

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.

We had previously raised an ETQ for a year's subscription with Pinpoint and now need to raise one for 3 years:

Year 1:

Pinpoint Enterprise £15,000

Pinpoint Onboarding £7,500


Year 2, with a 10% increase: £16,500 plus £8,250 onboarding module

Year 3, with a further 10% increase: £19,000, plus £9,075 onboarding module

2. Details of Goods/Services Required

Proposed Supplier	Goods/services	Gross Cost (£'s)
Pinpoint Enterprise (Annual – 2023/2026)	Includes: - Unlimited Jobs - Unlimited Team Members - Candidate Sourcing Tools - Candidate Selection Tools - Talent Pipeline Management - Custom Integration Support - Live Chat, Telephone & Email Support	£50,500
Pinpoint Onboarding Module (Annual)	Access to Pinpoint's onboarding platform which will digitise document collection for new hires and allow for the management of the onboarding process for new hires.	£24,825
		£75,325

3. Requestor Details

Name	Prime Code		Date
Anna Wells	10300	252 3618	22/04/2025

Please attach to completed requisition and forward to Financial Services.

Finance Use Only

ETQ 1303

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

Name: JUUE FARNES

Signature: 

Date: 23/4/25

P.T.O.



The Infuse Group Ltd (t/a Pinpoint Software)
One Waverley Place
Union St, St Helier JE1 2PP
Jersey

BILLED TO
Debbie Walsh
The City of Liverpool College
The Learning Exchange, Roscoe St
Liverpool, L1 9DW
United Kingdom
debbie.walsh@liv-coll.ac.uk
Tax Reg # : **GB206503935**

PO 28110

INVOICE

Invoice # **PP-2025-8565**
Invoice Date **Apr 22, 2025**
Invoice Amount **£24,750.00 (GBP)**
Customer ID
Payment Terms **Due Upon**

Receipt
PAYMENT DUE

SUBSCRIPTION
ID **16BPuEU5Uv5IE2CVV**
Billing Period **Apr 18, 2025 to Apr 18, 2026**
Next Billing Date **Apr 18, 2026**

DESCRIPTION	PRICE	VAT %	AMOUNT (GBP)
Pinpoint Enterprise - Annual (£)	£16,500.00	0%	£16,500.00
Onboarding - Annual (£)	£8,250.00	0%	£8,250.00
Total			£24,750.00
Amount Due (GBP)			£24,750.00

VAT EXEMPTION NOTE

VAT is not applicable on this invoice because a valid VAT registration number was provided and the reverse charge mechanism has been applied.

TRANSFER DETAILS

GBP PAYMENTS

For invoices due in GBP (£), please remit payment using the following bank account details.
Should you wish to pay by credit card, please contact accounts@pinpointhq.com

BANK NAME	ACCOUNT HOLDER NAME	ACCOUNT NUMBER
Natwest Offshore	The Infuse Group Ltd	27475980
SORT CODE	IBAN	BIC / SWIFT
60-12-03	GB63 NWBK 6012 0327 4759 80	RBOSJESH

EUR PAYMENTS

For invoices due in EUR (€), please remit payment using the following bank account details.
Should you wish to pay by credit card, please contact accounts@pinpointhq.com

BANK NAME	ACCOUNT HOLDER NAME	IBAN
Revolut	The Infuse Group Ltd	GB64 REVO 0099 6938 2186 54
BIC / SWIFT		
REVOGB21		

W-8BEN-E

[You can find our W-8BEN-E here.](#)

USD PAYMENTS

For invoices due in USD (\$), please remit payment using the following bank account details. Fedwire is currently not accepted and we cannot accept cheques.

Should you wish to pay by credit card, please contact accounts@pinpointhq.com

BANK NAME	BANK ADDRESS	ACCOUNT HOLDER NAME
Lead Bank	1801 Main Street, 64108, Kansas City, United States	The Infuse Group Ltd
		ACCOUNT NUMBER
		211266808887
ROUTING NUMBER	IBAN	BIC/SWIFT
101019644	GB26REVO00996994436173	REVOGB21
