

Single Quote Justification

- When making purchases between £2.5k & £25k (ex-VAT), a [University Preferred Supplier](#) 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](#) should be used, or the [formal request for quote process](#) followed (targeting **three** competitive quotes).

Where competition is not possible and only one quote has been obtained, complete the form & declaration below.¹
For purchases ≥£125k please use the [Tender Exemption Form](#) instead.

Item to be purchased	<i>(Include related project / reference if applicable)</i>		
Value of purchase / £ (ex-VAT)		Source of funds (i.e. grant, chest)	
Proposed supplier	<i>(Legal name & co. registration number if known)</i>		University preferred supplier? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason(s) for exemption from competition: Guidance Notes available	Technical compatibility	<input type="checkbox"/>	Protection of exclusive rights <input type="checkbox"/>
	Single provider	<input type="checkbox"/>	One-off, unique opportunity of significant value <input type="checkbox"/>
	Extension of an existing contract	<input type="checkbox"/>	Extreme urgency, unforeseeable and not attributable to requester <input type="checkbox"/>
	Creation or acquisition of a unique work of art or artistic performance	<input type="checkbox"/>	Other (please specify in justification below) <input type="checkbox"/>
Constructionline registered?	For Estates Services only <input type="checkbox"/> Yes <input type="checkbox"/> No		
Justification:	<ul style="list-style-type: none"> 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. If this is not appropriate please provide further information on the proposed terms. 		

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](#); (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](#) in making this declaration.

	Name / Job Title	Department	Date
Completed by			

[Approval of Decision]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).

² Note 2: for purchases over £25k approval should be given by the Head of Department or Administrator.