

REQUEST FOR WAIVER FROM PROCUREMENT PROCEDURE RULES	REF No	14/15
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It is mandatory that you use existing corporate contracts set up by the Council. These can be viewed on the intranet under procurement. If there is no existing contract you should check if a “framework” contract exists for that service set up by another public body via Procurement East Contracts Data Base <http://contracts.improvementeast.gov.uk/>.

NOTE: A waiver is not permissible for **any** EU tenders. Waivers are not necessary for Mini competitions undertaken via In-Tend against compliant framework agreements.

Describe your requirements			
Supplier name (if known)		Any Alternative?	
Total Contract Value			
Contract/Extension start date		Duration (including any extension)	

Waiver of Procurement Procedure Rules is required as:	
4.2.1. There is no genuine competition, for example, works, supplies and services:	<i>Right click tick box where applicable below)</i>
(a) are sold only at a fixed price and no reasonably satisfactory alternative is available;	<input type="checkbox"/>
(b) are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available;	<input type="checkbox"/>
(c) are of a proprietary type only available from a single supplier;	<input type="checkbox"/>
(d) are required for repairing or servicing existing specialist plant or equipment;	<input type="checkbox"/>
(e) involve the provision of highly specialised professional legal or other services;	<input type="checkbox"/>
(f) constitute a reasonable short term extension (less than 6 months) of a time-based contract or form part of a serial programme, the terms having been negotiated with the contractor on the basis of rates and prices contained in an initial contract awarded competitively following an invitation to tender or quote in accordance with the Procurement Procedure Rules.	<input type="checkbox"/>
4.2.2. A waiver is necessary because of unforeseen emergency involving immediate risk to persons, property or serious disruption to Council services. In extreme circumstances it is accepted that prior written approval may not be possible.	<input type="checkbox"/>
4.2.3. The contract is an extension to an existing contract and a change of supplier would cause disproportionate technical difficulties, diseconomies of scale or significant disruption to Council services.	<input type="checkbox"/>
Please explain the rationale to substantiate the waiver and attach any relevant documents:	

Every supplier must be issued with and then quote against Central Bedfordshire (CBC) Standard Procurement Quotation Documents with CBC Terms & conditions (T & C's).
 We Confirm the supplier has quoted against CBC Procurement Doc & T & C's

Demonstrate below how you have achieved Best Value for Money (i.e. You have bettered the first offer).

Tick Box if you require assistance to finalise agreement or negotiate further.

Name of Originating Officer Requesting Approval:
 Department:
 Signature: Date:

Expenditure Approved by Authorised Officer (see Table 1 Section 7.4)
 Name: Position:
 Signature: Date:

Completed forms should be sent to the Chief Procurement Officer: [mail to:paul.meigh@centralbedfordshire.gov.uk](mailto:paul.meigh@centralbedfordshire.gov.uk)

For Corporate Procurement		Date	12/1/13
Comments			
Approved by Chief Procurement Officer			
Signature: Date:			
Approved by Section 151 Officer (AD Financial Services)			
Signature: Date:			