## Summary of thresholds for purchasing and procurement outside of compliance with National Procurement Service Frameworks/Contracts

Please note that these Thresholds and Procedures only apply to purchases outside of any framework

(please refer to the Contract Register for all frameworks) e.g.: Stationery, ICT Equipment, School Books, etc

		ated annual ative value	Procurement procedure	Note/comment	
ICT		y/all ICT ements, including tems.	Frameworks normally in place.  Contact IT Dept in Carlow or Kilkenny for information.	ICT <b>Projects</b> require liaison with DES prior to engagement with suppliers.	
SER and	PPLIES AND AVICES Local Torks	€0 - €500 (Supplies/General Services & Local Works)	> Proceed with PO	The order will be generated within the P2P system  These should be approved by the Budget Holder.  Periodically, prices should be compared with those obtainable from other suppliers.	
SER and	PPLIES AND VICES Local Torks	€500 - €5,000 (Excl of VAT) (Supplies/General Services & Local Works)	One or more competitive quotation(s) –  > Obtain one written quote	Evidence of at least one written quotation must be attached at the invoice stage on the P2P system.  These should be approved by the Budget Holder. Periodically, prices should be compared with those obtainable from other suppliers.	

		Please contact The	
SUPPLIES	€5,000 - €50,000	Corporate Services	All goods/services over
AND	(0 11 /0 1	_	€15,000 should have
SERVICES	(Supplies/General	Department prior to	prior approval of CE or
and Local	Services & Local	engaging in any	Director with CE
Works	Works)	procurement process for	approval.
		€15,000 or greater	
		<ul> <li>Minimum of three quotations should be sought from suitably qualified suppliers/providers.</li> <li>Brief specifications, i.e. Request for Quote (RFQ) should be prepared and issued to suppliers/providers. This can be an email outlining your</li> </ul>	Quotations are required to progress an order on the P2P system. Form 2a should be completed and attached to order on the P2P system when submitting for payment  These should be approved by the Budget Holder.
		requirements.  Closing date and time for return of quotes should be specified. E.g. please provide a quote by 5pm Friday.  Evaluation on lowest price meeting the specification unless Most Economical Advantageous Tender (MEAT) was specified in the RFQ (email for quote).  An evaluation form –	MEAT: Most Economically Advantageous Tender. This means that it is not just the lowest price that wins the competition. It may be a combination of cost, quality, delivery time, etc.
		An evaluation form – Appendix 2A click here should be completed and approved by the Budget Holder (principal/centre manager) prior to a purchase order being issued. (this should be submitted to the Finance Section with invoice for payment)	All goods/services over €25K must be notified through the etenders portal

5	SUPPLIES	€50,000 -	Please contact The	All goods/services over
	AND	€221,000	Corporate Services	€15,000 should have
5	SERVICES		Department prior to	prior approval of CE or
	and Local	(Supplies/General	engaging in any	Director with CE
	Works	Services & Local	procurement process for	approval.
		Works)	this threshold.	
				All awards over
			All contracts for supplies and	€50,000 to be brought
			general services with an	to the Finance
			estimated value of €50,000 and	Committee
			upwards to be advertised by	

contracting authorities on the E- tenders website using Open Procedure (single stage – no prequalification)	All goods/services over €25K must be notified through the etenders portal

AND SERVICES and Local Works  (Supplies/General Services)  -Must be published on E-tenders and OJEU journal.  -Must be published on E-tenders and OJEU journal.	SERVICES and Local		*	
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## **Please contact The** WORKS €0 - €200,000 All works over €50,000 **Corporate Services** should have prior Department prior to (Works - Capital approval of CE or engaging in any **Department grant** Director with CE procurement process for funded works) approval. €15,000 or greater Minimum of five quotations should be All awards over sought from suitably €50,000 to be brought qualified to the Finance suppliers/providers. Brief specifications, i.e. Committee Request for Quote (RFQ) should be prepared and Quotations are required issued to to progress an order on suppliers/providers. This the P2P system. Form can be an email 2a should be completed outlining your and attached to order on requirements. the P2P system when Closing date and time for submitting for payment return of quotes should be specified. E.g. please These should be provide a quote by 5pm approved by the Friday. Budget Holder. Evaluation on lowest price meeting the specification unless Most **MEAT**: Most Economical **Economically** Advantageous Tender *Advantageous* (MEAT) was specified in Tender. This the RFQ (email for means that it is not quote). just the lowest An evaluation form – Appendix price that wins the 2A click here should be competition. It may be a completed and approved by the combination of Budget Holder (principal/centre cost, quality, manager) prior to a purchase delivery time, etc.

WORKS	€200,000 - €5,538,000  (Works – Capital – Department grant funded works)	Advertised on E-tenders and OJEU journal. Restricted procedure is recommended. However, as per Technical Guidance Document TGD-007: For projects with a Construction value equal to or greater than €2,500,000 (including VAT) Contracting Authorities may use either the Open Procedure or the Restricted Procedure. In general principle the Restricted Procedure should be used for larger and more complex	All works over €50,000 should have prior approval of CE or Director with CE approval.  All awards over €50,000 to be brought to the Finance Committee
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order being issued. (this should be submitted to the Finance Section with invoice for payment)

	projects. For smaller straight forward projects where the cost of Tendering will not be an undue burden on contractors the Open Procedure can be used.	
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WORKS	€5,538,000+ (Works – Capital – Department grant funded works)	Advertised on E-tenders and OJEU journal, using Restricted Procedure	All works over €50,000 should have prior approval of CE
			All awards over €50,000 to be brought to the Finance Committee

All thresholds exclude VAT