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| **PROCUREMENT WAIVER REQUEST**  REF: XXXX |

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| PROCUREMENT AUTHORITY: UKO Head of Logistics  SUPPLIES/ SERVICES: specify if supplies or services  PURCHASE VALUE: insert total contract/PO value  SUPPLIER/SERVICE PROVIDER:  DATE: |

**ISSUE:** **SINGLE SOURCING – (insert details of item/service procured)**

**EXECUTIVE SUMMARY:**

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| **Background** | *What is the original request for? Where does the need for these goods/services come from?* |
| **Description of the business proposal** | *What is the proposed way forward to carry out the procurement process?* |
| **Risk Analysis** | *What are the major risks involved in not opening this procurement process to competition? What mitigating actions are in place?* |

**Enclosures:**

* **List enclosed documents**

**Prepared by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**Endorsed by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  | Budget holder |  |  |

**Technical Review:**

This is a request to exceptionally approve a contract award to the above-mentioned supplier without calling for bids for the following reasons:

a) No Competition: a competitive marketplace does not exist when there is only one source of supply and where no other similar items fulfil requirements

b) Lack of Offers: no bids or no suitable bids have been submitted in response to a tender

c) Emergency and exigency: requirements of operation leave no time to conduct a proper tendering process for supplies to address immediate and unforeseeable humanitarian requirements generated by sudden natural or man-made disasters

d) Repetitive Orders: the repetition of Order for the same supplies and services to the same Supplier without a sourcing process

e) Additional supplies works and services: adding to an initial Order additional supplies, works and services which, due to unforeseen circumstances have become operational necessity is permitted

f) Real Estate: where there is no effective choice for purchase or lease of real estate (including land, buildings, warehouses, etc.)

g) Procurement action through Partners: BRC may cooperate with other humanitarian partners to meet its procurement requirements

f) Fiduciary services: Fiduciary services such as banking, audit, legal services (including the hiring of lawyers or law firms whether or not on a pro bono basis) that may not be able to be objectively evaluated

g) continuity of services: where a piece of work has been initially worked on by a service provider and engaging a different service provider presents a risk to the outcome of the service contract/PO.

h) other significant variation from BRC standard Terms & Conditions (specify in “Issue” section)

**Technical Review and Recommendation:**

It is recommended that [insert]

**Reviewed by (only applicable if request comes from a regional team):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  | Logistics Coordinator |  |  |

**Approved by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  | Head of Logistics |  |  |