



Corporate Procurement Plan

Version 3

Purpose:	The Corporate Procurement Plan sets practical and strategic objectives for improved procurement outcomes and recommends the implementation of appropriate measures to ensure these objectives are achieved.	
Circulation:	This document is available for all to review and will be published on the Institute's website.	
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This document has been approved for use as a working document and remains subject to further review and development prior to final approval, where applicable.

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Revision History

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This document has been approved for use as a working document and remains subject to further review and development prior to final approval, where applicable.

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Consultation History

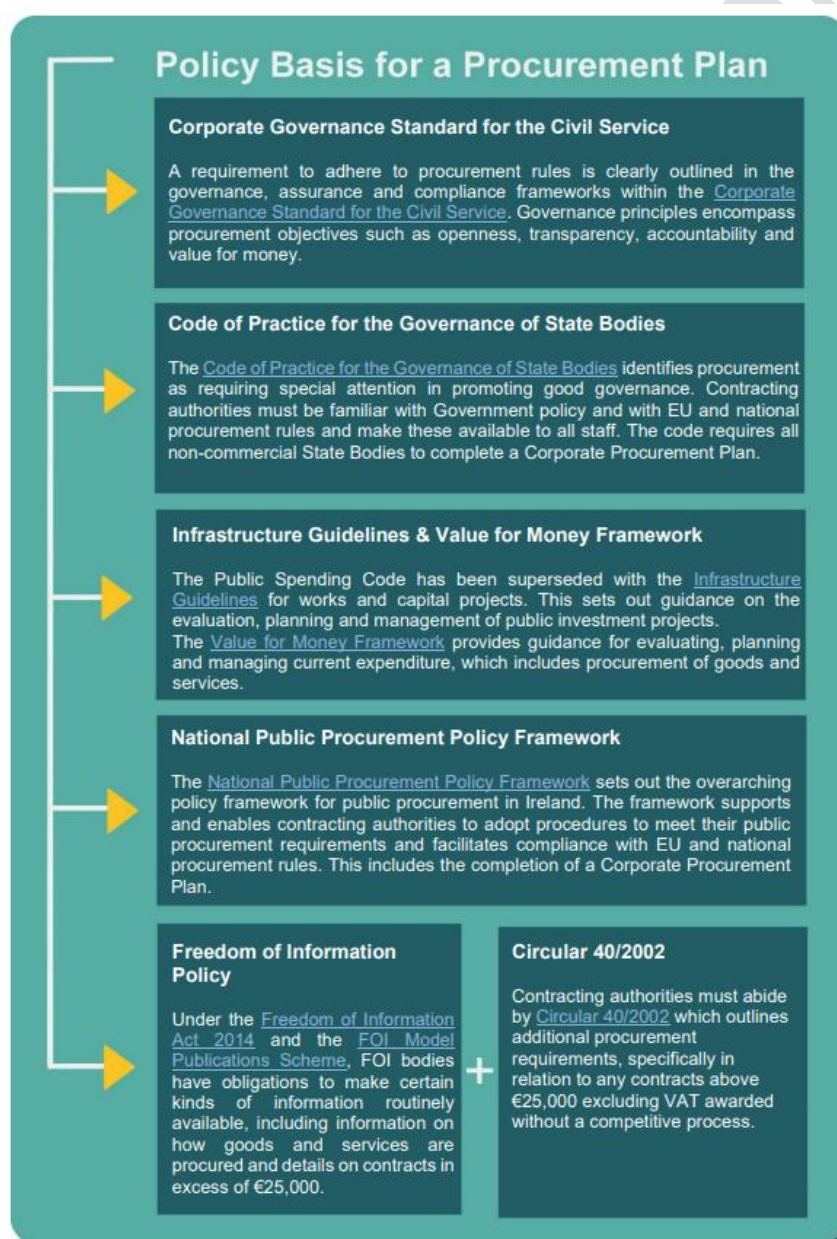
Version Number	3.1	
Consultation Date	22 September 2026	
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Summary of Changes	- Policy Basis for a Procurement Plan inserted - Green Public Procurement (GPP) - GPP Criteria Search - Frameworks that already incorporate green criteria to meet GPP obligations will be used where possible - Support Green Public Procurement (GPP) and Climate Action targets - Clarification of roles and responsibilities - Inclusion of National Green Public Procurement criteria in all relevant tender documentation - Life Cycle Costing considered in tenders over €50k - Training in relation to building Green Procurement Criteria - Conflicts of Interest section inserted - Reporting section inserted - Advertising section inserted - Freedom of Information section inserted - Tax Clearance section inserted - GPP Criteria included - List of relevant Circulars at Appendix 5 updated - Green Procurement Policy Implementation Mandate outlined at Appendix 12	Page 4 Pages 5 & 6 Page 8 Page 9 Page 10 Page 10 Page 12 Pages 16-17 Page 25 Page 27 Page 32

1. Introduction

1.1. National Policy

The National Public Procurement Policy Unit ("NPPPU") was established by the Department of Finance following a government initiative in 2002. Its role is to develop public sector procurement, policy and practice through a process of procurement management reform.

The NPPPU's overall aim of reforming procurement policy, under the National Procurement Policy Framework, can be given practical expression through a Corporate Procurement Plan ("CPP"). All non-commercial State bodies are required to complete a CPP under the NPPPU framework. This is also detailed in the THEA Code of Governance for Institutes of Technology. Set out below is the policy basis for a CPP.



The NPPPU Framework sets out the overarching policy framework for public procurement in Ireland and comprises five strands:

1. Legislation (directives, regulations)
2. Government Policy (circulars etc.)
3. Capital Works Management Framework for Public Works
4. General Procurement Guidelines for Goods and Services
5. More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the Office of Government Procurement

The framework sets out the procurement procedures to be followed by Government Departments and State Bodies under national and EU rules. It supports and enables public bodies to adopt procedures to meet their public procurement requirements and facilitates compliance with EU and national procurement rules.

Since the establishment of the Office of Government Procurement (“OGP”) in 2014, it is Government policy that all public bodies, including DkIT, where possible, should make use of central procurement arrangements put in place by the OGP and its sector sourcing hubs.

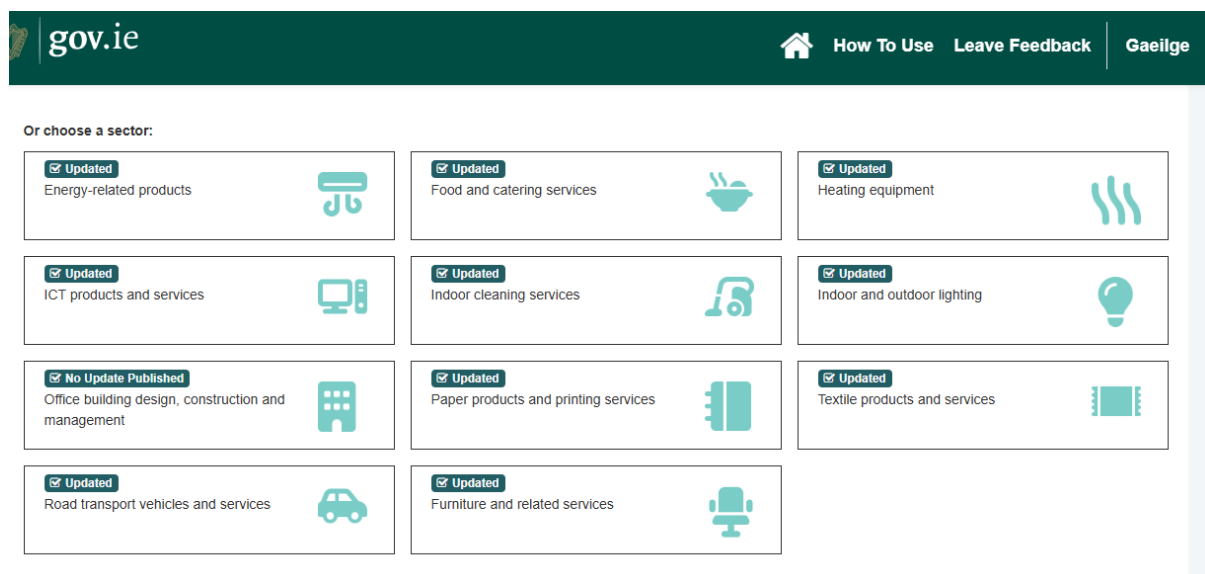
The goods and services currently procured by the public service can be grouped into 16 broad categories. Eight of these categories cover goods and services, which are common across the public service, are sourced by the OGP:

- Professional services
- Facilities management and maintenance
- Utilities
- ICT and office equipment
- Marketing, print and stationery
- Travel and HR services
- Fleet and plant
- Managed services

Sourcing responsibility for other categories is retained by the main users given the sector specific nature of the goods/services being procured. The most relevant to DkIT is:

- Veterinary & agriculture
- Laboratory, diagnostics and equipment

DKIT will promote the use of green public procurement options where possible. It will also ensure consideration of how social and environmental issues can appropriately be integrated into each procurement process under the following headings as per Green Public Procurement (GPP) Circular, [Circular 17/2025](#).



Link to above - [GPPCriteriaSearch](#)

1.2. Context:

This document sets out, in a format agreed with the Education Procurement Service (EPS)¹ at a sector level, DkIT's procurement objectives for the three-year period from when the document is approved. It is important to note, during the course of each year, additional procurement priorities and requirements emerge which can be driven by funding opportunities and/or emerging compliance needs.

