**Tender Exemption Request Form**

To be read in conjunction with the [Tender Exemption Guidance Notes](https://www1.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/finance/oxonly/documents/purchasing/150311_Tender_Exemption_Guidance_Notes_v4.0.docx). Please **attach** all additional information in support of your request e.g. quote, specification, grant award.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of purchase / project** | WGS of 76 paediatric epilepsy samples | | | | | **Contract duration** | |  |
| **Value of purchase (£)** | £68,415 (excluding VAT), £82,098.00 (including VAT) | | | | | **Source of funds** | | Grant  Y  Chest  Both |
| **Proposed supplier** | Edinburgh Genomics | | | | | **University preferred supplier?** | | Yes  No |
| **Reason(s) for exemption:**  (Please tick all relevant boxes) | Technical compatibility | | No | Protection of exclusive rights | | | | No |
| Single provider | | No | One-off, unique opportunity of significant value | | | | No |
| Extension of an existing contract | | No | Extreme urgency, unforeseeable and not attributable to requester | | | | No |
| Specified in grant award | | No | Overriding University interest (not meeting the requirements for any other dispensation)\* | | | | Yes |
| **Justification:**  (Please refer to points for consideration in the Guidance Notes) | **Supplier selection:** (Please state if supplier has previously dealt with the Department or wider University)  **Edinburgh Genomics**  **Evaluation criteria:**  **WGS of 76 samples with guaranteed data quality**  **Market research:**  **WTCHG core genomics cost £1500 per sample compared to £1,080 (inc VAT) from Edinburgh Genomics**  **Demonstration of value for money:**  **Cost per sample is £1.080 (inc VAT) compared with £1,500 from in house services. Edinburgh have X10 compatibility and therefore significantly less WGS consumables costs**  **Specification alteration:**  **N/A**  **Acceptance of University terms and conditions / previously agreed terms:**  **Must conform to Oxford terms and conditions** | | | | | | | |
|  | | **Name** | | | **Department** | | **Date** | |
| **Requested by** | | Julian Knight | | | WTCHG | | 31/1/2017 | |
| **The request for exemption is: APPROVED** | | | | | | | | |
| **Head of Department / Administrator** | | Peter Bond | | | WTCHG | | 31/1/2017 | |
| **Purchasing Department (if required)\*\*** | |  | | |  | |  | |

\*Purchasing Department approval must be given by the Director of Purchasing or the Director of Finance for any purchase exceeding £25,000 (ex-VAT) under the ‘overriding University interest’ exemption.

\*\*Purchasing Department approval required for any purchase exceeding £100,000 (ex-VAT) or any purchase between £25,000 and £100,000 (ex-VAT) that is not on the University’s terms and conditions. See Guidance Notes for full details.