**Ceir cyfarwyddiadau ynghylch Ffurflenni Gweithred Tendr Sengl ar dudalen gaffael gwefan y Brifysgol yn y ddolen ganlynol** [**https://www.aber.ac.uk/cy/finance/information-for-staff/procurement/**](https://www.aber.ac.uk/cy/finance/information-for-staff/procurement/)

|  |  |
| --- | --- |
| **Oddi wrth / *From*** | Click or tap here to enter text. |
| **Swydd / *Position*** | Click or tap here to enter text. |
| **Dyddiad / *Date*** | Click or tap to enter a date. |
| **Adran / *Department*** | Click or tap here to enter text. |

***Guidance notes regarding Single Tender Action Forms can be found on the procurement page of the University website at the following link*** [***https://www.aber.ac.uk/en/finance/information-for-staff/procurement/***](https://www.aber.ac.uk/en/finance/information-for-staff/procurement/)

# Gwrthdaro Buddiannau / *Conflict of Interest*

Yn gyson ag adran 5 Llawlyfr Gweithdrefnau Ariannol PA rwyf yn cadarnhau nad oes unrhyw wrthdaro buddiannau i'w datgan i'r Weithrediaeth mewn perthynas â'r cais hwn.

*Consistent with section 5 of the AU Handbook of Financial Procedures I confirm that no conflicts of interest are declarable to the AU Executive related to this application.*

# Disgrifiad o'r hyn sy'n cael ei brynu a pham y mae ei angen (beth ydyn ni'n ei brynu) / *Description of what is being purchased and why it is required (what are we buying):*

|  |
| --- |
| DISGRIFIAD BYR LEFEL UCHEL O'R ANGEN A'R RHESWM AM WEITHREDIAD TENDR SENGL */ BRIEF HIGH LEVEL DESCRIPTION OF NEED AND REASON FOR SINGLE TENDER ACTION*  (I'W LENWI GAN YR YMGEISYDD) */ (TO BE COMPLETED BY APPLICANT)* |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Enw'r Cyflenwr**  ***Name of Supplier*** | Click or tap here to enter text. |
| **Proffil talu arfaethedig gan gynnwys amcangyfrif o'r dyddiadau talu**  ***Proposed payment profile including estimated payment dates*** | Click or tap here to enter text. |
| **Gwerth y pryniant arfaethedig (ac eithrio taw) mewn sterling (£)**  ***Sterling (£) value of proposed purchase (excl vat****)* | Click or tap here to enter text. |
| **Os mai contract ydyw, cyfnod/tymor arfaethedig y contract (uchafswm o 4 blynedd yn nodweddiadol)**  ***If a contract, proposed contract period/term (max 4 years typically*)** | Choose an item. |

**Once complete please save the form as a pdf document and attach to the requisition request in ABW.**