The purpose of this CPP is to put the process of procurement management in an organisational context and also set out how the procurement function operates in DkIT, as well as the key processes and linkages that are managed by the function. In addition, a key objective of the CPP is to ensure that there is a coherent approach to procurement along with including multi-annual procurement campaigns and various targeted process improvements.

DkIT is committed to operating its procurement under the national procurement model. This model has a number of mechanisms in place to facilitate Public Sector organisations in achieving value for money and efficiencies in their procurement. These mechanisms include, but are not limited to, framework agreements and drawdowns. Frameworks that already incorporate green criteria to meet GPP obligations will be used where possible. Appendix 3 outlines in detail the roles of both the OGP and DkIT when engaging with such mechanisms along with practical guidance / steps.

¹ The Education Procurement Service (EPS) is the Department of Education and Youth (DEY) sector sourcing hub and operates as a shared service for the DEY, its agencies, the schools sector, Education and Training Boards and the Higher Education Sector.

EPS is one of the four sector specific procurement functions comprising Education, Health, Defence and Local Government. They operate together with the Office of Government Procurement (OGP) under the national procurement model as part of the Government's Public Service Reform agenda.

In instances where the national procurement model does not have a mechanism in place for a particular purchase (framework/drawdown), DkIT is committed to complying with the relevant public procurement guidelines available from the OGP website (refer to Appendix 3).

The DkIT Procurement Function acts as a support role across the organisation. In particular, the function supports and enables the areas of strategic resource management, informed decision making and supporting the creation of a culture of open and transparent decision-making.

In support of the Institute's objectives, the Procurement function has developed its own strategic priorities for the next three years, as follows:

- Ensure that procurement within the Institute is undertaken in a strategic and co-ordinated manner across all functions and departments.
- Promote best practice and consistency of application of the public procurement rules across the organisation.
- Arising from the Corporate Procurement Plan develop an implementation plan for all significant purchases.
- Develop and implement an Institute wide spending review mechanism to pre-empt compliance issues.
- Further leverage the procurement functionality on Agresso (the Institute's financial management system)
- Promote awareness of procurement obligations and provide appropriate training, on a needs basis, to relevant Institute staff

2. Objectives

2.1. Corporate Procurement Plan Objectives

This DkIT CPP is underpinned by an analysis of previous expenditures and the procurement / purchasing structures in the Institute. It sets practical and strategic objectives for improved procurement outcomes and recommends the implementation of appropriate measures to ensure these objectives are achieved.

The plan addresses the policy and practical approach to be adopted by the Institute. It sets objectives, which seek to improve the way DkIT acquires and pays for goods and services. As a first step the plan will examine past purchasing activities and develop ways of improving performance in the years ahead. The plan will set targets for improvements in the purchase of goods and services to measure if appropriate changes in process and procedures have been achieved. It will also examine the potential for procurement aggregation of commonly used goods and services.

The objectives of the DkIT's CPP and how they will be achieved are set out in the table below:

Objective	These objectives will be achieved in a number of ways including:
Achieve efficiencies and cost reduction through the procurement process, where possible.	Taking a strategic approach to procurement while being conscious of inflationary trends.
Support the achievement of DkIT strategy by aligning Institutional objectives and procurement requirements.	Ensuring compliance with all relevant policies and procedures.
Increase the proportion of spend with contracted suppliers drawn from national frameworks.	Engaging with the OGP for procurement solutions.
Ensure compliance with all relevant policies and procedures.	Informing budget holders of the framework agreements and contracts that are available.
Ensure compliance with procurement directives, legislation, circulars, other legal requirements.	Circulate the Corporate Procurement Plan to all staff
Embed transparency in procurement practices.	Informed through Corporate Procurement Planning
Enhance leadership, governance, awareness and skills within the procurement function.	Provide appropriate and periodic training to budget holders on procurement policies, procedures and best practice.
Support an efficient devolved procurement function within departments (where appropriate).	Engage with budget holders in the development and implementation of the Corporate Procurement Planning process.
Continue a category management approach to procurement across the Institute.	Align (where possible) the general ledger and the category management approach to procurement and also continue to adopt a consistent approach to procurement and the raising of purchase requisitions and purchase orders on the finance system.
Support the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation (DPEIDSRD) by implementing strategies such as the national procurement model in an effort to increase procurement efficiencies and e-invoicing to further enhance efficiencies and value for money.	Utilise the procurement solutions and guidance put in place. Implement a multi-annual procurement plan (refer Appendix 1); Implement e-invoicing which will be enabled by the necessary system changes currently being developed by EduCampus. Share feedback with the OGP on areas of potential improvement.
Support Green Public Procurement (GPP) and Climate Action targets	Embed GPP criteria in tender documents. Monitor compliance and explanations for non-compliance. Provision for GPP awareness for all staff involved in the procurement process to ensure expertise in applying the criteria correctly.

3. Structure of Procurement within DKIT

3.1 Overview

Procurement within DkIT operates under a hybrid structure, incorporating both centralised and devolved responsibilities.

General Procurement Arrangements

Procurement of standard goods and services up to a value of €50,000 excluding VAT is generally managed by the relevant Budget Holder, while procurement exceeding €50,000 excluding VAT is managed centrally by the Procurement Office, other than IT / Estates / Capital spend.

Where procurement is managed by a Budget Holder or relevant department, that Budget Holder or department retains responsibility for the procurement process including ensuring compliance with DkIT procurement procedures and applicable public procurement requirements. More specific arrangements apply to procurement relating to IT / Estates / Capital Projects, which are subject to separate management arrangements as outlined below. For procurements managed centrally by the Procurement Office, central management refers primarily to the administration and management of the procurement process, including tendering and related procurement procedures, rather than responsibility for technical or subject-matter expertise. The Procurement Office will continue to draw on the technical and functional expertise of the relevant Budget Holder and/or Requestor throughout the procurement process. A full breakdown of Central Procurement responsibilities is provided in Section 3.2.1 and Requesters/Budget Holders in Section 3.2.2.

IT and Estates Procurement

The procurement relating to IT / Estates will be managed and undertaken by the relevant IT / Estates department, irrespective of the value of the procurement, with guidance relating to the process from DkIT's Procurement Function, where required. The relevant IT / Estates departments will retain responsibility for the full purchasing process, including but not limited to, the identification of requirements, preparation of specifications, requesting of quotes or completion of the eTender application process where applicable, evaluation of suppliers' submissions, supplier selection and contract management, while ensuring that all procurement activity is undertaken in accordance with DkIT's procurement procedures and applicable public procurement requirements.

Capital Projects Procurement

The procurement relating to Capital Projects will be managed by the relevant Capital Projects Implementation Team, with assistance from external professional advisors and guidance and support from DkIT's Procurement Function, where required. The relevant Capital Projects Implementation Team will retain responsibility for the technical and operational aspects of the project while ensuring that procurement activity is undertaken in accordance with DkIT's procurement procedures and applicable public procurement requirements.

All approved limits are subject to annual budgets approved by Governing Body and to the annual allocated funding made to the Institute by the Higher Education Authority (HEA) and other bodies / funders. Each Budget Holder is ultimately responsible and accountable for purchase orders made and expenditure incurred from their budget allocation. It is the responsibility of the Budget Holder to ensure that all purchasing in the relevant area complies with DkIT's procurement procedures. While purchase orders may be requested by any employee of the Institute, the purchase must be authorised by the relevant Budget Holder before a purchase order is issued. Each Budget Holder is allocated their own budget on

Agresso. The budget holder is responsible and accountable for their own budget and ensuring value for money for all expenditures incurred in line with public procurement guidelines and DKIT's CPP. The Budget Holder is responsible for ensuring that the procurement process is conducted with full integrity and impartiality, and that no conflicts of interest exist for any parties involved. Responsibility for the procurement process remains with the relevant Budget Holder or department where procurement is devolved; support or guidance provided by the Procurement Function does not transfer responsibility for the procurement process from the relevant Budget Holder or department.

3.2.1 Role of Central Procurement Function

DKIT's central Procurement Office (under the remit of the office of Vice President for Finance and Corporate Affairs) is responsible for the development and monitoring of procurement procedures in the Institute. The Procurement Office will also support staff involved in the procurement process in achieving value for money in respect of all goods and services.

This support includes:

- Updating of procurement procedures.
- Publishing of the Corporate Procurement Plan (incorporating the Multi-Annual Procurement Plan - MAPP) for the Institute in accordance with governance guidelines.
- Assisting Budget Holders in developing Institute-wide contracts while ensuring compliance with Institute procedures and national and EU regulations.
- Ongoing supplier and contract management (advising staff of extension dates and timelines regarding future tenders etc.). This support does not extend to reviewing the actual performance of the supplier against the contract.
- Assistance with any tendering process as required, including the following:
 - Provision of advice on appropriate procurement options available.
 - Submitting Procurement Support Request (PSR) to the Office of Government Procurement (OGP) on behalf of DKIT.
 - Provision of template Tender Approval Forms for completion by the Budget Holder and advice on complying with same.
 - Reviewing Request for Tender (RFT) documentation.
 - Preparing and publishing of tender notices on etenders.gov.ie.
 - Ensuring that all tender queries submitted by interested parties are promptly clarified and formally responded to by the Requester/Budget Holder via the eTenders portal.
 - Overseeing the opening of the tender post-box on etenders.gov.ie.
 - Setting up the evaluation team on eTenders as advised by the Requester/Budget Holder to ensure that each evaluator formally accepts both the code of conduct and the conflict-of-interest tasks.
 - Supporting the evaluation of tender submissions received.
 - Issuing clarification requests where relevant.
 - Reviewing the Tender Report for sign-off by the Evaluation Team.
 - Assisting Requesters/Budget Holders on the notification of outcome to tenderers by issuing template success and regret letters for editing etc.

