**SINGLE TENDER ACTION REQUEST FORM**

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| --- | --- |
| Reference No. |  |
| Lead Partner Name | Sligo County Council  |
| Project Partner Name (if applicable) |  |
| SEUPB Programme Support Officer |  |
| SEUPB Financial Officer | Alistair Mackenzie  |
| Project Description |  |
| Project Objectives |  |
| Details of the goods or services to be provided. |  |
| How does this work fit in with the overall project Objectives and LOO |  |
| Which budget line does this STA request relate to? |  |
| Contract Amount |  |
| Proposed Provider |  |
| What evidence has been gathered indicating that this is the only possible provider. |  |
| Is this evidence on file |  |
| With reference to [SEUPB Guidance Note 4 re Procurement](http://www.seupb.eu/Libraries/PEACE_III_Reports_Pubs/PEACE_III_Guidance_Note_4_-_Procurement_and_Tendering.sflb.ashx) , please provide a detailed rationale for the SEUPB to grant a Single Tender Action. This will be the written record setting out the reasons why the procedure should be used. |  |
| Evidence that a negotiation procedure was in place to ensure **value for money**. |  |