the signature box** |  | **Item to be purchased**  | *(Include related project / reference if applicable)* |
| **Value of purchase**  | *£ (exc-VAT)* | **Source of funds****(i.e. grant, chest)** |  |
| **Proposed supplier** | *(Legal name & co. registration number if known)* | **Included on the University’s** [**preferred supplier**](https://finance.admin.ox.ac.uk/preferred-suppliers) **list?** | Yes [ ] No [ ]  |
|  | **Self-Declaration (for purchases £2.5k - £5k ONLY):** I confirm:1. it is not possible to use a preferred supplier, or obtain two competitive quotes in line with the requirements of the [Financial Regulations](https://finance.admin.ox.ac.uk/financial-regulations);
2. there is no expectation of me or my team placing more orders with this supplier within the next six months which together would take the value of orders over £25k (ex-VAT); and
3. I am not aware of any [conflict of interest](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy#collapse394501) in making this declaration.
 | Yes [ ] No [ ]  |

|  |  |  |
| --- | --- | --- |
| **Reason(s) for exemption from competition:**  Guidance Notes available | Technical compatibility  |[ ]  Protection of exclusive rights |[ ]
|  | Single provider  |[ ]  One-off, unique opportunity of significant value |[ ]
|  | Extension of an existing contract |[ ]  Extreme urgency, unforeseeable and not attributable to requester |[ ]
|  | Creation or acquisition of a unique work of art or artistic performance |[ ]  Other (please specify in justification below) |[ ]
| **Constructionline registered?**  | For Estates Services only [ ]  Yes [ ]  No |
| **Justification:** | * *Explain the reason selected above.*
* *Indicate what steps have been taken to ensure value for money is achieved.*
* *Include details of any due diligence conducted on the supplier.*
* *Please note, the resultant purchase order will be issued on the University’s* [*standard conditions of purchase*](https://finance.web.ox.ac.uk/files/h09standardconditionsofpurchasepdf)*. If this is not appropriate please provide further information on the proposed terms.*
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| --- | --- | --- | --- |
|  | **Name / Job Title** | **Department** | **Date** |
| **Completed by** |  | **NDPCHS** |  |
| **Approved by** |  | **NDPCHS** |  |

Please send completed form to **finance@phc.ox.ac.uk** for approval.

Useful links:

University’s preferred supplier list - **[Preferred suppliers | Finance Division (ox.ac.uk)](https://finance.admin.ox.ac.uk/preferred-suppliers)**

Sole source supplier list - [**Sole source deals | Finance Division (ox.ac.uk)**](https://finance.admin.ox.ac.uk/sole-source-deals)

Financial regulations - [**Financial Regulations | Finance Division (ox.ac.uk)**](https://finance.web.ox.ac.uk/financial-regulations)

Conflict of interest -[**Conflicts of interest | Compliance (ox.ac.uk)**](https://compliance.admin.ox.ac.uk/conflicts-of-interest)