**AGENCY WAIVER REQUEST**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name or Description** |  | | | | | | |
|  |  |  |  |  | | | |
| **Methodology** |  | | | | | | |
|  |  |  |  |  | | | |
| **Date of request** | DD/MM/YY |  |  |  | | | |
|  |  |  |  |  | | | |
| **End Market (s)** |  |  | **BAT Project Manager** |  | | | |
|  |  |  |  |  | | | |
| **Category** | FMC, FC, E-cigs, THP etc. | | | | | | |
|  |  |  |  |  | | | |
| **Brand & Variant(s)** |  | | | | | | |
|  |  |  |  |  | | | |
| **The agency whom you are requesting to use** | Please include here the full name of the agency | | | | | | |
|  |  | | | |  |  |  |
| **Quote from the agency** | How much is the quote from the agency for this project? | | | | | | |
|  |  | | | |  |  |  |
| **Quote requested from Kantar?** | Has a quote for the same brief been requested from Kantar? | | | |  |  |  |
|  |  | | | |  |  |  |
| **Kantar Quote** | How much is the Kantar quote for this project? | | | |  |  |  |
|  |  | | | |  |  |  |
| **Name of Procurement person involved** | Name of the BAT procurement person who has been involved in the RFP and in the discussions with the agencies. | | | | | | |

Rationale for Waiver?

– Description of the business situation and the main reason why the waiver is being requested.

what is prohibiting us from using kantar?

– Description of the reason why Kantar cannot be used for this particular research?

is a mitigating plan in place to use kantar next time?

– Please describe the steps that will be taken to return back to using Kantar for the next project. Please note that waivers are only granted as one-off for the particular project.

Qualifications and experience with the other supplier?

– Please describe the qualifications of the other supplier (Esomar Membership, ISO standards etc) and what experience BAT has with them?

Does bat have a contract in place with the other supplier?

– Is there a proper contract in place which sets out the terms of engagement and protects BAT sufficiently in case of quality problems?

Comments from procurement person + Name & Date

– Procurement comments whether they support or do not support this waiver and reasons for that.

Comments from SP&I + Name & Date

– Head of SP&I sign-off

appendix

– Any other relevant information that should be stored with this waiver.