

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

ICT

For any/all ICT requirements, including single items Frameworks normally in place.

Contact IT Dept in Carlow or Kilkenny for information.

ICT **Projects** require liaison with DES prior to engagement with suppliers.

SUPPLIES AND SERVICES and Local Works

Estimated annual cumulative value €0 - €500 for supplies and services and local works

Procurement procedure: Proceed with PO

Note/comment: 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.

Estimated annual cumulative value €500 - €5,000 for supplies and services and local works

Procurement procedure: One or more competitive quotation(s) – Obtain one written quote

Note/comment: 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.

Estimated annual cumulative value €5,000 - €50,000 for supplies and services and local works

Procurement procedure: Please contact The Corporate Services Department prior to engaging in any procurement process for €15,000 or greater

- Minimum of three quotations should be sought from suitably qualified suppliers/providers.
- Brief specifications, i.e. Request for Quote (RFQ) should be prepared and issued to suppliers/providers. *This can be an email outlining your 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 – 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)

Note/comment: All goods/services over €15,000 should have prior approval of CE or Director with CE approval. 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.

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.

All goods/services over €25K must be notified through the etenders portal

Estimated annual cumulative value €50,000 - €221,000 for supplies and services and local works

Procurement procedure: Please contact The Corporate Services Department prior to engaging in any procurement process for this threshold.

All contracts for supplies and general services with an estimated value of €50,000 and upwards to be advertised by contracting authorities on the E-tenders website using Open Procedure (single stage – no prequalification)

Note/comment: All goods/services over €15,000 should have prior approval of CE or Director with CE approval. All awards over €50,000 to be brought to the Finance Committee. All goods/services over €25K must be notified through the etenders portal

Estimated annual cumulative value €221,000+ (Supplies/General Services)

Procurement procedure: Choice of procedure -Must be published on E-tenders and OJEU journal

Note/comment: All awards over €50,000 to be brought to the Finance Committee.

WORKS

Estimated annual cumulative value €0 - €200,000 (Works – Capital – Department grant funded works)

Procurement procedure: Please contact The Corporate Services Department prior to engaging in any procurement process for €15,000 or greater

- Minimum of five quotations should be sought from suitably qualified suppliers/providers.
- Brief specifications, i.e. Request for Quote (RFQ) should be prepared and issued to suppliers/providers. *This can be an email outlining your 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 – 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)

Note/comment: 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

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.

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.

Estimated annual cumulative value €200,000 - €5,538,000 (Works – Capital – Department grant funded works)

Procurement procedure: 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 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.

Note/comment: 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

Estimated annual cumulative value €5,538,000+ (Works – Capital – Department grant funded works)

Procurement procedure: Advertised on E-tenders and OJEU journal, using Restricted Procedure

Note/comment: 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