**City of Dublin ETB Procurement Guidance 2024**

The below thresholds are effective from 1st January 2024. A revised Procurement policy will be issued to all schools and centres and be effective from that date.

**Purchase Orders are required for all goods and services from 1st January 2024 with the exception of a small number of suppliers. (eg utilities, taxis, local food suppliers) Full list available on Sharepoint.**

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| **Goods and Services** | | |
| **Threshold (exc of VAT)** | **Requirements** | **Action in P2P** |
| < €1,000 | One verbal or written quote | * Where available, upload email or quote to P2P. * For verbal quotes, please provide details on ‘Additional info’ field |
| ≥ €1,000 - < €5,000 | One written quote | * Upload quote to the order in P2P |
| ≥ €5,000 - < €50,000 | Seek three written quotes | * Use RFQ functionality to request 3 quotes * Upload quotes and summary evaluation form to the order for Procurement review \*\* |
| ≥ €50,000 - < €221,000 | Tender – National | * Refer to Procurement (Procurement plan document required) |
| ≥ €221,000 | Tender – OJEU | * Refer to Procurement (Procurement plan document required) |

\*\* Justification is needed on the summary evaluation form if the best price is not selected

**Notes – Order types:**

1. **Standard order –** standard one to be used unless one of the below 3 types apply, example stationery
2. **Sole Supplier** **order** – to be used where sole supplier applies and no quotes can be obtained. A reason is needed on the order. Where possible, a letter from the supplier confirming they are the sole supplier should be uploaded along with any other supporting documentation for Procurement review.
3. **Emergency order** – to be used in instances where quotes could not be obtained due to the urgency of the works required and mainly relates to works arranged by Buildings Maintenance. (An example of this would be roof repair work after a storm.) A reason why quotes were not sought is required on the order. Note that there is a separate Head Office review for emergency orders and it is subject to review by the C&AG
4. **Capital equipment order** (FE only) – to be used for capital equipment greater than €2,400 exclusive of VAT and is funded from a separate SOLAS budget. Prior approval from the FET Directors should be sought before proceeding with the order.
5. **Buildings Maintenance/Capital works order –** these are to be used by Buildings Maintenance section only and relate to repairs and maintenance and large capital projects.