



GIG

Bwrdd Iechyd Prifysgol
Bae Abertawe

NHS

Swansea Bay University
Health Board

SINGLE QUOTATION/TENDER REQUEST FORM

REFERENCE NUMBER: To be completed by Procurement Department SBU-STA-28892-013

(Applicable to expenditure in excess of £5,000)

Request to Waive Standing Financial Instructions:

Single quote/tender action shall only be undertaken following the approval of this application in advance of procurement activity commencing and only in exceptional circumstances.

Approval to waive the requirement to seek competitive tenders (purchases between £25,000 & over) & Quotations (purchases between £5,000 and £24,999). In relation to waiver requests over the OJEU threshold, a VEAT notice will also need to be published via Sell2Wales.

It is important that the form is completed **IN FULL** in order to satisfy the Health Board's Standing Orders which require competitive quotations/tenders to be obtained (to prove value of money) unless there are compelling reasons for single sourcing.

Consideration must be given to the Welsh Audit Office Guidance available from the Procurement Team.

Please Note: all requests to waive Standing Financial Instructions will be formally reported to the next Audit Committee for retrospective approval.

***Please complete all mandatory sections. Failure to complete will result in the form being returned to originator**

****To be completed by the Requesting Officer - [Core & ISO Controlled]****

Section 1

Request to Waive

Please tick as appropriate

Single Quotation

Single Tender

✓

Zeta Services

*Supplier:

The granting of this application for a single firm or contractor of a special character is required or a proprietary item or service may be assessed as appropriate:

- the service/good/works is follow-up work where a provider has already undertaken initial work in the same area (and where the initial work was awarded from open competition);

- there is a compatibility issue which needs to be met e.g. specific equipment required, or compliance with a warranty cover clause;
- there is genuinely only one provider;
- there is a need to retain a particular contractor for real business continuity issues (not just preferences).

NB: Evidence of all contact with potential alternative suppliers should be retained. Where no other supplier has been approached justification must also be included to ensure the application process is not delayed.

*Please provide detail of Goods/Services/Works required:

The subscription (licence) for Zetasafe requires renewal. Zetasafe is an asset management system, which has been adopted to ensure statutory compliance in adhering to water management legislation for the Health Board.

Zeta Services are the sole provider that can support this system, any software upgrades can only be carried out by Zeta Services.

If Services, is this for Consultancy/Individual?	No	If 'yes', has an IR35 assessment been completed	Yes/ No or not applicable
Does this requirement have an implication under GDPR?	No	If 'yes', has the IG Department been consulted	Yes/ No or not applicable
Proposed agreement period including start and end dates and any extension provision required. NB: Approval cannot be granted retrospectively. Should this be the case, please seek advice from the Procurement department.	Annual Subscription Y1 09.08.25-09.08.26, Y2 09.08.26-09.08.27 and Y3 09.08.27 -09.08.28.		

STA covers a three year duration for annual renewal August 2025 – August 2028

2025/2026 - £15,760.50 plus vat £3,152.10 = £18,912.60

2026/2027 - £16,233.30 plus vat £3,246.66 = £19,479.96

2027/2028 £16,639.14 plus vat £3,327.83 = £19,966.97

*Unit Cost/Annual Cost:

*Total Cost

(inc deliver & VAT):

*Whole Life Costs:

(Please state all additional goods/services/works that may be required during the life of the goods/service/works being requested here. E.g. Maintenance, Consumables etc.)

*New or Replacement Equipment/Service:

(Please state)

*Life Expectancy of equipment

n/a

Ongoing subscription/ licence.

Total £48,623.94 plus vat £9,724.79 - £58,348.73

Upgrades and support included

*Is this a Recurring Procurement?	Yes		
*Source of Funding: (Revenue/Capital/Charity etc.)	Revenue	*Please provide Financial Code:	7214 & 7224
Breakdown of estimated capital and on-going revenue charges per annum. NB: Please ensure your Finance Team are consulted before	As above		
Have any revenue consequences (particularly staffing or maintenance implications), been agreed?	No		
Any other financial consideration to be declared e.g. risks to ongoing funding; savings; cash releasing, cost avoidance, cost pressure, VFM impact.	No		
*Background: Reason for single supplier & details of any alternatives considered & reasons for their rejection (supplier(s) details required)	The subscription (licence) for Zetasafe is an asset management system, which has been adopted to ensure statutory compliance in adhering to water management legislation for the Health Board. Zeta Services are the sole provider that can support this system, any software upgrades can only be carried out by Zeta Services		
*Explicit Reasons as to How Value for Money will be achieved when services are provided by a Single Supplier. Sufficient detail should be provided in this section or the request will be returned.	Statutory Compliance – Zeta Safe are the sole provider.		
*Have any Trials / Evaluations been undertaken within the Health Board? NB: Appropriate advice should be sought from Procurement in advance of trials being undertaken	n/a		If Yes, please state the evaluation reference number:
If Yes, please give full details of evaluation. Including whether or not any relevant Groups have been made aware of this evaluation (please state).			

*Consequence & Impact if not approved:

Risk to water quality and non-compliance with water safety asset management

*Is this an Essential or Non-Essential requirement?

Essential

If Yes, please give details (How many years etc)

Ongoing

*Name:

Dean Morris

*Title:

Operational Maintenance Manager
Estates

*Ward/Department:

*Contact No:

01792 703354

*Budget Holder:

Liza Powell

*Requisition Created?

