

Procurement Thresholds

Goods and Services

- Contracts less than €5,000 can be awarded on the basis of: verbal or written quotes from **one or more** competitive supplier.
- Contracts between €5,000 and €50,000 (exclusive of VAT), can be awarded on the basis of
 - (i) responses to written specifications (RFT/RFQ) sent by email to **at least three** suppliers/service providers; and
 - (ii) responses to at least three quotations sought via the electronic request for quotes facility on eTenders. Contracts in this value range can also be advertised on eTenders as part of a more formal tendering process.

Where the procurement competition was managed outside of eTenders, contracting authorities (schools) are required to manually create a record of the award on eTenders and complete all relevant fields for contracts over €25,000 (exclusive of VAT). The guidance for this task is available for download at this [link](#).

Works

The threshold at which contracting authorities are required to advertise all contracts for works on eTenders is €200,000 (exclusive of VAT).

Please also note that contracts for works with an estimated value of less than €200,000 (exclusive of VAT) may still be advertised on eTenders.

However, where it is decided not to advertise on eTenders, contracting authorities should seek a minimum of five written tenders from interested and competent contractors. Contracts for works with an estimated value equal or greater than €200,000 (exclusive of VAT) should be advertised as part of a formal tendering process on eTenders.

In situations where the procurement competition for Works was managed outside of eTenders, contracting authorities are required to manually create a record of the award on eTenders and complete all relevant fields for contracts over €25,000 (exclusive of VAT) (see the link above)

Works-related Services

The threshold at which contracting authorities are required to advertise all contracts for works-related services remains at **€50,000** (exclusive of VAT).

Full details of the revisions are set-out in the Circular which can be downloaded [here](#)

Further guidance on this and all procurement matters is available from the Schools Procurement Unit - procurementsupport@spu.ie / 01 203 5899

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