- Providing guidance to Requesters/Budget Holders on the de-briefing of unsuccessful tenderers.
- Issuing / reviewing of Contract Award Notices on e-Tenders.
- Providing guidance and review on the drafting of contracts with successful tenderers. All contracts (excluding IT and Estates Works) should be reviewed by the Procurement Function before being issued to the successful party. This review does not encompass technical or legal aspect of contract.
- Maintenance and safekeeping of all tender records including signed contracts.
- Assisting with specific contract negotiations wherever possible.
- Advising on collaborative agreements available for use by DKIT through the Education Procurement Service (EPS), HEAnet, the Office of Government Procurement (OGP) and other relevant agencies.

3.2.2 Roles and Responsibilities of Requesters/Budget Holders

Ultimate responsibility for expending of allocated budgets within DkIT lies with the relevant Budget Holders. This spending is subject to both budgetary constraints that may exist and the Institute's own procurement procedures.

Requester/Budget holder responsibilities in the context of the procurement process are as follows:

- Identifying the business requirement for a particular good or service.
- Securing approval and funding.
- Decision making in relation to the most appropriate procurement process to apply through consultation with the Procurement Office, if necessary, as procurement threshold rules apply to the value of whole of Institute purchases rather than individual budget holder purchases.
- Complete Procurement Support Form (PSR) for submission by the Procurement Function to the OGP
- In the case of open tenders, compiling the specification for the required goods/services and liaising with the Procurement Office in the drafting and sign-off of Tender Approval Forms, Requests for Tender, confidentiality agreements, Notification to Activate Goods Forms and other relevant documentation.
- Prepare the Request for Tender (RFT) documentation with the Requester/Budget Holder. Requesters/Budget Holders should base their specification of items or services on the needs identified in the business case and ensure that the specification is clear, comprehensive, and not discriminatory. Requesters/Budget Holders should use generic technical specifications and avoid proprietary brand names.
- Inclusion of National Green Public Procurement criteria in all relevant tender documentation. This includes integrating environmental considerations into the:
 - Technical Specifications
 - Selection Criteria
 - Award Criteria (e.g., scoring tenders based on environmental performance)
 - Contract Performance Clauses
- With consideration given to Life Cycle Costing (LCC) where the total price of a product or service, including the purchase price, operating costs (like energy and water

consumption), and end-of-life costs (like disposal or decommissioning) are factored in at tender level for over €50k (€200K for infrastructure works)

- Responding to queries from interested parties raised during the tender process.
- Lead tender evaluations for submissions received. In relation to contracts with an estimated value in line with the national advertising thresholds and above, tender evaluation should be carried by a team with the requisite competency. Transparency and objectivity are achieved by the publication of weighted criteria, which allows a comparative assessment of tenders under each criterion. All tenderers should be informed of the result of a tendering process without delay.
- Clarifying any issues or queries that may arise.
- Sign –off of relevant Tender Reports.
- Assisting the Procurement Office with issuing success and regret letters to successful and un-successful parties.
- Provide all the documentation required to the Procurement Officer, who will request the President & Finance Committee approval where applicable, based on the contract value.
- Agreement and signing of final contract.
- Raising and authorisation of purchase orders once contracts have been issued and signed.
- Assist the Procurement Officer in the maintenance of records for audit purposes.
- Monitoring of the provision of goods or services over the period of the contract / measuring supplier performance against agreed KPIs including Data Protection and in line with Third Party Access policy, where relevant.

In addition, it is the responsibility of the Requester/Budget Holder (with the support of the Procurement Function) to:

- Keep abreast of changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines;
- Utilise the national procurement model and the frameworks where available for all procurement spend;
- Ensure that all supporting documentation is submitted to the procurement team at the start of the procurement process and that copies are retained.

3.2.3 Roles and Responsibilities of the Governing Body, Finance and Audit, Risk & Compliance Committee

It is the responsibility of the Governing Body to satisfy itself that the requirements for public procurement are adhered to and to be fully conversant with the current value thresholds for the application of EU and national procurement rules.

The Governing Body should satisfy itself that procurement policies and procedures have been developed and published to all staff. It should also ensure that procedures are in place to detect non-compliance with procurement procedures. Institutes should have a contracts database/listing for all contracts/payments in excess of €50,000 with monitoring systems in place to flag non-competitive procurement. Non-competitive and non-compliant procurement should be reported to the HEA in the Annual Governance Statement and Statement of Internal Control.

Similarly, the Governing Body should ensure that competitive tendering should be standard procedure in the procurement process of the Institute. Management, and ultimately the Governing Body, should ensure that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with procurement policies and guidelines.

The Audit, Risk and Compliance Committee will receive regular updates from the Executive Team on items that have been identified as being non-compliant & non-competitive².

Any tender with a value of €100,000 to €200,000 ex VAT (over €200,000 ex VAT for infrastructure works) will require the review and approval by the President and any one member of the Finance Committee. Approval will involve a review of the forms' details in Appendix 7 (Selection Criteria), Appendix 11 (Over Threshold Finance Approval), Appendix 9 (Sole Supplier, if applicable), accompanied by supporting documentation including RfT, Evaluation Scoring Sheets and the proposed Contract. E-mail approval will suffice. These tenders will then be noted, in retrospect, by the Finance Committee at their next available meeting. Any tender in excess of €200,000 ex VAT must be presented for approval to the Finance Committee (approval via e-mail is not sufficient unless in exceptional circumstances as approved by the President). If the tender award decision is challenged by any party, the Procurement Office must be contacted immediately, as legal advice may be required and/or sought before any further action is taken.

Previous requirements for a member of Governing Body to be present for the opening of tenders is no longer necessary.

3.3 Training

Training and staff development in good practice procurement methodologies is a continuous exercise for the relevant Finance and Budget Holder teams in order to strengthen the level of competencies and skills of procurement practitioners. This will include the following:

- How to operate under the national procurement model
- How to develop goods/service specification
- How to manage disclosures of interest and potential conflicts of interest
- What award and evaluation criteria to select
- How to build Green Public Procurement criteria into:
 - Technical Specifications
 - Selection Criteria
 - Award Criteria (e.g., scoring tenders based on environmental performance)
 - Contract Performance Clauses

² **Non-complaint expenditure** relates to instances where goods or services were procured without a competitive process and the circumstances did not include exceptions allowed under procurement rules e.g. purchases from a sole supplier, force majeure, maintenance contracts tied to a given contractor, etc. In general, this should happen in limited circumstances. **Non-competitive expenditure** relates to covers all instances where goods or services were procured without a competitive process.

- How to evaluate tenders (including application of whole life costing)
- How to engage in the procurement process in a transparent, fair and equitable manner

The Procurement Function will continue to raise awareness of the complex regulatory framework associated with public procurement in addition to providing training to personnel with responsibility for procurement within departments on a needs basis.

Additional work will be completed in enhancing and further developing user manuals for the operational users of this policy. The Institute's ambition is to align to sectoral norms and standardise all process and procedures across the various user groups.

3.4 Process

The purchasing cycle in the Institute commences with identification of a need, which can only be satisfied through procurement. Procurement then progresses in line with the Institute's policies, procedures, national / EU regulations and guidelines.

Purchase requisitions are processed by the Procurement team, within the Finance office through the Agresso Financial Management System, based on information provided by the relevant departments through a ticketing system. The Requisitions are reviewed by the Procurement Team, for coding errors and also to identify possible non-compliance with the Institute's procedures. The requisitions are electronically sent to the Budget holders for electronic approval. Following this, purchase orders (POs) are forwarded to the relevant supplier automatically.

When the goods are delivered to the relevant department a member of that department should receipt the items on Agresso or notify the Procurement Team the goods have been received. Goods Receipt Notes (GRNs) should be attached to the relevant ticket by the member of staff that receives the goods on Agresso in order for the Procurement team to add the delivery document to the Purchase order. As invoices are received from suppliers they are matched to PO's/ GRN's, posted to the ledger and paid through Agresso by the Accounts Payable Team.

Invoiced amounts in excess of the purchase order value require additional approval from the Budget Holder. This process is automated on Agresso with Budget Holders receiving a prompt to log on to the system and review any additional / variance in charges.

3.5 Contract Management

Whilst there is a contract template³ available from the OGP, responsibility for creating, signing and management of the contract rests with DkIT. This includes the identification of key performance indicators (KPIs) that should be detailed in the contract. A Service Level Agreement⁴ (SLA) forms part of the schedules to the OGP contract template, where details as to the specific services to be delivered, quality, timeframes, key performance indicators, etc can be clearly set out. The requirements for data protection in a contract, particularly under

³ The OGP Template is designed to provide the legal and commercial framework for a contract.

⁴ At tender stage the Request for Tender (RFT) will include a clear section on Service Level Requirements that bidders must commit to.

General Data Protection Regulation (GDPR), are mandatory when a third party is being contracted to process personal data on behalf of DkIT.

Documented supplier contracts should be developed for the supply of services and goods. Queries regarding the necessity to issue a written contract for a particular purchase should be directed to the Procurement Office.

Multiple factors will be taken into consideration including the nature of the product or service being procured; the overall value of the purchase and the relative risk of not issuing a written contract. Consideration should include the term of the supply and the aggregate value of goods / services and not just the immediate need.

When utilising an OGP Framework Agreement or an OGP drawdown solution, a contract, if required, will be put in place with the supplier and the responsibility for this rests with DkIT.

