

Gloucestershire Health and Care NHS Foundation Trust **Waiver Request Form Application Request Form and** **Authorisation Process**

What is a Single Tender Waiver Request Form or Single Competitive Quotation Request Form Request Form?

The two forms refer to the waiving of the provision of Standing Financial Instructions (SFIs) when someone/you want/s to purchase good/s or services costing more than £19,000 excluding VAT from a specific supplier without going out to market for a limited range of agreed criteria (please note the two different forms and use appropriately).

Guidance should be sought from **Procurement Shared Service (PSS)** beforehand who will advise if the Waiver Request Form application route meets the criteria and if any further procurement requirements are required such as completion of contract documents or publication of any notices related to the relevant regulation/s (Procurement Act 2023)

The form will need to be agreed prior to the purchase taking place and services commencing.

As a reminder – here’s the values and the associated actions that should take place when purchasing goods or services from a supplier:

All Values Exclude VAT (unless stated)	As at June 2024 (v13)
Minimal single quote Level	<£19,000
Minimum 3 Quotes required	£19,000 - £30,000
Tender Level	£30,000+ - Relevant Procurement Act Threshold (circa £135,018 inc VAT)
Above PA Threshold Level	Relevant Procurement Act Threshold (circa £135,018 inc VAT +)

How to apply for a Request Form?

If you need to purchase goods or services over £19,000 (ex VAT) without going out to the market you can only do so for the following criteria:

Single Competitive Quotation Request Form £19,000 – £30,000

- The supply of proprietary or other goods of a special character and the rendering of services of a special character, for which it is not, in the opinion of the responsible officer, possible or desirable to obtain competitive quotations;
- The supply of goods or manufactured articles of any kind which are required quickly and are not obtainable under existing contracts;

Single Tender Waiver Request Form £30,000+

- The supply is proposed under special arrangements negotiated by the DoH in which event the said special arrangements must be complied with; or
- The timescale genuinely precludes competitive tendering. Failure to plan the work properly is not a justification for single tender; or
- Specialist expertise is required and is available from only one source; or
- The task is essential to complete the project, AND arises as a consequence of a recently completed assignment and engaging different consultants for the new task would be inappropriate; or
- There is a clear benefit to be gained from maintaining continuity with an earlier project. However, in such cases the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering; or
- Where provided for in the Capital Investment Manual.

If your purchase meets these criteria a Request Form will need to be completed for approval.

It is important that the Request Form is **fully completed** and the reasons stated for Request Form are supported by relevant information. You should inform the signatories of the steps you have already taken.

GHC Procurement will also add their comments either in support or advising against the reasons for the Request Form.

If required you may be asked to provide additional 'Conflict of Interest' declarations specific to the request.

Examples when you do not need a Request Form:

- When the goods or services do not exceed £19,000 (ex VAT)
- When single or multiple suppliers have been selected following a documented competitive process.
- When using a framework running a mini competition, direct award or benchmarking exercise against a number of suppliers from the framework (considering the framework rules and award criteria permitted) to select a single supplier or multiple suppliers.
- When a tender / benchmarking exercise has been undertaken for the value of goods, services or Capital equipment that you are procuring (in line local and national procurement regulations as applicable)

Examples when you do need a Request Form:

- No formal competition taken place (above the allowed minimum level of £19,000)
- Single source supplier chosen without a tender / benchmarking being conducted, or not via a compliant direct framework award.
- If the transaction takes it above the allowed minimum levels (£19,000, all of the value on this transaction must be waived)
- If the cumulative value of multiple transactions with a supplier exceeds the

minimum allowed level, (£19,000) the whole transaction would need a Request Form.

How Request Forms are authorised

Once completed, all Request Form should be sent to planningbusinessdev@ghc.nhs.uk for review and authorisation by GHC Procurement.

The following authorisation signatures are required to approve the Request Form:

- Budget holder and the Senior Procurement and Contracts Manager or delegated authority to sign **all** Request Form forms

In addition to the above

- Request Forms over £19,000 and up to £55,000 = **must** be signed by DoF or delegated authority in their absence
- Request Forms over £55,000 = **must** be initially reviewed, and agreed, with DoF or delegated authority prior to the signing by the Chair of the Audit Committee.

When all relevant signatures are obtained the Request Form will be recorded and returned to you by the Senior Procurement and Contracts Manager. If your Request Form has been rejected you will receive further advice on how to proceed.

The Request Forms are then recorded and held by the Senior Procurement and Contracts Manager. However, it is good practice for the budget holder also to keep a signed copy.

To note a Single Tender Waiver Request Form report is updated monthly by Finance and presented to the Audit and Assurance Committee.

It should be noted there are **two** Request Form available, one for purchases £19,000 to £30,000 (Single Competitive Quotation Request Form), and another for £30,000+ (Single Tender Waiver Request Form) from the Procurement Intranet page:

<https://intranet.ghc.nhs.uk/Interact/Pages/Content/Document.aspx?id=3152&SearchId=0>

Request Form Request Form Process Flow:

