

Approval Request from Finance Committee

1 Description of Procured Items/Services

2 Name of Current Supplier/Contractor (if applicable)

3 Please select Procurement Process

4 Starting Date of Procurement Process/eTenders portal submission

5 Number of Suppliers Contacted

6 Number of Replies Received

7 Quotes/Tenders Received/Opened By

8 List of Companies who responded/provided Quotes/Tenders Request for Tender (RFT)

9 Quotes/Tenders Evaluated By

10 Successful Supplier

11 Duration of the proposed contract and reason for award

	Annual (ex VAT) €	Annual (incl VAT) €
Estimated Value (as per request for quote/tender document) / Funding Available		
Final Contract Value		
Pricing Difference between Contract Value and Estimated Value/Funding Available	-	-
Previous Contract Value (if applicable)		
Pricing Difference between Previous Contract and New Contract	-	-

12 Explanation for the pricing difference between final contract value and original estimated value/funding available

13 Explanation for the pricing difference between final contract value and previous contract value

14 Tender being funded from

15 Any other comments

Requester (Signature)

Budget Holder (Signature)

Approved by President / Finance Committee	
By completing and signing this form the Requester and the Budget Holder are confirming that : The procurement process has been followed as documented (refer to the Corporate Procurement Plan). Copies of all quotes and supporting documentation will be provided to the Procurement Office. All purchases were assessed in accordance with the Green Procurement Policy where applicable. The procurement process has been conducted with full integrity and impartiality with no conflicts of interest. The tenders were conducted in compliance with public and/or EU procurement guidelines.	