



# Procurement Policy

GOVERNANCE

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## 1. Policy Introduction:

The University will develop and implement any policies, procedures, and controls required to enable maximum compliance by all staff to legal, government, and internal policy requirements. This will be supported through a programme of staff training to enable all staff to meet their obligations.

This policy for the procurement of all goods and services targets the achievement of a cost effective and legally compliant approach to procurement. This policy applies to the management and control of all non-pay (including Capital) expenditure in respect of the purchase of works, goods and services across all Departments in TUS, irrespective of the source of funding for a purchase.

This policy should be read in conjunction with the annual TUS Corporate Procurement Plan and all relevant procedural documents which outline the steps taken in formal procurement processes.

Arrangements for the procurement of goods and services in TUS are always conducted in accordance with all national and EU public procurement procedures and guidelines.

## 2. Purpose of Policy

This policy establishes a framework for a common approach to purchasing within TUS and captures the objectives and principles of procurement in the University. An efficient procurement strategy can contribute significantly to the business of the University and experience to date has shown that the implementation of a robust procurement policy can lead to better value for money and better overall outcomes for faculties, departments and central service areas.

The primary objectives of this Procurement Policy are to ensure that:

- Value for money is achieved in all procurement activity in TUS;
- All national and EU public procurement regulations are complied with fully;
- Best practice in Public Procurement is applied across TUS at all times;
- Staff members are familiar with and observe all public procurement guidelines and regulations as applicable to their role;
- The achievement of TUS strategy is supported by aligning University objectives and procurement requirements.

## 3. Policy Statement

- **Principles:**

Procurement in TUS will be conducted in line with relevant EU Directives on public procurement which set out precise rules and procedures designed to ensure that the following fundamental EU Treaty principles are applied at all times:

- **Non-Discrimination** (in relation to treatment of all interested parties).
- **Transparency** (in relation to all activities of the procurement process).
- **Equality** (in relation to treatment of all interested parties).
- **Mutual recognition** (of qualifications, standards and specifications offered by tenderers).

- **Proportionality** (in relation to requirements requested of parties to the process. Those requirements should be relevant and proportionate to the contract in question).
- **Freedom to provide service**
- **Freedom of establishment**

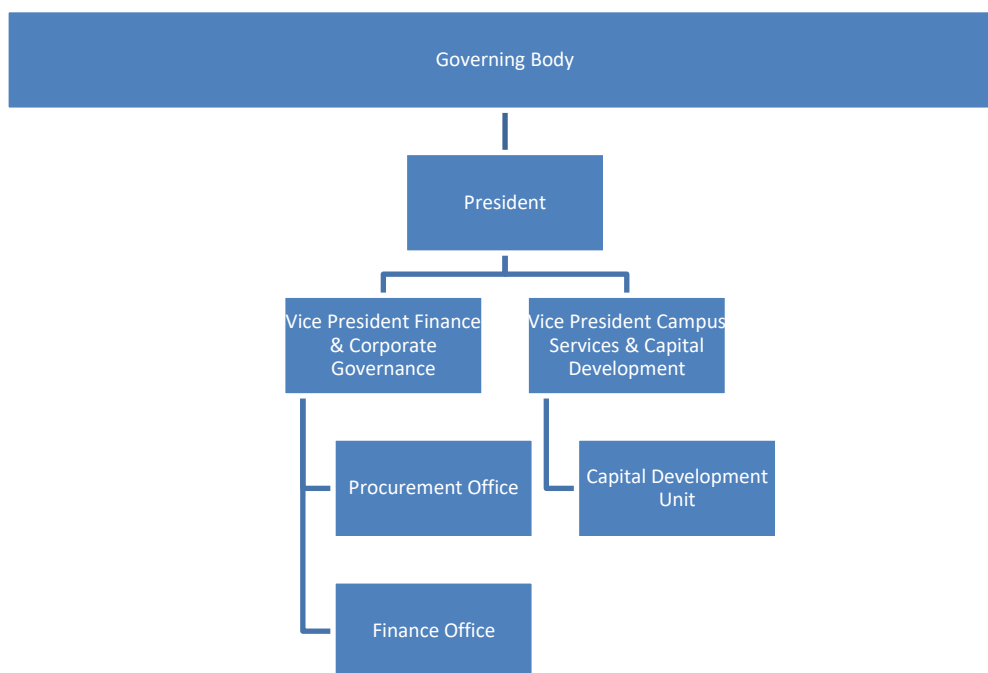
#### 4. Definitions

Please refer to [Appendix E](#)

#### 5. Scope

- This policy shall apply to all non-pay (including Capital) expenditure in the University irrespective of funding source and including items procured under financing arrangements such as rental agreements.
- It applies to all staff members of the University involved in any aspect of the procurement process.

