

HONG KONG BAPTIST UNIVERSITY
Application for Quotation/Tender Waiver

To: Secretary to Tender Board c/o Finance Office

Date: _____

I / We wish to apply for a quotation/tender waiver for the acquisition of the following:

Name of Proposed Supplier: _____ PR No.: _____

Particulars of Goods/Services	Qty.	Unit Price	Total Price
Quotation from the proposed supplier is / is not * attached.			
Total Estimated (CIF/DDP*) Price			

Justification(s):

Guiding questions for providing justifications:

1. Why only the proposed supplier can meet the user's requirements? Please provide authorisation/supporting document.
2. If a particular brand is required, please clarify why and which salient functions/features of the required brand are so unique and important.
3. Is the quoted price reasonable and why? Is there any market reference price of similar product/service?
4. Please provide previous order record if the recommended purchase is related to a previous one (e.g. spare parts, system enhancement or maintenance).

Declaration:

- I declare that I have no conflict of interest relating to this purchase / tender exercise.
- I declare that I have conflict of interest relating to this tender exercise as follows:

Department/Office

Name of Budget Controller

Signature of Budget Controller

For Finance Office Use Only

Quotation/Tender Waiver Approved by

Tender Board/Director of Finance/Delegate

Tender Board Paper Ref. No.

Signature and Date

* Delete as appropriate