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| **Single Tender Ref: (Procurement to enter**) |

## **SINGLE TENDER JUSTIFICATION/APPROVAL FORM**

**(FOR PURCHASES OVER £2,000)**

This form is a formal record of the justification and authority to waive SGUL’s competitive quotation/tender financial thresholds and minimum tendering requirements to supply the goods and/or services stated in this form.

Justification for a single tender action must fall under at least one of the grounds below and the applicant must obtain all the necessary approvals and sign offs. Failure to plan the tender process properly is not a justification for a single tender.

**Please indicate which exception applies:**

**[ ]  (i) It has been confirmed that only one firm or individual has the particular specialist expertise required. If, for technical or artistic reasons or for reasons connected with the protection of exclusive rights, the contract may be awarded only to a particular supplier.**

Appropriate evidence should be provided to support the lack of providers. Lack of knowledge about suppliers is not a sufficient reason to use this exception nor is appointing a supplier simply on the basis that they have worked for SGUL before*.*

**[ ]  (ii) Compatibility with existing services or products, or the task is essential to complete the project** **and arises as a consequence of a recently completed assignment and engaging different consultants/suppliers for the new task would be inefficient, too costly or require SGUL to change technology.**

**[ ]  (iii) An exceptional emergency not of SGUL’s making. If for reasons of extreme urgency brought about by events unforeseeable by, and not attributable to, the University, the tendering procedure time limits specified in the UK Public Contracts Regulations cannot be met.**

An unforeseen event likely to cause immediate danger to people or property, such as flooding however, urgency caused by previous delays or poor planning should not trigger this exception.

Information regarding the thresholds that apply to spend at SGUL can be found in the [Procurement Policy](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/procurement-policy-and-guide) and in the [Financial Regulations](https://www.sgul.ac.uk/about/governance/policies/financial-regulations).

In summary:

* **£2,001– £10,000**

At least two written quotations must be obtained from the market

* **£10,001 – £50,000**

At least three written quotations should be obtained by email/e-marketplace

* **£50,001+**

The Corporate Procurement Unit must be consulted before preliminary discussions are entered into with suppliers for high value tenders

**A Single Tender Application form will need to be completed and submitted to the Corporate Procurement Unit for approval if only one quotation is obtained.**

**Applicant, please ensure sections A-D are completed and signed off by the budget holder before forwarding the form to Procurement from where it will be sent to the Director of Finance for approval.**

Signatures can be typed by the respective approvers and the form emailed.

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| **SECTION A – APPLICANT’S DETAILS** |
| **Name:**  | **Position:** | **Institution/Department:** |
| **Tel:** | **Email:** | **Project/Budget Code:** |
| **Research Project Name:** |  |
| **Are you the budget holder?  *If ‘No’, please ask the budget holder to sign and date Section B*** |
| **SECTION B – BUDGET HOLDER’S DETAILS** |
| *I confirm my approval for this Single Tender Application, which is within my delegated budgetary authority. By approving this purchase, I am waiving the obligation to seek competitive quotations/tenders for this application only.* |
| **Name:** | **Position:** | **Division/Department:** |
| **Signed:**       | **Date:** | **Action below Approved?**  |
| **Comment from the Budget Holder:** |
| **SECTION C – REQUIREMENTS AND FUNDING** |
| **Please provide a brief summary of the goods or services required:** |
| **Proposed value of spend with this supplier over the term (Excl.VAT):** | **£** | **Proposed term of Contract in months:** |  |
| **Have you included support or maintenance costs in the total (please select):** |  | **Have you received a quote from the supplier? If yes, please attach a copy:** |  |
| **Funded by (Insert details of funding Body or source of funds):** |
| **Please explain why you believe the use of a single tender is necessary for this purchase:** |
| **SECTION D – PROPOSESD SUPPLIER DETAILS** |
| **Full Legal Company name of Proposed Supplier:**  |  |
| **Total value of spend with this Supplier for previous work for previous work for the same project included in this Single Tender** | **£** |
| Is this supplier already listed on Agresso?  | If yes, please state Supplier ID no.:  |
| **Applicant, please send the completed form together with all supporting documents to** **procurement@sgul.ac.uk****allowing 3-4 working days for consideration of applications** |
| **SECTION E – PROCUREMENT MANAGER (HEAD OF PROCUREMENT IF AGGREGATE VALUE EXCEEDS £50K)** |
| **The above action is Approved? Yes [ ]  No [ ]**  | **Comment** |
| **Signed:**       **Dated:**  |
| **SECTION F – DIRECTOR OF FINANCE** |
| **The above action is approved? Yes [ ]  No [ ]**  | **Comment** |
| **Signed:**       **Dated:**  |
| ***Applicant, please attach a completed copy of this form to new supplier requests as applicable.*** ***Where a procurement with an existing supplier falls below the £50k threshold, fully signed copies of the form will be available in the supplier Masterfile to view or download if required.*** |