

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:

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 :

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

Selection criteria for purchases over €5,000

1 Brief description of the services or goods to be procured:

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

Score: 1

Meets expectations:

Score: 2

Exceeds expectations:

Score: 3

6 Supplier Ranking

Select criteria from drop down list in line with point 6

Supplier name	Price		Select Criteria		Select Criteria		Select Criteria		Total Score	Ranking
	%	Score	%	Score	%	Score	%	Score		
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)

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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)

Ranking	Supplier Name	Total (exc. VAT) €	Total (incl. VAT) €

Requestor Name:

Department:

**Budget Holder:
(signature)**

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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(Including 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)

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