#### 6. Roles and Responsibilities



##### 6.1 Governing Body:

In line with Sections 8.13 – 8.18 of the Interim TUS Code of Governance (Version 1.0, 1 October 2021), TUS Governing Body is required to satisfy itself that:

- 6.1.1 all public procurement requirements are adhered to;
- 6.1.2 procedures are in place to detect non-compliance with those requirements;
- 6.1.3 competitive tendering is standard procedure in the procurement process;
- 6.1.4 procurement policies and procedures have been developed and made available to all staff.
- 6.1.5 the current value thresholds (as per Appendix B) and all relevant EU and national procurement rules are applied in TUS.

Procurement is managed within TUS through a hybrid structure incorporating elements of both centralised and devolved procurement. This Policy recognises that this represents the most appropriate model to achieve the procurement objectives of the University and will require a coordinated approach from a number of different functions.

To facilitate the Governing Body in affirming compliance with the Code of Governance in the area of Procurement, the following roles and responsibilities will apply:

## **6.2 Procurement Office:**

The TUS Procurement Office provides a support role across the organisation. In particular, it aims to support and enable strategic resource management and the creation of a culture of open, transparent and informed decision making across TUS in relation to Procurement

The following responsibilities will apply to the Procurement Office to ensure that Procurement within the University is undertaken in a strategic, consistent and co-ordinated manner across all campuses:

- 6.2.1 Develop and monitor purchasing and tendering policies and procedures across the University;
- 6.2.2 Promote best practice and consistency of application of the public procurement rules across the organisation;
- 6.2.3 Promote awareness of Procurement obligations and provide appropriate training to relevant University staff;
- 6.2.4 Provide support to staff involved in purchasing to achieve value for money in respect of all services and supplies, without diminishing quality and service levels;
- 6.2.5 Publish an annual Corporate Procurement Plan (incorporating the Multi-Annual Procurement Plan - MAPP) for the University in accordance with governance guidelines;
- 6.2.6 Arising from the Corporate Procurement Plan develop an implementation plan for all above threshold purchases;
- 6.2.7 Develop and implement a University wide spending review mechanism to support compliance reviews;
- 6.2.8 Operate an appropriate procurement/contract management system;
- 6.2.9 Obtain appropriate approvals for the commencement of tender processes;
- 6.2.10 Decision making in relation to the most appropriate procurement strategy;
- 6.2.11 Assist with the preparation of tender documents;
- 6.2.12 Publish tender notices on etenders.gov.ie and the Official Journal of the European Union (if required);
- 6.2.13 Follow up of any tender queries arising and answering same via the eTenders website;
- 6.2.14 Participate on evaluation panels. The role of the Procurement Office on panels is to ensure that the evaluation is conducted in line with this Policy;
- 6.2.15 Dissemination of tender submissions received to each member of the evaluation panel;
- 6.2.16 Arrange signature of Conflict of Interest form/s by each member of the evaluation panel;
- 6.2.17 Assist with the evaluation of tender submissions received;
- 6.2.18 Issue of clarification requests where relevant;
- 6.2.19 Coordinate preparation of the Tender Report for review and approval by the evaluation panel;
- 6.2.20 Obtain the authorisation of contract award where required (in line with relevant governance requirements and relevant approval limits as per Appendix C);
- 6.2.21 Notify tenderers of the tender outcome;
- 6.2.22 Assist with the de-briefing of unsuccessful tenderers;

- 6.2.23 Publication of Contract Award Notices on etenders.gov.ie and the Official Journal of the European Union (if required);
- 6.2.24 Provide advice on specific contract negotiations;
- 6.2.25 Coordinate the drafting of contracts and arrange for signing by all relevant parties to the contract;
- 6.2.26 Obtain approval of final contract in line with relevant approval limits (as per Appendix C);
- 6.2.27 Retention and maintenance of all tender records including signed contracts;
- 6.2.28 Advice on collaborative agreements available for use by TUS through the Education Procurement Service (E.P.S), HEAnet, the Office of Government Procurement (O.G.P.) and other Central Purchasing Bodies;
- 6.2.29 Provide representation to OGP category councils on behalf of the Education Sector where appropriate to develop category strategy; and to sourcing teams to evaluate potential framework bidders;
- 6.2.30 Prepare and present annual Procurement Report to the Audit and Risk Committee (ARC) and Governing Body (GB) on non-compliant and non-competitive procurement.

