**Tender Exemption Form ≥£125k**

Please **attach** all additional information in support of your request e.g. quote, specification. [Guidance notes](https://unioxfordnexus.sharepoint.com/:w:/r/sites/ADMN-UASMosaicDocumentHub/Finance/230801%20Competition%20Exemption%20Guidance%20Notes%20v10.0.docx?d=wf67e95feedd44f1a8d336a110435be52&csf=1&web=1&e=TVa7pU) available.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item to be purchased** | *(Include related project / reference if applicable)* | | | **Contract duration** | |  |
| **Grant or X5 ref no.** | |  |
| **Value of purchase**  **/ £ (ex VAT)** | *(Include the total value of the purchase and any helpful breakdown e.g. annual value)* | | | **Source of funds (i.e. grant, chest)** | |  |
| **Proposed supplier** | *(Legal name & include co. registration number if known)* | | | **University** [**preferred supplier**](https://finance.admin.ox.ac.uk/preferred-suppliers)**?** | | Yes  No |
| **Reason(s) for exemption from competition:** | 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 | |  |
| Specified in grant award | |  | Overriding University interest (not meeting the requirements for any other dispensation) | |  |
| Creation or acquisition of a unique work of art or artistic performance | |  |
| **Constructionline registered?** | For Estates Services only  Yes  No | | | | | |
| **Justification:** | **Supplier selection (including due diligence):**  *(State: (i) why the supplier has been selected; (ii) whether the supplier has previously dealt with the department or University; and (iii) results of due diligence checks conducted on the supplier)*  **Ability to meet requirement:**  *(Provide a brief outline of your requirement and the checks you have undertaken to ensure the supplier’s proposal can meet your requirement)*  **Market research:**  *(Detail the research you have undertaken to ensure no other supplier can meet your requirement)*  **Demonstration of value for money (including whole-life cost & sustainability):**  *(Provide details which demonstrate how you are achieving value for money including discounts, price comparisons and internal benefits e.g. resource savings. Remember to consider all relevant (whole-life) costs e.g. consumables, servicing, licences, utilities, shipping, disposal)*  **Specification alteration:**  *(Consider whether the specification could be altered in some way to allow other suppliers to compete, without impacting the outcome)*  **Acceptance of University terms and conditions / previously agreed terms:**  *(Confirm which terms have been provisionally agreed)* | | | | | |
|  | | **Name** | | | **Department** | **Date** |
| **Requested by** | |  | | |  |  |
| In making this request I confirm that I am not aware of any [conflict of interest](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy#collapse394501) with the proposed supplier. | | | | | | |
| **The request for exemption is: APPROVED  / NOT APPROVED** | | | | | | |
| **Head of Department / Administrator** | |  | | |  |  |
| **Purchasing Department (if required)** | |  | | |  |  |

Purchasing Department approval is required for any purchase exceeding £125,000 (ex-VAT).

Approval must be given by the Director of Purchasing or the Chief Finance Officer for any purchase using the ‘overriding University interest’ exemption.

For Estates Services ONLY: Above £100,000 (ex-VAT), approvers are Purchasing Department, Director of Estates and BESC.