**PUF107: EXEMPTION TO PROCUREMENT PROCESS**

National Ambulance’s (NA) Procurement Policy and Procurement Buyers’ Guide sets out the rules of access and buying in relation to common thresholds and the arrangements and supporting documents required to ensure suppliers are given a fair opportunity to bid for NA business. However, exemptions exists where:

* Contracts that for technical reasons or because of exclusive rights - can be carried out by one particular company only
* Contracts that by law are excluded from public procurement (acquisition/rental of existing buildings, employment contracts, programme material for broadcasting, etc.)
* The procedure is not used to avoid competition, protect domestic Suppliers or discriminate against any domestic or foreign Supplier;
* Approval is given to change the requirement/scope/term of a contract beyond what was described in the original approach to market.

This form seeks approval from the Supply Chain Manager (SCM) and Chief Administration Officer to deviate from the Policy and make a selective purchase.

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| **Name, Title, and Department of Requestor:** |
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| **Brief description of goods or services to be purchased:** | |
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| **Name of the Supplier:** | |
|  | |
| **Total cost of the goods or services to be purchased:** | |
|  | |
| **Brief Explanation:** | |
|  | |
| **Select Tender Exemption Justification:**  Please select one or more of the following applicable reasons for tender exemption. | |
| For reasons of extreme urgency brought about by events unforeseeable by NA, the goods or services could not be obtained in time by using a quotations procedure, and the use of such procedure would result in serious injury to NA and its ability to deliver its services. Lack of advance planning by NA or its concerns relating to the amount of funds available to it do not constitute unforeseeable events. |  |
| Goods or Services required are available from only one source of supply (such as proprietary brands where there is no technical acceptable equivalent). |  |
| Compatibility/standardisation with existing equipment is required. In planning a selective procurement on these grounds NA must be able to demonstrate objectively the requirement for compatibility/ standardisation. |  |
| There is a legal requirement or Ministry directive to use one supplier. |  |
| There is limited availability within a small and/or specialised market. |  |
| Artworks or for reasons connected with the protection of exclusive rights, such as patents or copyrights. |  |
| The procurement of a prototype or a first good or service that is developed at NA’s request in the course of, and for, a particular contract for research, experiment, study or original development. |  |
| Making one-off purchases of goods or services where the seeking of quotes or tendering would not be cost effective. |  |
| Where additional deliveries of goods or services by the original proprietary supplier are intended for use as replacement parts or for upgrades which would otherwise compel NA to not meet interchangeability or warranty needs or where additional services are required as part of fulfilling an existing contract. |  |
| For purchases made under exceptionally advantageous conditions that only arise in the very short term, including public auction or unusual disposals, such as those resulting from liquidation, bankruptcy or receivership. |  |
| There is a clear case of extreme urgency:   * Life or property is immediately at risk; * Service would be significantly impaired if it failed to respond promptly; * Standards of public health, welfare or safety have to be re-established without delay, such as in the case of disaster relief; * Replacing critical equipment following an unexpected failure. |  |
| An exemption to raising a Purchase Order due to the nature of spend, as defined by NA Procurement Policy. This covers one-off purchases and adding suppliers to the exemption approved list. |  |

**Supply Chain Manager :**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Administration Officer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_