**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.