**TEMPLATE APPLICATION FOR EXEMPTION FROM TENDER**

Please use the headings and guidelines below as the basis for your exemption application.

***What is being acquired?***

Specify goods/services eg new electronic microscope with maintenance support for 3 years

***Provide a synopsis of the purpose and benefits of the acquisition. Mention any third parties supporting/partnering in the purchase and timelines.***

For example; The University may be partnering with other universities in a research project/program. Extensive discussions have been undertaken between all parties to agree on; equipment specification, utilisation, cost sharing etc

***Please advise the reasons why an Open or Select[[1]](#footnote-1) Tender should not be undertaken.***

For example; The University may be buying a piece of research equipment that needs to integrate with an existing set of equipment, and it is difficult/costly/impossible to integrate equipment from other suppliers

***What supply/market research was conducted to support the above assessment.***

***Risk assessment and risk management overview***

Have there been any risks identified that could arise from this exemption application and how are they to be managed. For example:

* There are technical issues associated with test and acceptance of equipment(s) that put the project at risk
* Management. To reduce these risks a panel of technical advisors from the user group have devised and will supervise a series of tests to ensure the equipment complies with the specifications and the contract will contain clauses that specifically address compliance with specification and remedial actions associated with non-compliance

***How is value for money achieved through this tender waiver?***

* Direct negotiation with the proposed vendor
* Other?

***What type of agreement will be used to make the purchase and/or manage the supply of the service/product?***

* Service level agreement
* Contract for services
* Contract to supply and install to specification
* Contract to supply and maintain
* Purchase order (for all purchases >$20,000)
* Other?

***NB! This must be signed by the approving delegate or will not be processed – please complete the Exemption Form and attach.***

I declare that:

1. In recommending this tender exemption I am complying with the University Purchasing Policy
2. I am aware of my responsibilities under the Flinders University Conflict of Interest Policy and in requesting this exemption I will not receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or a personal or non-pecuniary benefit
3. That the funds are/will be available for this purchase

Person requesting exemption: ………………………………………………………………….

Print Name

…………………………………………… ………………………………………

Signature Date

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**TENDER EXEMPTION FORM**

|  |  |
| --- | --- |
| **Item** | **Details** |
| State the total value of the purchases - noting that this dollar figure is GST exclusive, provided that the GST is recoverable $: |  |
| If denoted in a foreign currency state value and currency |  |
| State the annual value of any recurrent costs, not including GST, such as software license, renewals, service and support etc: |  |
| State the name of the proposed vendor: |  |
| Funds from what budget line/project code/grant/etc: |  |

***NB: This form MUST be attached to the Application for Exemption from Tender***

In considering this exemption I certify that I have given due regard to the principles set out in the Purchasing Policy relating to value for money, fair trading, conflict of interest and risk management.

Endorsed by the Vice-President & Executive Dean/Portfolio Head/Vice-Chancellor

……………………………………………………… …………………………………………..

Signature Print Name and Date

…………………………………………………….. ……………………………………………

Signature of Approving Delegate Date

Vice-President (Corporate Services)

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After approval:

1. Attach a copy of the approved waiver to the purchase order

1. A select tender is one where a small number of pre identified suppliers are invited to respond to a tender. [↑](#footnote-ref-1)