**AUTHORIZATION REQUEST FORM**

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| *The authorization request shall be drawn up using this form, one for each supplier for whom the request is made. The authorization request shall clearly indicate why is the vendor needed, choosing between the options of the “Reason for the authorization request” section.* *Selected reasons shall be supported by appropriate documents to be attached to this form (see “Annex” section).**The authorization request shall be made for all the contracts award procedures, also if they are subject to exemptions (for example they are regulated by the Italian D.Lgs. 163/2006, including contracts beyond the EU regulation threshold or related to non-priority services or regulated by other international rules).**The request and related attachments shall be sent also to:* *richiestedinullaosta@eni.com* |
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| 1. **Applicant:**
2. **Applicant organizational unit:**
3. **Request date** *(dd/mm/yyyy)*:
4. **Principals:**

 ***Negotiation mandate*** **[ ]  Yes** **[ ]  No** 1. **Vendor company name:**
2. **Vendor SAP code:**
3. **Evaluation Team date** *(dd/mm/yyyy)*:
4. **Process number:**
5. **Vendor role:**
6. **Purchase requisition/contract number:**
7. **Commodity Class code:**
8. **Contract duration** *(months)*:
9. **Estimated value** *(€)*:
10. **Procedure for which authorization is required:**
11. **Contingent legal regime:**  **Note:**
12. **Vendors number in Short Vendor List** *(if applicable)*:
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| 1. **Reasons for the authorization request *(select the reason, use the “Reason description” section to add more details, and attach related documents)*:**

[ ]  Unavailability of other vendors (Sole Supplier or Original Equipment Manufacturer) [ ]  Limited availability of alternative vendors or solutions (in line with the “Contract preparation and awards” procedure)[ ]  Timing for the execution of alternative solutions (e.g. new tender, new vendors scouting) inconsistent with business needs (business continuity or urgent needs)[ ]  Additional elements supporting the request (e.g. implementation of risk mitigation measures related to the warning status causes)[ ]  Constraints deriving from a protocol of law regarding the use of local vendors[ ]  Incumbent supplier [ ]  Other reasons (explain below)1. **Reason description:**

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| 1. **Indicate if in the same procurement process there are additional suppliers with “Warning status with authorization”**

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| 1. **Notes:**

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| 1. **Attachments:**

[ ]  Sole supplier form [ ]  Declaration on the limited availability of alternative vendors or solutions (e.g. specialized technical skills, geographical coverage)[ ]  Declaration by the procurement unit on the number of vendors in the Short Vendor List and the number of contracts to be awarded[ ]  Declaration about the inconsistency with business needs of the timing for the execution of alternative solutions (e.g. contract extension to guarantee activities execution during the new tender implementation and the award of a new contract) [ ]  If the authorization is required for a subcontractors, declaration by awarded contractor about the unavailability of other solutions [ ]  Other documents, please specify below:       |

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| **Instructions to filling in the form:**1. Indicate name and surname of the tender officer or of the signatory officer
2. Indicate applicant procurement unit
3. Indicate the form transmission date (dd/mm/yyyy)
4. Indicate the belonging society of the contracts user units
5. Indicate the vendor company name for which authorization is required
6. Indicate the SAP code related to the vendor company name
7. Indicate the date of the last Evaluation Team concerning the vendor (dd/mm/yyyy), available in procurement information systems; optional in case of concurrence
8. Indicate the feedback process identification number (available in procurement information systems), by which the warning status with authorization measure has been assigned to the vendor
9. Indicate the vendor role in the already in place or subject to award procedure contract, selecting between the available alternatives
10. Indicate Purchase requisition document identification code or contract number
11. Indicate Commodity Class identification code for the referred contract (in case of many Commodity Classes, indicate the prevailing one)
12. Indicate contract duration (months), as available in the Purchase requisition document
13. Indicate contract estimated value (€), as available in the Purchase requisition document
14. Indicate the type of award procedure for which authorization is required, selecting between the available alternatives
15. Indicate if the allocation process is conducted in private or public regime, selecting between the available alternatives (if the allocation process is conducted abroad, select “Other legal regime” and specify in the notes any applicable norms or potential constraints)
16. In case of a tender, indicate vendors number in Short Vendor List
17. Select one or more reasons between those available
18. If needed, specify in details the reasons why authorization is required
19. Indicate if in the same procurement process there are additional suppliers with “Warning status with authorization”
20. Notes, if needed
21. Indicate, if necessary, documentations supporting the request; these documentations shall be attached to this form.
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