

TENDERING PROCEDURES

PUBLIC PROCUREMENT AND HOW IS IT RELEVANT TO SCHOOLS

All public bodies, including schools, who receive more than 50% of their income from public funding are subject to National Public Procurement Rules and EU Directives when engaging in sourcing activity for goods and services. Consequently, there is a legal obligation on schools to undertake a competitive process prior to awarding any contract for goods or services.

CURRENT NATIONAL AND EU PROCUREMENT THRESHOLDS

The value of each purchase represents the projected cost of the overall term of the contract.

Goods & Services ≤ €4,999.99	Goods & Services €5,000 — €24,999.99	Goods & Services €25,000 — €208,999.99 Must be advertised on: www.etenders.gov.ie	Goods & Services ≥ €209,000 Must be advertised on: www.etenders.gov.ie AND The Official Journal of the EU (OJEU) simultaneously	Works & Works-Related Services ≤ €50,000	Works & Works-Related Services €50,000 — €5,225,000
Minimum of 3 written quotes required (e.g. email for example) Select lowest price / most suitable	Minimum of 3 written quotes required Issue documented specification, outlining timeframe, assessment and award criteria Use a scoring sheet to evaluate offers Notify & provide feedback to unsuccessful suppliers	Draw up tender documentation Set criteria for award giving a weighting to each Use the weighted scoring sheet to evaluate offers Select highest scoring offer Notify & provide feedback to the winning tenderer and to those who were unsuccessful Award contract	Draw up tender documentation Set criteria for award giving a weighting to each Use the weighted scoring sheet to evaluate offers Select highest scoring offer Notify & provide feedback to the winning tenderer and to those who were unsuccessful Award contract	Quick Quote Invite not openly published on www.etenders.gov.ie See www.constructionprocurement.gov.ie See D/PER/CWMF GN 2.3 Section 3.2	See D/Per CWMF GN 2.3 Section 3.2 Open/restricted, with public advertisement www.etenders.gov.ie Sourcing & expenditure approval for all Capital Project (non-routine spend ≥ €5,225,000) are conducted by the Planning & Building Unit, Department of Education & Science: www.education.ie/en/Schoolsdesign/

For more specific information on tendering and choice of procedure, tender evaluation and issuing results, please contact the Schools Procurement Unit at 01.2035899 or procurementsupport@jmb.ie

The Schools Procurement Unit's Guidance for Schools on Good Procurement Practices is available here: [Guidance for Schools on Good Procurement Practices](#)