**Sole Supplier Declaration Form (for Orders between £1k & £25k from Non-Preferred Suppliers)**

When making purchases between £1k & £25k wherever possible a University Preferred Supplier should be used (<https://www1.admin.ox.ac.uk/finance/ppt/purchasing/preferred/a-zpreferredsuppliers/>) or the user must provide ***two*** additional quotes from alternative suppliers for the same/equivalent products or services.

Where this is not possible, please complete the information below declaring that this is a Sole Supplier and justifying this.

|  |  |
| --- | --- |
| **Title of purchase project** |  |
| **Value of purchase (£)** |  (excluding VAT) | **Source of funds** | Grant [ ] Chest [ ] Both [ ]   |
| **Proposed supplier**  |   |
| **Reason(s) for Declaration:**(Please tick all relevant boxes) | Technical compatibility with existing equipment  |[ ]  Single provider of unique/patented products/technology |[ ]
|  | Single provider of specific/bespoke services  |[ ]  Replication of work of collaborators (for continuity of experimental data) |[ ]
|  | Extension of an existing contract |[ ]  Other (please specify in Justification) |[ ]
| **Justification:** |  |
|  | **Name** | **Date** |
| **Requested by** |  |  |
| **The request for exemption is: APPROVED** [ ]  **/ NOT APPROVED** [ ]  |
| **Head of Department / Administrator** |  |  |