

2011/2012 Financial Guideline 04

Tendering Procedures - Financial Thresholds for Purchasing

There is a legal obligation on all schools to engage in a competitive process for all annual purchases above certain financial thresholds. Any organisation which receives 50% or more of its funding from the State may only award contracts in accordance with procedures set down in EU Public Procurement Directives. The current financial thresholds are as follows:

EU Thresholds	
Financial Threshold	Requirement
Less than €1,000	BOM must obtain one verbal quote
Between €1,000 and €5,000	BOM must obtain one written quote
Between €5,000 and €25,000	BOM must engage in a formal tender process and seek a minimum of three quotes by invitation
Between €25,000 and €125,000	BOM must advertise on www.etenders.gov.ie
Over €125,000	BOM must advertise on www.etenders.gov.ie and in the official journal of the European Union (OJEU)

All schools are legally obliged to comply with these thresholds when seeking tenders for all purchases. This means, for example, that schools must seek three quotes annually for electricity, buses, IT equipment or any other school expenditure which exceeds €5,000 over the course of the year. Where purchases of a particular good or service is between €25,000 and €125,000 in one year, the board is required to advertise on www.etenders.gov.ie

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