No

If Yes, please state requisition number:

I have delegated responsibility for the non-pay expenditure budget specified above. I confirm that sufficient funding is available within the budget code specified, and authorise the expenditure to be coded accordingly.

*Signature of Requestor (please also print name & position):

Liza Powell
Liza Powell

*Signature of budgetary approver (please also print name & position):

[Signature]

Date of Request:

6.8.25

Date of Approval:

6.8.25

Statement of Support by Approver:

Essential requirement.

**** All Parties to Complete ****

Section 2

Declaration of Interest

The Health Board is obliged to ensure that all procurement processes are carried out in accordance with the public procurement rules and NHS Wales's guidance. Where an employee is engaged in a procurement exercise a formal declaration is required to confirm that there is no potential interest which may give rise to a conflict (please tick box appropriate to your position and sign the declaration below).

Please confirm the following statements are correct:

	Requester	Budget Holder	Directorate Manager/Head of Service	Exec Director	Head of Procurement	Director of Finance
	✓ x	✓ x	✓ x	✓ x	✓ x	✓ x
1	✓	✓	✓	✓	✓	✓
2a.	✓	✓	✓	✓	✓	✓
2b.	✓	✓	✓	✓	✓	✓
3	✓	✓	✓	✓	✓	✓
4	✓	✓	✓	✓	✓	✓
5	✓	✓	✓	✓	✓	✓
6	✓	✓	✓	✓	✓	✓
7	✓	✓	✓	✓	✓	✓

Please confirm the following statements are correct:

I hereby certify that, to the best of my knowledge and belief, the statements set out above are correct. I understand that any failure on my part to declare an interest in a contract or otherwise to breach the rules and instructions mentioned above is a serious matter and could result in further legal or professional action being taken against me, including (but not limited to):

- Exclusion from the current procurement exercise and future procurement activities
- For Trust employees, it could result in disciplinary proceedings being initiated.
- For non-employees of the Trust we reserve the right to report the matter to their relevant employing organisation and professional body as potential professional misconduct
- Should the matter involve issues that are of a criminal nature e.g. fraud, bribery or corruption then the Trust will notify the appropriate authority to take any necessary action which may include prosecution.

Signatures

Requester	
Signature:	<i>[Signature]</i>
Print Name:	DEAN MCGEES
Position:	OPERATIONAL MANAGEMENT MANAGER
Date:	6/8/25

Budget Holder	
Signature:	<i>[Signature]</i>
Print Name:	LIZIA POWER
Position:	ELIMINATOR
Date:	6/8/25

Directorate Manager/Head of Service	
Signature:	<i>[Signature]</i>
Print Name:	LAY SETH
Position:	ADG
Date:	6/8/25

Authorisation - [Section Non Core to be Amended in Line with Local Scheme of Delegation]

Section 3

Designation	Signature	Date
Directorate Manager/Head of Service:		6th Aug 2025.
Print Name:	RAY	
Position:	ADE	
Comments:		

Please also complete and sign Section 2 - Declaration of Interest	
DoI Designation	Date
Executive Director/Director:	8th Aug 2025
Signature	
Print Name:	Simon Davies
Position:	Int Director of Corporate & Estates
Comments:	Required for Statutory Compliance.
Please also complete and sign Section 2 - Declaration of Interest	
DoI	

Please note Single Tender/Quotation Action requests cannot be processed unless supported by the above signatures, electronic signatures will NOT be accepted, unless accompanied by an e-mail trail to prove that the authorisation has been completed correctly.

Please now forward to Procurement Department

Executive Director	
Signature:	<i>[Signature]</i>
Print Name:	Simon Jones
Position:	Chief Executive of the Wales Development Corporation
Date:	18 Aug 2025
Head of Procurement	
Signature:	<i>[Signature]</i> pp
Print Name:	Richard Clayfield
Position:	Asst. Head of Operational procurement
Date:	13th August 2025

Chief Executive or Director of Finance or Director of Strategy or Chief Operating Officer	
Signature:	<i>[Signature]</i>
Print Name:	David Griffiths
Position:	Director of Finance & Performance
Date:	18/08/25

**** For Procurement Department Completion Only****

Section 4

Procurement Advice
(Delete or cross through as appropriate)

- Yes, the SQA or STA is an appropriate course
- No, an alternative option can be pursued
- No Option

Procurement Advice or Rejection Comments:
(including any conditions/future actions):

Single source of supply, only Zetasafe can support the system software

Endorsed

Yes/No

Dol

Please also complete and sign Section 2 – Declaration of Interest

Head of Procurement Signature:

R Clayfield pp

Date:

13th August 2025

**** Chief Executive or Director of Finance or Director of Strategy or Chief Operating Officer Approval****

Section 5

Request Supported?

Yes/No

Supporting or Rejection Comments:
(including any conditions/future actions):

Please also complete and sign Section 2 – Declaration of Interest

Dol

Signed:

[Signature]

Date:

18/08/25

Print Name:

DARREN GUNFAR

Position:

Dot + P

Notes:

- Upon completion of this section, please forward to: [INSERT EMAIL ADDRESS/ACTION POINT DETAILS]

- In the event that the Head of Procurement/Sourcing and Chief Executive do not authorise the request to waive the Standing Financial Instructions the budget holder will be advised immediately of the decision.