### **6.3 Budget Holders:**

Budget holders engaged in procurement activity are acting as agents of the University. In this capacity budget holders shall ensure that all staff members engaged in procurement are fully aware of the policies, procedures, rules and controls laid-down in operation in TUS.

Budget holders are responsible for the administration of University funds in the most cost-effective manner, and in the best interests of the University.

Responsibilities include:

- 6.3.1 Identifying the requirement for a particular good or service;
- 6.3.2 Securing approval and funding where necessary;
- 6.3.3 Preparation of the specification of the required goods/services;
- 6.3.4 Liaising with the Procurement Office in the drafting and sign-off of any relevant documentation associated with the Tender;
- 6.3.5 Facilitating the Procurement Office in responding to queries raised during the tender process;
- 6.3.6 Assisting with tender evaluation of submissions received.
- 6.3.7 Assisting with any clarification issues that may arise;
- 6.3.8 Sign - off of final Tender Report together with the other Evaluation Panel members;
- 6.3.9 Raising and authorisation of Purchase Orders once contracts have been issued and signed;
- 6.3.10 Maintenance of records for audit purposes;
- 6.3.11 Monitoring of the provision of goods or services over the period of the contract.

### **6.4 Finance Office:**

- 6.4.1 Raising of purchase orders for certain capital equipment purchases;
- 6.4.2 Processing of supplier set-ups, maintenance of supplier records, input of invoices and all forms of supplier payments required;
- 6.4.3 Review of all documentation accompanying purchase order requisitions in excess of the tender thresholds.

### **6.5 Capital Development Unit (CDU)**

- 6.5.1 In conjunction with the procurement office determine the most appropriate procurement strategy for capital works in accordance with the Capital Works

- Management Framework (CWMF);
- 6.5.2 The Capital Development Unit (CDU) will prepare Tender Reports under the CWMF for review and approval by the evaluation panel.

## **7. Legislative Requirements**

TUS is committed to complying with the requirements of all relevant and applicable legislation.

Specific legislation and circulars impacting University purchasing procedures are included in Appendix A to this policy. It should be noted that, from time to time, this legislation may be updated and/or replaced and new circulars may be issued. It is not envisaged that such updates will necessitate reapproval of this Policy Document.

## **8. Aggregation of Spend**

It is University policy to aggregate spend, where possible, in order to achieve value for money and improve efficiency. When planning the procurement of any product or service, if there is a known requirement for similar products or services in the future then this should be considered in determining the estimated level of spend (and not just the value of the immediate requirement). Different procurement procedures will apply depending on the estimated level of spend.

When estimating the level of spend, in order to ascertain the applicable procurement procedure, the estimate must:

- Be a genuine and realistic pre-estimate of the contract value at the date of publication of the tender based on the budget holder's knowledge of the relevant market;
- Be exclusive of VAT;
- Take into consideration the entire term of the contract, i.e. including all extensions;
- Assume that all options under the contract (if applicable) are being exercised.

When estimating the value of a contract no purchase should be sub-divided to avoid the application of the national rules or, where appropriate, the EU public procurement Directives.

The current procurement thresholds applicable to TUS are outlined in Appendix B to this policy. It should be noted that, from time to time, TUS may be required to update these thresholds in line with Government Circulars. It is not envisaged that such updates will necessitate reapproval of this Policy Document.

## **9. Other Policy Provisions**

### **9.1 Central Purchasing Body (CPB) Arrangements:**

- 9.1.1 It is Government policy that public bodies, where possible, should make use of all central arrangements, collaborative contracts and framework agreements put in place by the Office of Government Procurement (OGP) and other Central Purchasing Bodies (including Education Procurement Service, HEAnet and others) in order to maximize the value for money achievable when procuring any commonly acquired goods or services. This policy covers TUS's engagement with the OGP and other CPB's and use of these arrangements.



