

**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 have worked with Learning Curve for a number of years which supports the delivery of our blended learning provision. it is our intention to continue to utilise their product for stand alone courses, additionality & Professional Development provision in the coming years, therefore Finance have requested that a 3Year ETQ is in place.

2. Details of Goods/Services Required

Proposed Supplier	Goods/services	Gross Cost (£'s)
Learning Curve	Yr 1	£20,000
	Year 2	£20,000
	Year 3	£20,000

3. Requestor Details

Name	Prime Code		Date
Cath Ainscough	31000	0151 252 3790	28/11/2024

Please attach to completed requisition and forward to Financial Services.

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**Finance Use Only**

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

Name: JULIE BARNES Signature: 

Date: 14/5/25

P.T.O.