**Single Quote Justification**

* 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](https://finance.web.ox.ac.uk/requesting-quotations-25k-125k) followed (targeting **three** competitive quotes).

Where competition is not possible and only one quote has been obtained, complete the form & declaration below.[[1]](#footnote-1)

For purchases ≥£125k please use the [Tender Exemption Form](https://unioxfordnexus.sharepoint.com/%3Aw%3A/r/sites/ADMN-UASMosaicDocumentHub/Finance/230801%20Tender%20Exemption%20Form%20v10.0.docx?d=w6a1f558b8d2d4453a0c3d73c2696a044&csf=1&web=1&e=jHP3Zw) instead.

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| --- | --- |
| **Item to be purchased**  | *(Include related project / reference if applicable)* |
| **Value of purchase** **/ £ (ex-VAT)**  |  | **Source of funds (i.e. grant, chest)** |  |
| **Proposed supplier** | *(Legal name & co. registration number if known)* | **University** [**preferred supplier**](https://finance.web.ox.ac.uk/preferred-suppliers)**?** | Yes [ ] No [ ]  |
| **Reason(s) for exemption from competition:**  [Guidance Notes](https://unioxfordnexus.sharepoint.com/%3Aw%3A/r/sites/ADMN-UASMosaicDocumentHub/Finance/230801%20Competition%20Exemption%20Guidance%20Notes%20v10.0.docx?d=wf67e95feedd44f1a8d336a110435be52&csf=1&web=1&e=uNUqer) 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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| **Self-Declaration (£2.5k - £25k):** I confirm: (i) 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); (ii) 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 (iii) I am not aware of any [conflict of interest](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy#collapse394501) in making this declaration. |
|  | **Name / Job Title** | **Department** | **Date** |
| **Completed by** |  |  |  |

|  |
| --- |
| **[Approval of Decision][[2]](#footnote-2)** [insert signature] |
| [HAF/Head of Department] | Mathematical Institute | [insert date] |

1. **Note 1: use of this form is mandated in the Maths Department for purchases between £2.5k and £25k (self-declaration) and compulsory for purchases between £25k and £125k (approval required).**  [↑](#footnote-ref-1)
2. **Note 2: for purchases over £25k approval should be given by the Head of Department or Administrator.**  [↑](#footnote-ref-2)