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| **REQUEST FOR EXCEPTION FOR CALLING FOR BIDS** |

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| PROCUREMENT AUTHORITY: ………………………………………………………….  SUPPLIES/ SERVICES: …………………………………………………………………….  PURCHASE VALUE: CHF ………………………………………………………………….  SUPPLIER/SERVICE PROVIDER: ………………………………………………………..  DATE: …………………………………………………………………………………………. |

**ISSUE:**

**EXECUTIVE SUMMARY:**

|  |  |
| --- | --- |
| **Background** |  |
| **Description of the business proposal** |  |
| **Risk Analysis** |  |

**Enclosures:**

**Prepared by:**

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

**Endorsed by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  | Country representative or Director |  |  |
|  | Regional Director or USG |  |  |

**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 as stated in Section 2.7.2 *Authorised Exceptions* of the Procurement Manual:

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[[1]](#footnote-1) 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 tendering 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: IFRC 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

j) Partnerships with the financial engagement. Any transition from the long traditional partnerships to partnerships with the financial engagement

**Technical Review and Recommendation:**

It is recommended that [insert]

**Reviewed by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  | Procurement Unit Manager or Lead Global Operational Procurement |  |  |

**Approved by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  | Head of OLPSCM or Director of LPSCM |  |  |

1. [↑](#footnote-ref-1)