



The City
of Liverpool
College

Exception to Quotation / Tender Request Form
(Ref: Financial Regulation 9.3.12)

1a. Exception to quotation/tender requirement is requested for the following reason: -

☒ Sole supplier ☐ Controlled pricing ☐ Urgently required ☐ Lack of competition

1b. Justification – (please evidence the factors which you believe prevent you from complying with the requirement to quote/tender for the goods/services required.

N.B. Requests without a completed justification will not be considered.

The Open University is the sole validating partner for the College's Degrees and the current Dental Technician Foundation Degree programme. As such, there is no alternative supplier available to deliver these validation services. The fee is fixed and non-negotiable under the terms of our partnership agreement, preventing compliance with the standard quotation or tender process.

2. Details of Goods/Services Required

Proposed Supplier	Goods/services	Gross Cost (£'s)
The Open University	Yearly Validation Charge for 2024/25.	£70,680.00
	This is paid in three instalments in May, June and July.	

3. Requestor Details

Name	Prime Code	Phone	Date
Bryn Williams	51500	0151 252 3584	25 th April 2025

Please attach to completed requisition and forward to Financial Services.

Finance Use Only

Having considered the above factors this request has been approved / ~~rejected~~.

Name: JULIE BARNES

Signature: [Signature]

Date: 29/4/25

P.T.O.

ETQ 1312

Cheung, Kathy

From: Williams, Bryn
Sent: 25 April 2025 09:22
To: Cheung, Kathy
Cc: Smith, Tina
Subject: Purchase order for Open University

Hi Kathy

Will you be able to raise a purchase order for this (see below). I think it will be on School of HE and Innovation prime code 51500

I'll pop over to ask you about it.

Thanks!

Bryn

From: OUVP-Finance <OUVP-Finance@open.ac.uk>

Sent: 16 April 2025 11:34 AM

To: HE Office <HEoffice@liv-coll.ac.uk>

Subject: Purchase order

From Open Uni

Good morning,

Please could I request a purchase order for the Open University Yearly Validation Charge for 2024/25. This is paid in three instalments in May, June and July.

The total value of the PO should be £70,680, comprising 3 instalments of £23,560.

Please could this be raised and forwarded to me as soon as possible.

Many thanks.

Regards,

Nicola

Bryn

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The City of Liverpool College
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Named Skills Provider of the Year 2024/25 at the Liverpool Chamber Innovation in Business Awards for driving forward new and innovative training to respond to the Liverpool City Region's skills needs and ambitions for economic growth.