Ongoing monitoring of the contract by Budget Holders is important to ensure agreed services and performance levels are delivered and correct rates are being applied by the supplier.

3.6 Supplier Relationship Development

Strong relationship management with suppliers is vital to ensure the smooth and efficient management of contracts. Management of supplier relationships form an important part of the contract management process and best practice dictates that it should be operative for all contracts especially where the nature of the goods or services supplied are recurrent.

Meeting with the supplier will facilitate both parties to set out their requirements and expectations to ensure the required goods and services are provided as and when required. If not already formally documented, as part of the tender or service level agreement (SLA) process, KPIs should be agreed and documented to facilitate ongoing performance management of the supplier.

Periodic meetings with the supplier will provide both parties with an opportunity to raise issues to enhance the quality of service / goods being provided. These discussions should be documented, shared with the supplier and should include any agreed actions to be taken. This process will also assist in building a relationship with the supplier.

A periodic formal review of performance management should be undertaken by the Contract Owner (generally the Budget Holder) against the criteria set out in the tender document and/or SLA to evaluate the quality, service and value for money being obtained. The frequency of this review is at the discretion of the Budget Holder however it is advised this process should take place on an annual basis.

The outcome of these discussions should be shared with the Procurement Office and will form an integral part of considerations to renew a contract, where appropriate.

Where contracts are part of a framework agreement, or a drawdown solution put in place through the OGP, it is also important that output from monitoring the contract delivery is made known to the OGP through the Customer Service Helpdesk.

4. Procurement Documentation & Guidelines

Set out below is a list of reference documents to assist the DkIT procurement function:

Guidance Source	Detail
Circulars	Department Circulars are issued relating to procurement by the Department of Public Expenditure and Reform (previously the Department of Finance). These circulars are also available through the e-Tenders website below.
E-Tenders	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
Office of Government Procurement	This website provides access to the Buyers Zone which lists the framework agreements and the drawdown arrangements that are in place and which should be used where appropriate.
Public Procurement Guidelines	This guideline should be followed where the OGP does not have a procurement mechanism in place for the particular purchase being made. The latest version of this document can be found in both the OGP website and the e-Tenders websites. This document has a number of valuable resources included.
National Public Procurement Policy Framework 2005	This document set out an overarching policy objective for public procurement. It set out the aims of national public procurement policy, including the requirement to give practical expression to it in a corporate procurement plan.
Green Public Procurement	The Government has approved the Green Public Procurement Strategy and Action Plan, Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027 , which will play a key role in driving the implementation of green and circular procurement practices across the public sector

It is the responsibility of each person involved in procurement to keep abreast of changes to the guidance sources listed above. Changes to compliance will be highlighted by the Procurement Office however achieving compliance can only be achieved from Budget Holders reviewing and implementing such guidelines.

Procurement Thresholds and Required Supporting Documentation

Threshold (exclusive of VAT)	Minimum Requirements for Supplies or General Services
Up to €1k	One verbal quote required. A written quote desirable if available.
€1K -€5K	Obtain a written quote from at least one supplier, confirmed by email. (Appendix 6 - Selection criteria for purchases between €1,000 and €5,000 form required & Appendix 9 – Sole supplier form if applicable)
€5k - €25k	Direct Invitation - Evidence of seeking at least three written quotes from suppliers confirmed by email. (Appendices 7 & 8 – Selection criteria for purchases over €5,000 and Request for the approval of a purchase order over €5,000 forms required & Appendix 9 - Sole Supplier form if applicable)
€25k- €50k	Direct Invitation - Evidence of seeking at least three written quotes confirmed by email. Please note that the contract award notice needs to be published on e-tenders by Procurement office. The National threshold is still €25k. (Appendices 8 & 10 – Selection criteria for purchases over €5,000 & Request for the approval from Procurement / Finance over €25,000 forms required & Appendix 9 - Sole Supplier form if applicable)
€50k- €216K	Open Procedure - A National tender needs to be published on www.tenders by the Procurement office https://www.etenders.gov.ie/
Over €216K	An OJEU level tender should be published on https://www.etenders.gov.ie/ which is subsequently published on TED Tenders Electronic Daily (TED) is the Online version of the Official Journal of the European Union (OJEU) Note EU threshold changes from time to time.

Threshold (Exclusive of VAT)	Minimum Requirements for Works Related Services (Technical Consultancy Services)
Less than €50K	Direct Invitation – Evidence of seeking a minimum of 5 written tenders from interested and competent consultants. GN 1.6 – Procurement Process for Consultancy Services (Technical) available to download https://cwmf.gov.ie/en/pillars/pillar-4/gn16-procurement/
€50K - EU Threshold	Open Procedure – Publish Contract Notice on eTenders N 1.6 – Procurement Process for Consultancy Services (Technical) available to download https://cwmf.gov.ie/en/pillars/pillar-4/gn16-procurement/

Threshold (Exclusive of VAT)	Minimum Requirements for Works
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Less than €200K	Direct Invitation – Evidence of seeking a minimum of 5 written tenders from interested and competent contractors. See Section 3.2 ‘Advertising and Timeframes for the Tender’ of GN 2.3 - Procurement Process for Works Contractors available to download here https://cwmf.gov.ie/en/pillars/pillar-4/gn23-procure-works/
€200K - €5,404K	Open or Restricted Procedure – Publish Contract Notice on eTenders See Section 3.2 ‘Advertising and Timeframes for the Tender’ of GN 2.3 - Procurement Process for Works Contractors available to download here https://cwmf.gov.ie/en/pillars/pillar-4/gn23-procure-works/

In limited circumstances procurement may be conducted without tendering. Advance approval of justification for not tendering must be obtained and a sole supplier form must be completed. Ref: Appendix 9

Conflicts of Interest

If a staff member involved in a procurement believes they may have a conflict of interest, they should notify their manager. Staff involved in the evaluation of tenders must accept a No Conflict Declaration prior to the evaluation. A conflict of interest can occur when personal interests, activities, investments or associations compromise an employee’s judgment or ability to act with integrity and/or in the best interests of the Institute or may be perceived as such. Staff should have regard to the principles set out in the Institute’s [Staff Code of Conduct | DkIT](#).

Reporting

DkIT will report by 31st March each year to the Audit, Risk and Compliance Committee of DkIT, the Comptroller and Auditor General and the Policy Unit of the OGP on any contracts above €25,000 (ex. VAT) awarded without a competitive process as required by [Circular 40/02](#).

Reporting on the Use of Centralised Procurement Arrangements as required under [Circular 09/2024](#) entails review by the Procurement Officer of all public contracts awarded in the previous calendar year, for goods, supplies or services, where the individual value of such contracts exceeds €143,000 (ex. VAT). A report outlining the volume and value of all contracts not availing of centralised procurement arrangements, together with concise reason(s) for not availing of the centralised procurement arrangement, where one existed, must be submitted to the Audit, Risk and Compliance Committee of DkIT and to the OGP by 1st July each year.

In line with [Circular 02/16](#) details of planned current-year ICT-related expenditure must be submitted to DPEIDSRD⁵ by end February each year in the format prescribed by DPEIDSRD. A copy of the submission must be available for review if required by the Office of the Comptroller and Auditor General and/or the Internal Audit Unit.

⁵ Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation (DPEIDSRD)

Advertising

All contracts with a value of

- €50,000 (ex. VAT) or above for Supplies or General Services and Works related Services must be advertised on the Irish Government tendering portal www.etenders.gov.ie.
- €200,000 (ex. VAT) or above for Infrastructure Works

In situations where the procurement competition was managed outside of eTenders for procurement over €25,000 and under €50,000 for Supplies or General Services, DkIT is required to manually create a record of the award on eTenders and complete all relevant fields for contracts over €25,000 (ex. VAT).

Freedom of Information

In accordance with the requirements of [Freedom of Information](#) legislation and the [Model Publication Scheme | Freedom of Information](#) DkIT will publish the following on its website:

- Corporate Procurement Plan
- A link to all current tender competitions on the eTenders website www.etenders.gov.ie.
- Public contracts awarded including contractor, value and brief description (tabular format) for over €20,000 incl. VAT contracts.

Tax Clearance Certificates

Valid tax clearance certificates are required for all Suppliers who receive payments in excess of €10,000 (exc VAT) in a rolling 12-month period.

5. Timing, Review and Distribution

5.1. Corporate Procurement Plan Format

The Corporate Procurement Plan (CPP) document will be in two parts as follows:

- CPP
The CPP sets out DkIT's mission, values and objectives in respect of procurement and the Institute's commitment to compliance with the centralised national procurement model. The plan sets out how DkIT plans to achieve these and will set out the roles and responsibilities of staff involved in the procurement process.
- MAPP
The Multi-Annual Procurement Plan ("MAPP") includes an analysis of anticipated procurement requirements by year/category and spend. The appendix will be sent to EPS for their analysis of future public sector procurement requirements.

5.2. Timing

The Multi-Annual Procurement Plan will be completed and submitted to EPS on an annual basis. EPS will aggregate requirements across the Education sector and provide the OGP with a detailed list of the future requirements over a three-year period.

5.3. Review

This CPP will be reviewed on a periodic basis in line with changes to legislation, strategic objectives however an annual review will also take place to update the MAPP's data. Updates may also be required as a result of process improvements or system upgrades.

5.4. Distribution

To achieve maximum value and benefit the plan, and appendices, will be made available to all Budget Holders and staff involved in procurement along with being published on DkIT's website.

The MAPP data is forwarded annually to the office of the Education Procurement Services. Once the information is collated by EPS, it will be made available to the OGP for planning and operational purposes.