- 9.1.2 TUS is committed to operating its procurement under the national procurement model which has a number of mechanisms in place to facilitate Public Sector organisations in achieving value for money and efficiencies in their procurement. These mechanisms include but are not limited to framework agreements and direct drawdown options.
- 9.1.3 Before deciding on the appropriate procurement strategy for any requirement the Procurement Office will firstly notify the OGP of that requirement by submitting a Procurement Support Request (PSR). The OGP will advise if there is a suitable central mechanism in place.
- 9.1.4 The OGP has grouped the goods and services currently bought by the public service into sixteen categories. Eight of these categories cover goods and services that are common across the public service (such as ICT, energy, consultancy and legal) and the OGP is putting in place contracts and framework agreements to allow public bodies to procure these goods and services. The other eight categories of goods and services are predominantly sector-specific. These categories will be sourced by the relevant sector sourcing organisations (see Appendix D for details).
- 9.1.5 In instances where the national procurement model does not have a mechanism in place for a particular purchase (framework/drawdown), TUS will self-procure. TUS is committed to complying with all relevant public procurement guidelines in such instances including the use of standard OGP tender and contract templates where appropriate.

## **9.2 Capital Works Management Framework:**

- 9.2.1 The Capital Works Management Framework (CWMF) is a framework structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform.
- 9.2.2 The CWMF is for the use by contracting authorities involved in the expenditure of public funds on construction projects and related consultancy services. It includes a range of standard template documents and guidance material defining procedures to be followed for the procurement of works contractors and service providers such as architects, engineers, quantity surveyors, etc. It consists of a suite of best practice guidance, standard contracts and generic template documents that form the four pillars that support the Framework.
- 9.2.3 For all works and works-related services (above and below the relevant thresholds as per Appendix) TUS will consult the CWMF and the Public Spending Code.

## **9.3 eTenders:**

- 9.3.1 eTenders is the Irish Government's electronic tendering platform administered by the Office of Government Procurement (OGP). The EPS platform is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices. This includes but is not limited to tenderer query responses and requests for clarification, issuing of supplementary information/documentation and any correspondence relating to

the tender outcome (issued to both successful and unsuccessful tenderers).

- 9.3.2 Public Procurement Guidelines for Goods and Services (published by the OGP) and Circular 05/2023 (published by DPER) both require contracting authorities (including TUS) to advertise all contract opportunities above the national advertising threshold on eTenders to promote SME participation;
- 9.3.3 It is TUS policy to advertise all requirements valued above national thresholds (including mini competitions within existing TUS frameworks) on the eTenders platform;
- 9.3.4 In all cases only approved users of the eTenders system can submit tenders to the site on behalf of the University.
- 9.3.5 The EPS platform provides a detailed audit trail of the procurement process from a Contract Notice through to the Contract Award Notice.
- 9.3.6 In the interest of equality and transparency all correspondence between TUS staff and prospective tenderers relating to the tender during the period of the competition should be channeled through the eTenders messaging system.

#### **9.4 Sole Suppliers:**

- 9.4.1 On exceptional occasions there may only be a single (sole) supplier of a particular product or service with no alternative available on the market.
- 9.4.2 In such cases the responsibility lies with the budget holder to justify why normal procurement rules are not being followed by completing a Sole Supplier Justification form and submitting to the Procurement Office for review and approval.
- 9.4.3 Where it is necessary to deal with a sole supplier, arrangements which provide best value for money should always be negotiated. It should be noted that open-ended arrangements with exclusive distributors should be avoided where possible.
- 9.4.4 Proprietary brand preferences do not represent justification for sole supplier where more than one potential supplier for the required item or service exists.
- 9.4.5 In certain cases, a market research exercise may be carried out to substantiate the sole supplier justification before approval is granted.

#### **9.5 Evaluation Criteria:**

- 9.5.1 Procurement regulations provide that contracts should be awarded to the Most Economically Advantageous Tender (MEAT). This typically means a combination of price and quality. While price is an influential factor in Value for Money outcomes in procurement, it is not the only variable to be considered. There are a number of other factors which should be considered in the evaluation process such as; delivery time, expertise of the personnel proposed etc.

TUS Procurement Office will determine the relative weightings in relation to price and quality.

**9.6 Evaluation Panel:**

- 9.6.1 A panel will be established by the Procurement Office in consultation with the budget holder in line with Sections 9.6.2 and 9.6.3 of this Policy to evaluate each Tender undertaken.
- 9.6.2 For works tenders in excess of the Official Journal of the European Union (OJEU) threshold (see Appendix B) at least 4 people will be included on the panel. This should include one member of TUS at VP/Dean level, a representative from the Procurement Office, at least one member who is competent in the relevant discipline and one independent member not connected directly with the product/service being procured.
- 9.6.3 For all other tenders a minimum of three TUS staff members will be included on the Panel with at least one of those members competent in the discipline under question and one representative from the Procurement Office.
- 9.6.4 After tenders have been received and opened they should be assessed by the members of the evaluation panel on the basis of the specification issued and the selection and award criteria outlined in the Request for Tender.

