



Quotation Waiver Form

Under the Quotations Threshold, 3 written quotations are required for purchases between \$10,000 and \$99,999. In order to qualify for exemption from this threshold, a full explanation must be provided outlining the grounds for the exemption. The following are examples of possible grounds for exemption from quotation. Please note, these are not automatic grounds and each case must be assessed on its own merits.

Examples

- 1. The goods required are compatible with existing equipment. For example, the goods are consumables for an existing piece of equipment, a standardisation policy is in place and any change could result in significant changes in working practices or affect research results.*
- 2. Market research shows there is only one supplier of the goods/services and there are no reasonably satisfactory alternatives. Please ensure that specifications are generic and do not favour a particular supplier.*
- 3. The goods/services are urgently required. For example, equipment failure or sudden deterioration where delays would seriously impact service delivery or research activity. Please note a supplier that threatens to remove loan equipment is not justification for a request for exemption from written quotation. The terms of the loan should be clearly defined within the required loan indemnity agreement prior to the equipment being delivered.*

Please note that exemptions from quotation may be subject to audit scrutiny.

Business Unit	
Name and Contact Details of UWA Requesting Manager / Budget Holder	
Supplier Name	
Goods/Services Being Purchased	
Date	

Please provide detailed reasons for the Exemption from Written Quotation Request

Any supporting information may be attached to this form.

Total Procurement / Agreement Value (excluding GST)	\$
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Other Considerations

The following considerations need to be reviewed prior to authorisation of this Quotation Waiver form including:

- Supplier Due Diligence Checks** – need to be undertaken prior to purchasing goods and services from the Supplier. Please contact Strategic Procurement or Procurement Assist for further information
- Foreign Currency** – please contact Treasury and Investments (Financial Services) when purchasing goods and services from overseas
- Insurance** – please contact Risk Management for information on Insurance especially when purchasing goods and services from overseas
- Freight terms** – the freight terms will need to be negotiated with the Supplier. Please ensure that you are happy with the freight terms and any associated costs before purchasing the goods and services.



Approval of Exemption from Written Quotation Request

The Quotation Waiver Form needs to be approved by an authorised delegated authority. Please note the Requesting Manager of the Exemption from Written Quotation cannot approve their own request.

APPROVAL – to be completed by an authorised delegated authority

- ☐ The Quotation Waiver Form is authorised.
☐ The Quotation Waiver Form is not authorised.

For the following reasons:

Name

Phone Number

Signature

Date