5.5 Approval

The CPP will be presented to the Executive Board for review and feedback before being presented to the Finance Committee for approval. The CPP will finally be presented to Governing Body, based on the recommendation of the Finance Committee.

The document is drafted by the Office of the Vice President for Finance and Corporate Affairs.

6. The Multi-Annual Procurement Plan (MAPP)

The MAPP is a critical element of the overall procurement planning framework. It also acts as a central mechanism to ensure that the national procurement processes are aligned with the needs of each public sector body.

DkIT's MAPP (Appendix 1) is informed by the application of a number of mechanisms including:

- Review of the historical spending profile,
- Identification of high volume/low value procurement transactions,
- Review of future procurement requirements aligned to the annual budget and procurement in relation to the longer-term strategic plan of the Institute. This includes procurement in relation to grants of funding, philanthropic and research funding.

It should be noted however future procurement can be difficult to forecast given the nature of timing of awarding of various grants and funding applications. Furthermore, the current surge in construction materials (as required for Apprentice Provision), for example, can alter the forecasts outlined as part of the MAPP process. The DkIT Procurement Function will support, on a needs basis, the procurement requirements of these projects as they arise.

During the year, the Institute's priorities may change resulting in changes to procurement priorities. These changes will be maintained in the MAPP to ensure it remains relevant and up to date.

All items with a projected cumulative spend of €50,000 over the three-year period are included in the MAPP. If spend is approaching the €50,000 threshold or if there is any doubt of the value of spend, the item will be included in the MAPP.

6.1 Historical Spending Analysis

The purpose of the spend analysis is to:

- Inform the drafting of the MAPP
- Support the high-level strategies for the identified categories of spend
- Identify opportunities for improvement in terms of saving costs
- Identify opportunities for working in a more efficient manner
- Identify a number of Key Performance Indicators that can be used to monitor review the impact of implementing the MAPP

To inform the drafting of the MAPP, analysis of three years historical spend records is carried out to identify:

- Categories of spend
- Amount of spend by category

The output of this analysis will identify the purchases that have been made over the last three years and this information is then populated into the templates in Appendix 1.

Taking the information now populated in Appendix 1, the following is undertaken:

- Establish how the goods/services are procured (e.g. OGP Framework, OGP Drawdown, Mini-competition, Institute's own arrangement)
- Identify purchases of key importance either by difficulty to acquire, risk or criticality
- Identify the incumbent suppliers providing the goods/services
- Identify the contract renewal date
- Identify where appropriate who is responsible for each procurement / contract renewal

6.2 Review of Future Procurement Requirements

Having completed the historical analysis, Budget Holders are requested to identify the future procurement requirements under their remit. These procurement requirements will be aligned to the annual budget for the coming year, projected procurement requirements for a further two years in addition to being aligned to DKIT's strategic objectives as follows:

- Using the past analysis of spend, amend to reflect projected procurement requirements for the next three years
- Identify purchases that were 'once off' or that do not require renewal
- Identify any new goods / services to be procured over the next three years either on a recurring basis or purchases of a once off basis
- Identify purchases of key importance either by difficulty to acquire, risk or criticality
- The anticipated cost per annum of the goods / services to be procured
- The month and year the goods / services will be required if not already a recurring procurement requirement and document if there is a particular timeline that has to be met.

Once this information is collated from each Principal Budget Holder's area, it will then be collated for the Institute.

6.3. Ongoing Evaluation of Procurement Requirements

A review of cumulative DkIT expenditure per supplier for the current academic year will continue to be carried out on a monthly basis to enable early detection of potential non-compliance. A regular update on the progress of this review will be provided to the DkIT Audit, Risk and Compliance Committee.

The review will identify goods/services procured per supplier during the period which exceeded the relevant National and EU Procurement Thresholds and assess whether appropriate procurement procedures were followed.

The overall objective of these measures is to assist the Procurement Office assess and determine future procurement requirements. This will be a valuable tool in assisting all stakeholders to plan for the year ahead and reduce instances of non-compliance. Any expenditure items identified during these reviews with a projected cumulative spend greater

€50,000 over a three-year period will be added to that pipeline document to ensure that relevant procurement procedures are applied.

Samples of expenditure between €5,000 and €50,000 will also be selected and tested for compliance with relevant thresholds.

In line with [Circular 02/16](#), details of planned digital and ICT related expenditure for the coming year and actual expenditure incurred during the previous year, will be submitted by DkIT to DPEIDSRD by the end of February each year.

This proactive approach will significantly reduce the risk of previously unknown procurement issues being identified during the C&AG audit of DkIT at year end and will undoubtedly improve the overall effectiveness of the DKIT Procurement Function.

7. Target Setting and Key Performance Indicators

DkIT aims to embed a culture of continuous improvement to support the achievement of the highest standards in all aspects of our operations. This culture of organisational excellence includes the Institute's procurement activities.

The Higher Education System Performance Framework 2023-2028 outlined a series of steps which would ultimately lead to the setting of KPIs reflecting Higher Education Institute's contribution to overall system objectives by building on their own individual missions, capacities and strengths.

This framework sets out the detailed metrics and indicators associated with each of the Government objectives for the Higher Education sector. Reporting on these metrics enabled the establishment of a baseline which could then be used to track progress at regional and national level.

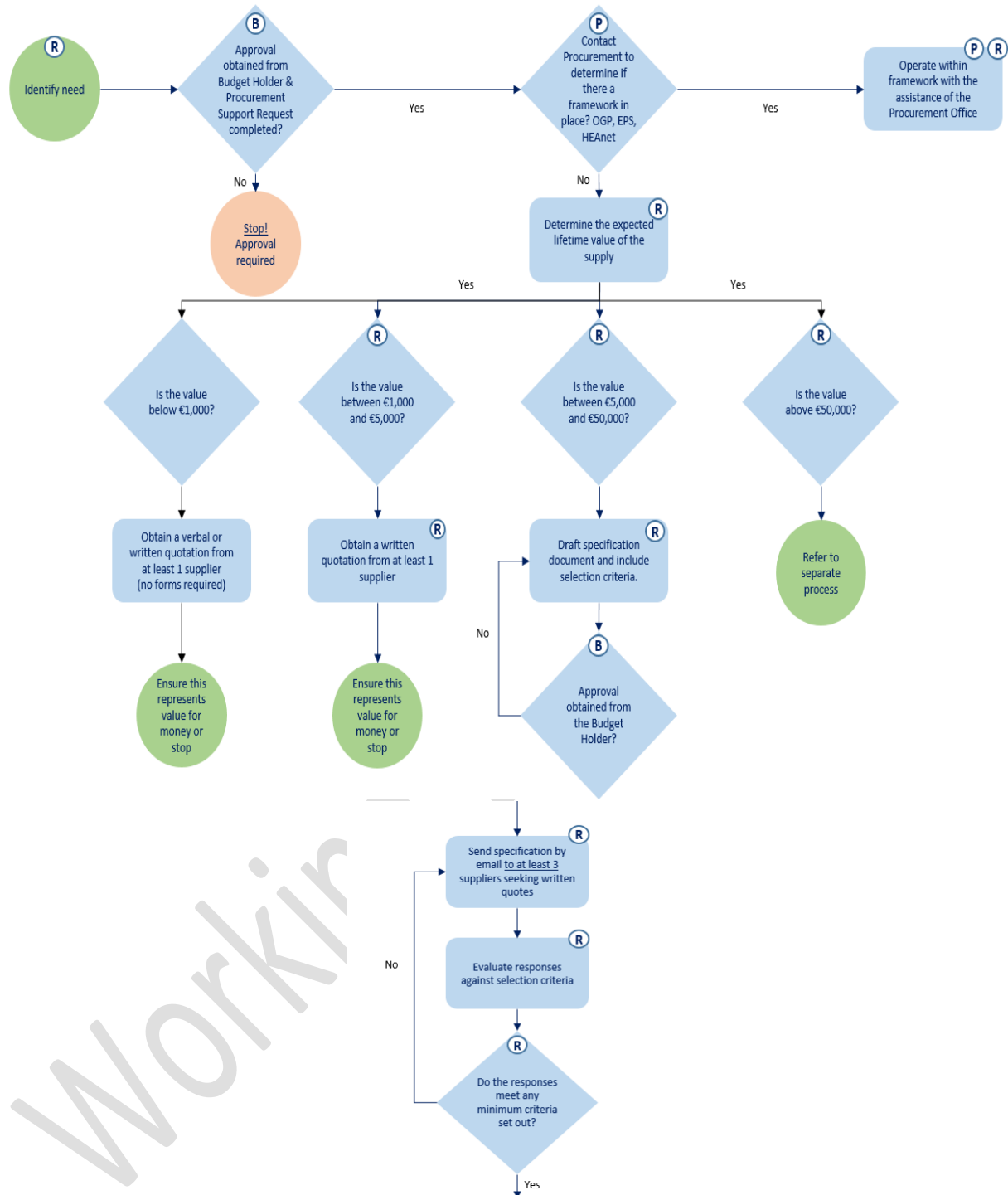
One of the Government objectives outlined in the Framework refers to the requirement for Higher Education Institutes to demonstrate consistent improvement in governance, leadership and operational excellence. It highlights the level of efficiency gained and saving achieved through the implementation of reform initiatives in line with Government policy (including centralised Procurement). It also sets an ambitious high-level target of 100% compliance by HEI's with public procurement rules.

