**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** | |  | | |  | | |