**Tender Exemption Request Form**

To be read in conjunction with the [Tender Exemption Guidance Notes](https://www1.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/finance/oxonly/documents/purchasing/180326_Tender_Exemption_Guidance_Notes_v5.0.docx). Please **attach** all additional information in support of your request e.g. quote, specification, grant award.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of purchase/ project & ref no.** |  | **Contract duration** |  |
| **Value of purchase (£)** |  (excluding VAT) | **Source of funds** | Grant [ ] Chest [ ] Both [ ]   |
| **Proposed supplier**  |   | **University** [**preferred supplier**](https://www1.admin.ox.ac.uk/finance/ppt/purchasing/preferred/)**?** | Yes [ ] No [ ]  |
| **Reason(s) for exemption:**(Please tick all relevant boxes) | 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) |[ ]
| **Constructionline registered?**  | For Estates Services only [ ]  Yes [ ]  No |
| **Justification:**(Please refer to points for consideration in the Guidance Notes) | **Supplier selection:** (Please state if supplier has previously dealt with the Department or wider University)**Evaluation criteria:** **Market research:****Demonstration of value for money (including whole-life cost & sustainability):**(Consumables, service, maintenance, calibration, software, licenses etc)(Utility costs, location and additional work, disposal)**Specification alteration:** **Acceptance of University terms and conditions / previously agreed terms:** |
|  | **Name** | **Department** | **Date** |
| **Requested by** |  |  |  |
| **The request for exemption is: APPROVED** [ ]  **/ NOT APPROVED** [ ]  |
| **Head of Department / Administrator** |  |  |  |
| **Purchasing Department** **(if required)** |  |  |  |

Purchasing Department approval must be given by the Director of Purchasing or the Director of Finance for any purchase exceeding £25,000 (ex-VAT) under the ‘overriding University interest’ exemption.

Purchasing Department approval is required for any purchase exceeding £100,000 (ex-VAT) or any purchase between £25,000 and £100,000 (ex-VAT) that is not on the University’s terms and conditions. See Guidance Notes for full details.

For Estates Services ONLY: Between £25,000 and £100,000 (ex-VAT), approvers are Purchasing Department and Director of Estates. Above £100,000 (ex-VAT), approvers are Purchasing Department, Director of Estates and BESC.