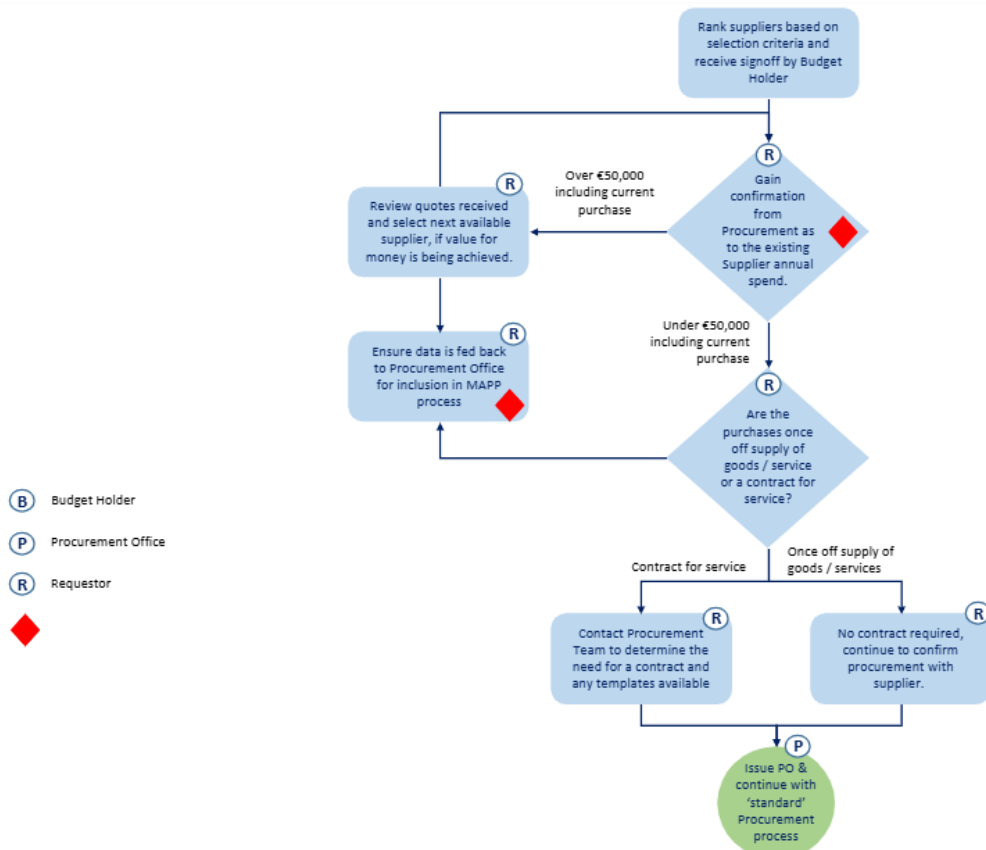
The Corporate Procurement Plan, as an operational policy of the Institute, supports the achievement of the broader strategic goals that align with the Higher Education System Performance Framework. DkIT is committed to meeting all of its measurement and reporting obligations under this and any subsequent iteration of this framework.

Appendix 1: Multi Annual Procurement Plan (MAPP) – Example

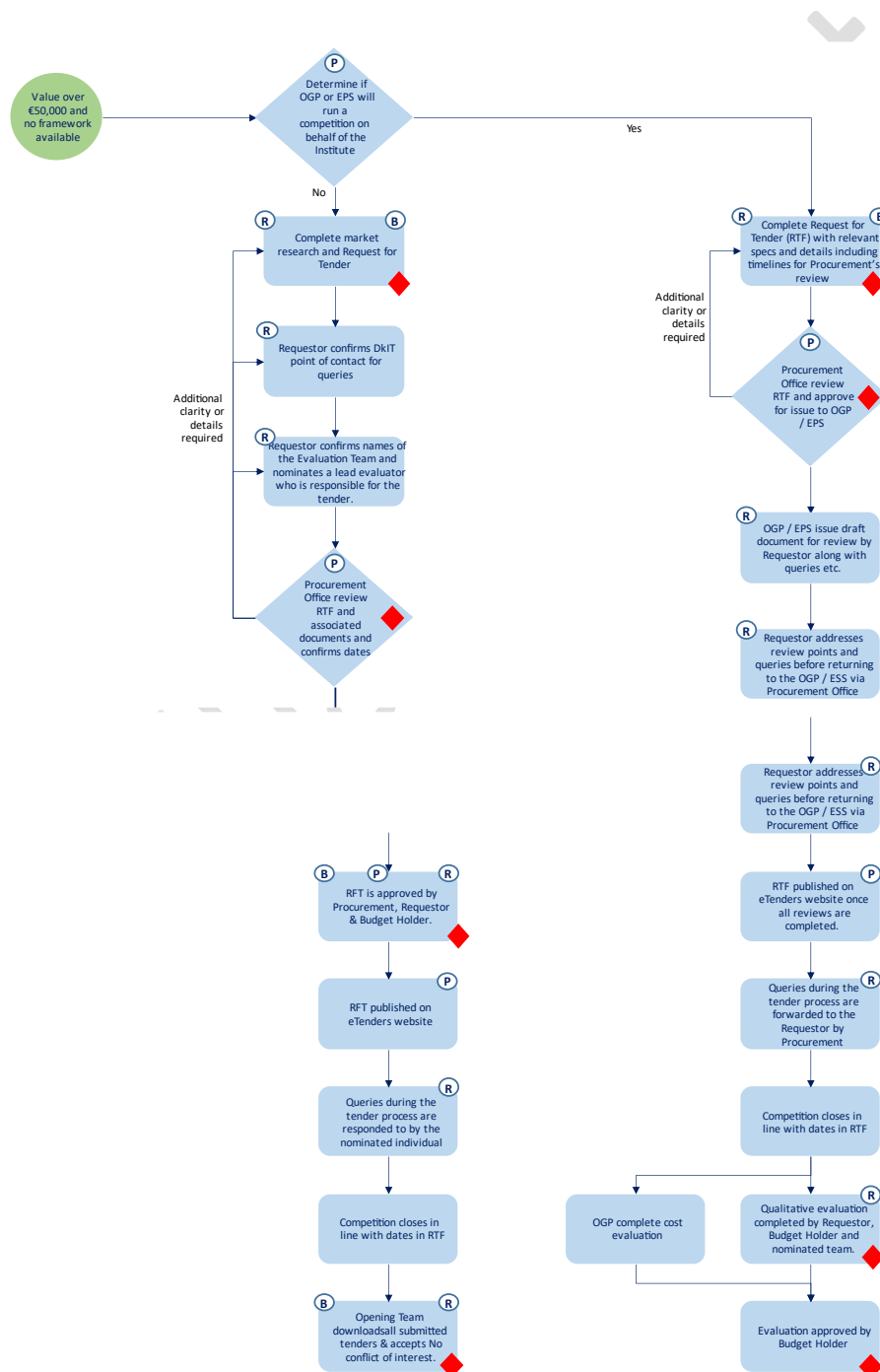
Product Group	Product Code Description	2024	2025	2026	Expenditure type	Comments
EVENTS AND CONFERENCES	EVENT MANAGEMENT	194,000	237,000	237,000	Recurring	On-site hospitality incl Confering
LIBRARY	BOOKS PURCHASED BY LIBRARY	13,000	34,000	34,000	Recurring	Various Suppliers
LIBRARY	EBOOKS	26,000	19,000	20,000	Recurring	Various Suppliers
LIBRARY	ELECTRONIC JOURNAL ACCESS	25,000	15,000	15,000	Recurring	Various Suppliers
LIBRARY	LIBRARY SUBSCRIPTIONS	133,000	193,000	180,000	Recurring	Various Suppliers
PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES	NETWORK/MULTIFUNCTIONAL PRINTERS	200,000	237,000	237,000	Recurring	Print Service
PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES	OFFICE SUPPLIES	32,000	30,000	37,000	Recurring	
PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES	PHOTOCOPIER/MULTIPURPOSE PAPER	25,000	23,000	25,000	Recurring	
PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES	PRINTING GREATER THAN €2,500 LESS THAN €25,000	33,000	43,000	43,000	Recurring	
PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES	PRINTING LESS THAN €2,500 (LOW VALUE)	47,000	45,000	47,000	Recurring	Various small printing orders
PROFESSIONAL SERVICES	AUDIT SERVICES	54,500	72,800	75,000	Recurring	Internal & external audit.
PROFESSIONAL SERVICES	LEGAL SERVICES	80,000	196,000	200,000	Recurring	Unforeseen expenses
PROFESSIONAL SERVICES	STUDENT MEDICAL CENTRE	76,000	83,500	80,000	Recurring	
PROFESSIONAL SERVICES	STUDENT PERSONAL ASSISTANCE SERVICES TO SUPPORT DISABILITIES	72,000	186,500	186,500	Recurring	Increase in students requiring supports
PROFESSIONAL SERVICES	TRAINING SERVICES	76,000	113,000	113,000	Recurring	
PROFESSIONAL SERVICES	INSURANCE COSTS	566,000	547,500	582,000	Recurring	Institute wide insurance
TRAVEL, TRANSPORT AND RELATED SERVICES	AIR TRAVEL EUROPE	32,500	31,000	40,000	Recurring	
TRAVEL, TRANSPORT AND RELATED SERVICES	AIR TRAVEL REST OF WORLD	26,650	27,500	27,500	Recurring	
TRAVEL, TRANSPORT AND RELATED SERVICES	BUS HIRE	135,000	103,500	120,000	Recurring	
TRAVEL, TRANSPORT AND RELATED SERVICES	TAXI HIRE	46,000	65,000	65,000	Recurring	Various taxi's with disability access in varoius locations
UTILITIES	ELECTRICITY	525,000	634,500	703,000	Recurring	
UTILITIES	NATURAL GAS	315,000.00	408,500.00	450,000.00	Recurring	
UTILITIES	WATER CHARGES	73,500.00	68,000.00	73,500.00	Recurring	

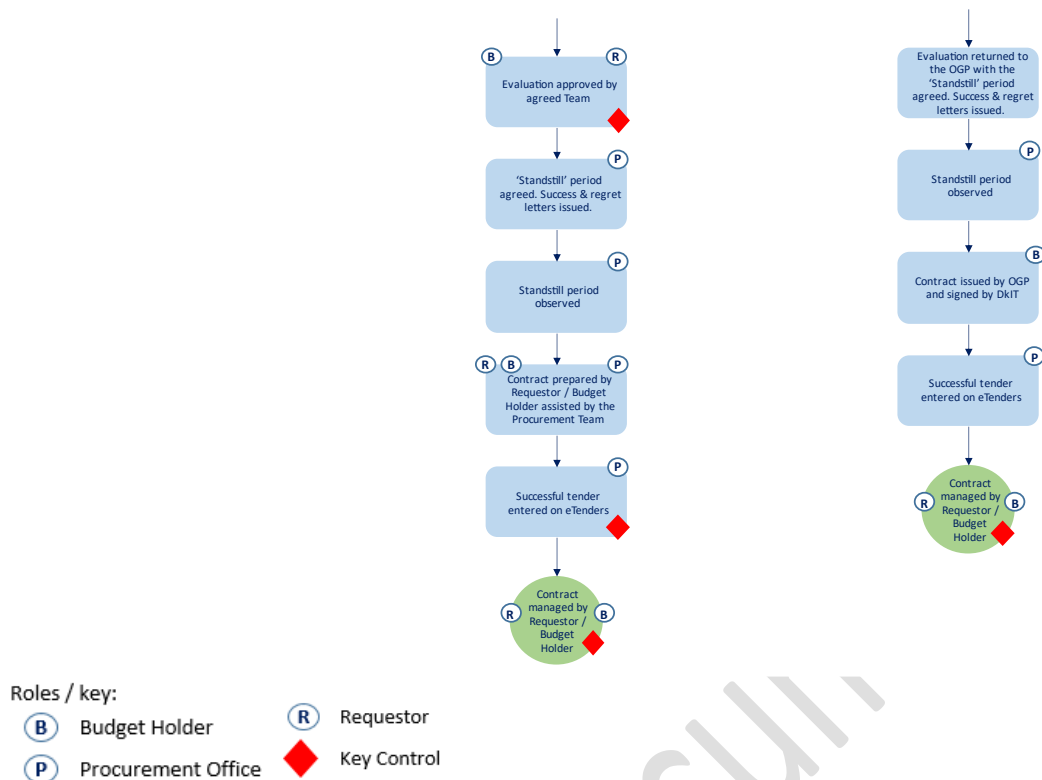
Appendix 2: Procurement Decision Tree – Purchases under €50,000





Appendix 3: Engaging with OGP/EPS frameworks and / or no framework being available





Appendix 4: Procedures / Guidelines

The following are important procedures to consider when reviewing the above process maps:

- Before commencing any procurement process the Requestor and Budget Holder needs to review and be confident sufficient budget is available and ring-fenced.
- Some purchases may not require a Purchase Order. Examples include telephone charges, electricity and gas invoices etc. As a general rule, purchase orders must be issued in advance and invoices received without purchase orders will be rejected by the Accounts Payable team.
- Items can only be purchased from approved suppliers.
- Tax Clearance Certs are required for purchases in excess of €10,000.
- Frameworks should be used wherever possible, especially Frameworks that already incorporate green criteria to meet GPP obligations. A comply or explain approach has been adopted; if a Requestor wishes not to engage with a framework they should, in conjunction with the Budget Holder, document the reasons for why for review by the Procurement Function at a later date.
- National GPP criteria should be included in all relevant tender documentation - it is a requirement for tenders above national procurement thresholds (€50,000 for goods/services and €200,000 for works). Environmental considerations need to be integrated into the Technical Specifications,

Selection Criteria, Award Criteria (e.g., scoring tenders based on environmental performance) and Contract Performance Clauses. Reference Appendix 12. Specific sector focus in the following areas:

- Energy-related products
 - Heating equipment
 - ICT products and services
 - Indoor and outdoor lighting
 - Construction/Building design, construction and management
 - Road transport vehicles and services
 - Food and catering services
 - Paper products and printing services
 - Textile products and services
 - Indoor cleaning services
 - Furniture
- A minimum of three quotes should be sought for purchases between €5,000 and €50,000. Preferably, in excess of three quotes should be sought for purchases in excess of €25,000. When seeking quotes, requesters should base their specification on the needs identified in the business case and ensure that the specification is clear, comprehensive, and not discriminatory. Requesters should use generic technical specifications and avoid proprietary brand names.
 - It is strongly advised, when procuring under funded projects, any additional requirements of funders are investigated by the Requestor. DkIT's thresholds / requirements are mandatory plus any additional guidelines as laid down by the funder.
 - All quotations received, for requisitions above €1,000, should be attached to the procurement requisition for audit by the Finance Team, Internal Audit Teams or the C&AG.
 - All monetary amounts listed refer to the VAT exclusive figure.
 - If lowest price is not being availed for purchases under €5,000 an explanation is required to be recorded by the Budget Holder.
 - Any purchases made with a value in excess of €5,000 should engage the MEAT (Most Economically Advantageous Tender), as part of the selection criteria as follows:
 - Procurement regulations provide that contracts should be awarded to the MEAT. This typically means a combination of price and quality where quality factors such as delivery date or period of completion, delivery process, running costs, aesthetic and functional characteristics, accessibility, technical merit and green credentials. The Budget Holder decides the relative weightings in relation to price, quality, functionality etc and green credentials. Price should be scored after all other categories.
 - Budget Holders should approve and sign off all selection criteria.
 - The Procurement Team should be kept abreast of any tenders, before and while any quotes are being sought, to ensure the threshold of €50,000 is not breached. Requestors should be cognisant that other colleagues may also be procuring services from the same supplier thus meaning, even after receiving quotes, the supplier may not be available for use.
 - A procurement requisition will be returned to the Requestor if the threshold has been reached. In such instances goods/services should be procured from another supplier, from a framework or a tender initiated.

- All contracts should be reviewed by the Procurement Office before being issued to the supplier.
- A final copy of all contracts (signed and dated) should be provided to the Procurement Office along with the relevant award and regret letters.
- All contract award notices should be published on eTenders by the Procurement Function. Ideally this should take place once the contract is awarded however it must be completed within 14 days of award.

Working Document

Appendix 5: Relevant Circulars

A full list of procurement related legislation, circulars and guidance is included on the [Office of Government Procurement website](#). The key items relating to DkIT are as follows:

- Legislation -The EU Procurement Directives were transposed into Irish Law in 2016 and 2017 under S.I. No. 284/2016 (the “2016 Regulations”)
[S.I. No. 284/2016 - European Union \(Award of Public Authority Contracts\) Regulations 2016.](#)
- OGP guidance- Public Procurement Guidance for goods and services, version 3 2023
[OGP Public Procurement Guidelines 2023 WEB.pdf](#)
- Department of Public Expenditure & Reform Circular 1/11: Model Tender and Contract Documents for Public Service and Supplies Contracts
[Circular 01/2011](#)
- Public Procurement Guidelines- revision of existing procedures for approval of certain contracts in the Central Government sector
[Circular 40/02](#)
- Tax Clearance for Public Sector Contracts
[Circular 43/2006](#)
- SMEs Circular 05/23 - Initiatives to Assist SMEs in Public Procurement
[Circular-05/23](#)
- Promoting the use of Environmental and Social Considerations within Public Procurement.
[Circular 20/2019](#)
- Legal Services Circular 05/13: Procurement of Legal Services and Managing Legal Costs
[Circular 05/13](#)
- Arrangements for Oversight of Digital and ICT related Initiatives in the Civil and Public Service
[Circular 14/2021](#)
- Arrangement for Digital and ICT Related Expenditure in the Civil and Public Service
[Circular 02/16](#)
- Consultancy Guidelines for the engagement of consultants and other external support by the civil service
[OGP Business Management and ICT Consultancy /Consultant Services](#)
- Construction Capital Works Management Framework
[Tender templates for Consultants published 4 Nov 2024 | Capital Works Management Framework](#)
[Guidance-for-appointing-design-teams-for-devolved-grant-projects](#)
- Revision of Arrangements Concerning the Use of Central Contracts put in place by the National Procurement Service. This Circular replaces Circular 06/12 concerning Public Procurement (Framework Agreements)
[Circular 16/2013](#)
- Reporting on the Use of Centralised Procurement Arrangements
[Circular 09/2024](#)

- Updated Green Public Procurement Instructions for Public Sector Bodies
[Circular 17/25](#)
- [Buying Greener: Green-public-procurement-strategy-and-action-plan-2024-2027](#)

Users of this policy should review these Circulars to ensure compliance

Working Document

Appendix 6: Selection criteria for purchases between €1,000 and €5,000

This form should be prepared by the Requestor / Budget Holder and attached to all procurement requisitions between €1,000 and €5,000.

Selection criteria for purchases between €1,000 and €5,000																											
1	Brief description of the services or goods to be procured:																										
2	How many suppliers were sent a quotation request?																										
3	How many supplier responded to the request for a quotation?																										
4	Ranking of suppliers:																										
	<table border="1"><thead><tr><th>Rank</th><th>Supplier Name</th><th>Total (excl. VAT)</th><th>Total (incl. VAT)</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Rank	Supplier Name	Total (excl. VAT)	Total (incl. VAT)																						
Rank	Supplier Name	Total (excl. VAT)	Total (incl. VAT)																								
5	Reasons the lowest price is not the chosen supplier (if applicable) or why three quotes were not received:																										
	Requestor Name:																										
	Department:																										
	Budget Holder: (signature)																										
By completing and signing this form the relevant individuals are confirming that : <i>The procurement process has been followed as documented (refer to the Corporate Procurement Plan)</i> <i>Copies of all quotes and supporting documentation will be provided to the Procurement Office</i> <i>All purchases were assessed in line with the Green Procurement Policy</i> <i>The procurement process has been conducted with full integrity and impartiality with no conflicts of interest</i>																											

Appendix 7: Selection criteria for purchases above €5,000

This form should be prepared by the Requestor / Budget Holder and attached to all procurement requisitions above €5,000.

Selection criteria for purchases over 15,000							
1 Brief description of the services or goods to be							
2 Was a specification prepared and forwarded to all suppliers, where applicable?							
3 How many suppliers were sent a quotation request?							
4 How many suppliers responded to the request for a quotation?							
5 Selection criteria (please ensure the selection criteria total to 100% and pick a min. of 2 & a max. of 3 including price)							
Price (must be a minimum of 30%)						Select %	
Quality						Select %	
Delivery date / supply						Select %	
Operational costs (subscriptions, annual fees etc.)						Select %	
Functionality / technical merit						Select %	
Green Criteria						Select %	
Other (type here if selecting other)						Select %	
Scoring matrix		Below expectations		Meets expectations:		Exceeds expectations: Score: 3	
6 Supplier Ranking Select criteria from drop down list in line with point 5							
Supplier name	Price % Score	Select Criteria % Score	Select Criteria % Score	Select Criteria % Score	Total Score	Ranking	
Enter supplier name					0.00		
Enter supplier name					0.00		
Enter supplier name					0.00		
Enter supplier name					0.00		
Enter supplier name					0.00		
Enter supplier name					0.00		
Any supplier cumulatively scoring under 2 should be disregarded and not proceeded with. If suppliers score equally the most economically advantageous quotation should be proceeded with.							
Requestor Name: _____							
Department: _____							
Budget Holder: (signature) _____							
By completing and signing this form the relevant individuals are confirming that : The procurement process has been followed as documented (refer to the Corporate Procurement Plan) Copies of all quotes and supporting documentation will be provided to the Procurement Office All purchases were assessed in line with the Green Procurement Policy The procurement process has been conducted with full integrity and impartiality with no conflicts of interest							

Appendix 8: Request for the approval of a Purchase Order over €5,000

This form should be prepared by the Requestor / Budget Holder and attached to all procurement requisitions above €5,000 (excluding VAT).

Request for the Approval of a Purchase Order over €5,000																											
1	Is this procurement request in relation to an existing contract?																										
2	What is the expiry date of the current contract?																										
3	Was there a framework in place (OGP, EPS etc.) that could have been utilised?																										
4	Was a specification prepared and sent to all suppliers, if appropriate?																										
5	Were the pre-agreed selection criteria prepared and applied to all responses?																										
6	Did the preferred supplier meet the minimum selection criteria?																										
7	Was the Procurement Office contacted in relation to the existing annual cumulative spend with the preferred supplier?																										
8	Is a contract required to be put in place as part of this procurement? (confirmation from the Procurement Office may be required)																										
<table border="1"><thead><tr><th>Ranking</th><th>Supplier Name</th><th>Total (exc. VAT)</th><th>Total (incl. VAT)</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>		Ranking	Supplier Name	Total (exc. VAT)	Total (incl. VAT)																						
Ranking	Supplier Name	Total (exc. VAT)	Total (incl. VAT)																								
Requestor Name:																											
Department:																											
Budget Holder: (signature)																											
By completing and signing this form the relevant individuals are confirming that : <i>The procurement process has been followed as documented (refer to the Corporate Procurement Plan) Copies of all quotes and supporting documentation will be provided to the Procurement Office All purchases were assessed in line with the Green Procurement Policy The procurement process has been conducted with full integrity and impartiality with no conflicts of interest</i>																											

Appendix 9: Sole Supplier Form

This form should be prepared by the Requestor / Budget Holder and attached to all procurement requisitions above €5,000 where there is only one supplier or in instances where one only one quote was received.

Sole Supplier Form	
1 Company name	
2 Nature of goods being procured (select one): Repair of existing equipment Only supplier in the market Renewal of software licence / subscription Only supplier that responded to a requests for quotation Other (refer to point 6)	
3 A) Estimated value of good being supplied(excluding VAT) B) Estimated value of good being supplied(excluding VAT)	
4 Description of the services or goods being supplied:	
5 What attempts were made to obtain another supplier (if applicable):	
6 Other comments:	
Requestor Name:	
Department:	
Budget Holder: (signature)	
<i>By completing and signing this form the relevant individuals are confirming that : The procurement process has been followed or documented (refer to the Corporate Procurement Plan) Copies of all quotes and supporting documentation will be provided to the Procurement Office All purchases were assessed in line with the Green Procurement Policy</i>	

Appendix 10 – Request for the approval from Procurement / Finance Over €25,000

Approval Request from Finance / Procurement																				
1	Description of Procured Items/Services																			
2	Name of Current Supplier/Contractor (if applicable)																			
3	Please select Procurement Process																			
4	Starting Date of Procurement Process																			
5	Number of Suppliers Contacted																			
6	Number of Replies Received																			
7	Quotes/Tenders Received By																			
8	List of Companies who responded/provided Quotes/Tenders																			
9	Quotes/Tenders Evaluated By																			
10	Successful Supplier																			
11	Duration of proposed contract and reason for award																			
		<table border="1"> <thead> <tr> <th></th> <th>Annual Cost (ex VAT) €</th> <th>Annual Cost (Incl. VAT) €</th> </tr> </thead> <tbody> <tr> <td>Estimated Value (as per request for quote/tender document) / Funding Available</td> <td></td> <td></td> </tr> <tr> <td>Final Contract Value</td> <td></td> <td></td> </tr> <tr> <td>Pricing Difference between Contract Value and Estimated Value/Funding Available</td> <td>-</td> <td>-</td> </tr> <tr> <td>Previous Contract Value (If applicable)</td> <td></td> <td></td> </tr> <tr> <td>Pricing Difference between Previous Contract and New Contract</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		Annual Cost (ex VAT) €	Annual Cost (Incl. VAT) €	Estimated Value (as per request for quote/tender document) / Funding Available			Final Contract Value			Pricing Difference between Contract Value and Estimated Value/Funding Available	-	-	Previous Contract Value (If applicable)			Pricing Difference between Previous Contract and New Contract	-	-
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12	Explanation for the pricing difference between final contract value and original estimated value/funding available																			
13	Explanation for the pricing difference between final contract value and previous contract value																			
14	Tender being funded from																			
15	Any other comments																			
Requester (Signature)																				
Budget Holder (Signature)																				
By completing and signing this form the Requester and the Budget Holder are confirming that: The procurement process has been followed as documented (refer to the Corporate Procurement Plan). Copies of all quotes and supporting documentation will be provided to the Procurement Office. All purchases were assessed in accordance with the Given Procurement Policy where applicable. The procurement process has been conducted with full integrity and impartiality with no conflicts of interest. The tenders were conducted in compliance with public and/or EU procurement guidelines.																				
Completed by Procurement / Finance Officer																				
Review Date																				
Approval / Rejection																				
Reason																				
Procurement / Finance Officer (Signature)																				

Appendix 11 – Over Threshold Finance Approval

Approval Request from Finance Committee			
1	Description of Procured Items/Services		
2	Name of Current Supplier/Contractor (if applicable)		
3	Please select Procurement Process		
4	Starting Date of Procurement Process/eTenders portal submission		
5	Number of Suppliers Contacted		
6	Number of Replies Received		
7	Quotes/Tenders Received/Opened By		
8	List of Companies who responded/provided Quotes/Tenders inc Request for Tender (RFT)		
9	Quotes/Tenders Evaluated By		
10	Successful Supplier		
11	Duration of the proposed contract and reason for award		
		Annual Cost (ex VAT) €	Annual Cost (incl VAT) €
	Estimated Value (as per request for quote/tender document) / Funding Available		
	Final Contract Value		
	Pricing Difference between Contract Value and Estimated Value/Funding Available	-	-
	Previous Contract Value (if applicable)		
	Pricing Difference between Previous Contract and New Contract	-	-
12	Explanation for the pricing difference between final contract value and original estimated value/funding available		
13	Explanation for the pricing difference between final contract value and previous contract value		
14	Tender being funded from		
15	Any other comments		
Requester (Signature)			
Budget Holder (Signature)			
Approved by President / Finance Committee			

By completing and signing this form the Requester and the Budget Holder are confirming that :
The procurement process has been followed as documented (refer to the Corporate Procurement Plan). Copies of all quotes and supporting documentation will be provided to the Procurement Office. All purchases were assessed in accordance with the Green Procurement Policy where applicable. The procurement process has been conducted with full integrity and impartiality with no conflicts of interest. The tenders were conducted in compliance with public and/or EU procurement

Appendix 12 – Green Procurement Policy Implementation Mandate

Figure 1 - GPP Implementation Mandate

