



Financial & Administrative Services
St. John's, NL, Canada A1C 5S7

REPORT TO
THE PRESIDENT AND THE BOARD OF REGENTS
(Pursuant to Section 32 of the Public Procurement Regulations (PPR))

OPEN CALL FOR BIDS NOT REQUIRED - EXCEPTION FORM

1. Name of University Department making award: _____

2. Purchase Order No: _____ Commodity description: _____

3. Name and Address of Contractor, Supplier or Lessor:

4. Contract Price \$ _____ (CDN) (Excl. Taxes) Award/PO Date: _____

5. Indicate Relevant Exception Clause:

- 6(a)(ii) reasonably expected to compromise security.
- 6(a)(iii) commodity is available from a public body.
- 6(a)(iv) emergency or urgent situation exists.
- 6(a)(v) only one source reasonably available.
- 6(a)(vi) requesting quotations from all pre-qualified suppliers.
- 6(a)(vii) commodity is for resale or for incorporation into a product for resale.
- 6(b) set rates established by the Public Utilities Board.

6. Reasons why there was no open call for bids: _____

7. VP / Dean/Director/Dept. Head: _____ President: _____

Signature:

Signature:

Name (Please Print)

Date:

Date: