**Authorisation request for use of a single supply source**

Prior to completion, please read the University Financial Regulations:

<https://www.hud.ac.uk/media/policydocuments/Financial-Regulations.pdf>

When dealing with procurements associated with ERDF funding, purchasers should note that Single Tender Authority is not applicable and competition must be sought. In the guidance issued by DCLG it clearly says that "single tender action will not be formally approved".

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| 1 | Value of Purchase(s) (exc. VAT) | **£** |
| 2 | Name of Proposed Supplier |  |
| 3 | Description of Requirement |  |
| 4 | Do you or a close family member have a financial interest in this supplier? | **YES / NO** |
| 5 | Is this purchase from a named supplier a condition of Research Grant Funding? | **YES / NO** |
| 6 | If **YES,** attach the list of equipment and supplier(s) and name of funding body. |  |
| 7 | Has this requirement either been fully or partly the subject of any previous tender or collaborative HE procurement exercise? | **YES / NO** |
| 8 | If **NO** have you taken any steps to seek competition? | **YES / NO** |
| 9 | If **YES** give details below or if **NO,** state full reasons for non-competitive action. |  |
| 10 | Please attach details of how you have ascertained that you are receiving value for money and where applicable that all whole life costs have been taken into account |  |

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| **Request Originator** | **Head of Department**  | **Director of Finance** |
| Signed:Print Name:Job Title:Date: | **I support this request**Signed:Department:Date: | **Approved / Not Approved** Signed:Date: |

**NB: It is not possible to waive the University’s statutory requirement to comply with the EU procurement regulations. All paperwork surrounding this request should be kept for audit purposes.**

Where single source supply is not appropriate, the following tender and quotation thresholds will apply:

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| **Aggregate Order Value (ex VAT)** | **Action Required** |
| **Schools and Services** |
| £1 - £5,000 | Budget Holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained |
| £5,001 - £50,000 | Budget Holder shall be required to obtain at least three written quotations. Copies of quotes to be stored within Agresso. |
| Over £50,001 | All items will require a minimum of three competitive tenders |
| **Estates & Facilities Only** |
| £1 - £10,000 | Budget Holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained |
| £10,001 - £50,000 | Budget Holder shall be required to obtain at least three written quotations |
| Over £50,001 | All items will require a minimum of three competitive tenders |