

**SINGLE SOURCE JUSTIFICATION**

This form must be completed for all purchases of goods or services over €5,000 where single source procurement is proposed. It should be retained for audit purposes to justify the decision not to comply with the procedures as set out at: <http://www.ucd.ie/bursar/orders_invoices_payments.html>

Reference No:

GENERAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Requisition No | Requesting Unit | Project Name | Funding Source |
|  |  |  |  |  |

REQUISITIONER CONTACT INFORMATION

|  |  |  |
| --- | --- | --- |
| Name | E-mail Address | Phone No/Ext No |
|  |  |  |

VENDOR INFORMATION

|  |  |  |
| --- | --- | --- |
| Vendor Name | Address | |
|  |  | |
|  |  | |
| Contact Name | Vendor Reference | |
|  |  | |
| Telephone No | E-mail Address | Web Address |
| Phone: | email: | website: |

DESCRIPTION OF GOODS/SERVICES

Estimated Value excluding VAT

TYPE OF PURCHASE – Mark with X as appropriate

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| One Off |  | Repeat Buy |  | Other (please specify) |  |  |  |

JUSTIFICATION – Mark with X as appropriate

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sole Supplier |  | Only source with tooling |  | Urgent Order (See C below) |  | Add-on to existing hardware/softwar e (incl for equipment) |  |
| Maintenance |  | Pilot project or |  |  |  |  |  |
| &/or Repair of | contract which could | Only one |  |
| previously | increase in value with | approved | Other (specify) |
| purchased | UCD dependent on | source |  |
| supplies | particular supplier/s |  |  |

SOLE SOURCE CONSIDERATONS (Mark with X the one the best qualifies)

|  |  |  |
| --- | --- | --- |
| A |  | Technical reasons-competition is absent for technical reasons; |
| B |  | Exclusive rights -the protection of exclusive rights, including intellectual property rights; when no reasonable alternative or substitute exists and the absence of competition is not the result of an artificial narrowing down of the parameters of the procurement; |
| C |  | Urgency-for reasons of extreme urgency brought about by events unforeseeable by UCD (eg extreme weather, fire, public safety) |
| D |  | Unique work of art or artistic performance-the aim of the procurement is the creation or acquisition of a unique work of art or artistic performance; |
| E |  | Additional supplies or installations/incompatibility- for additional deliveries by the original supplier which are intended either as a partial replacement of supplies or  installations or as the extension of existing supplies or installations where a change of supplier would oblige the contracting authority to acquire supplies having different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance; the duration of such contracts shall not, as a general rule, exceed three years; |
| F |  | Research, study or development-where the products are manufactured purely for the purpose of research, experimentation, study or development (not including quantity production to establish commercial viability or to recover research and development costs) |
| G |  | Commodity market -for supplies quoted and purchased on a commodity market; |
| H |  | Supplier in liquidation-for the purchase of supplies or services on particularly advantageous terms, from either a supplier which is definitively winding up its business activities, or the liquidator in an insolvency procedure, an arrangement with creditors, or a similar procedure under national laws or regulations. |
| I |  | Continuation of services previously tendered - new services consisting in the repetition of similar services entrusted to the economic operator to which the same contracting authorities awarded an original contract, provided that such services are in conformity with a basic project for which the original contract was awarded pursuant to an EU tender advertised in the EU Journal. The basic project shall indicate the extent of possible additional services and the conditions under which they will be awarded. |
| J |  | Other – Please explain |

DETAILED JUSTIFICATION FOR NOT BIDDING (please be precise in explanation)

Single sourcing recommended by (Budget holder)

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Signature** | **Date** |

Supported by (Buyer with appropriate level of purchasing authority)

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Signature** | **Date** |

Supported by Head of Department

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Signature** | **Date** |

# TO BE COMPLETED BY PROCUREMENT & CONTRACTS OFFICE:

(Tick as appropriate)

Justification accepted

Justification accepted after challenge

Justification challenged Justification refused

**Reasons for challenge:**

**Date:**

**Signed by Procurement & Contracts Manager or Senior Procurement Specialist**