**9.7 Conflict/Potential Conflict of Interest:**

- 9.7.1 Budget holders should ensure that where any conflict of interest exists within their area of responsibility, it is notified to the Procurement Office prior to the commencement of any procurement process.
- 9.7.2 Prior to any evaluation of tenders members of the evaluation panel must complete a Conflict of Interest Declaration.
- 9.7.3 All members of the evaluation panel should be satisfied that:
- They have no known connections with any of the bidders or named individuals connected with the bidders;
  - They will not communicate with any bidder concerning the evaluation process;
  - They will not accept any gifts or hospitality from any bidder;
  - They will treat any information they see as confidential.

**9.8 Procurement/Contract Management System:**

- 9.8.1 The Interim Code of Governance requires TUS to have a *“contracts database/listing for all contracts/payments in excess of €25,000 with monitoring systems in place to flag non-competitive procurement”*.
- 9.8.2 The Accord Contract Management System developed by Target Information Systems was selected and is currently employed by the Procurement Office.
- 9.8.3 This system serves as a central repository for all contract and procurement activity in the University as well as providing a full audit trail and reporting capability related to TUS national and OJEU tendering processes.

**9.9 Corporate Procurement Plan:**

- 9.9.1 All non-commercial State bodies are required to complete a Corporate Procurement Plan (CPP) under the National Public Procurement Policy Unit (NPPPU) framework.

9.9.2 The CPP will set out in a format agreed with the Educational Procurement Service (EPS) at a sector level the Strategic context of TUS and the high-level procurement objectives on an annual basis.

9.9.3 The purpose of the plan is to put the process of procurement management in an organisational context and also set out how the procurement function operates in TUS as well as the key processes and linkages that are managed by the function.

9.9.4 In addition, a key objective of the CPP is to ensure that there is a coherent approach to procurement which includes the identification of multi annual procurement campaigns as well as identified process improvements which are targeted for the year.

#### **9.10 Environmental and Social Considerations:**

9.10.1 TUS will source goods, services or works with a reduced environmental impact where possible to support Ireland's environmental and wider sustainable development objectives.

9.10.2 These goods, services and works must still represent both short-term and long-term value for money;

9.10.3 Using the Green Public Procurement guidance document published by the Environmental Protection Agency (EPA) in 2021, TUS will include green criteria in public procurement processes when appropriate on the basis that this can be achieved within budget and without impacting adversely on service delivery;

9.10.4 The University's purchased materials should be reviewed for opportunities for recycling, reusing, reducing consumption, reducing packaging of products or in purchasing alternative products that have less environmental impact;

9.10.5 Purchasers should ensure that suppliers comply with their requirements for recycling, particularly packaging and electrical items.

9.10.6 TUS will deliver wider social aims through procurement processes where possible and appropriate through the inclusion of social considerations as requirements throughout the process as outlined in the OGP Information Note on *Incorporating Social Considerations into Public Procurement*.

9.10.7 In its 2023 Climate Action Plan the Irish Government has committed to providing Green Public Procurement training to all public sector bodies. TUS will encourage and facilitate the provision of such training to relevant staff as appropriate. TUS will also incorporate the University's Green Procurement commitments into in-house Procurement training programmes delivered to staff.

## **10. Policy Compliance / Monitoring and Review**

This policy will be reviewed and, if necessary, updated in May 2027.

**Appendix A – Applicable Legislation, Guidelines & Circulars:**

- EU Procurement Directives 2014
- SI 284 of 2016 Transposing EU Directives
- Late Payment in Commercial Transactions Act 2002
- Sale of Goods Act 1980
- European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003
- Waste Electrical and Electronic Equipment (WEEE) Directive 2002/96 EC
- Freedom of Information Act 2014
- Safety, Health & Welfare Act 2005
- Protection of the Environment Act 2003

In addition to these legislative requirements the following government circulars and guidelines must be followed in respect of public sector procurement:

- Public Procurement Guidelines for Goods and Services – Version 3 issued October 2023
- Circular 14/21 – Arrangements for oversight of digital and ICT related initiatives in the civil and public service
- Circular 20/19 – promoting the use of Environmental & Social Considerations in Public Procurement
- Circular 10/14 – Initiatives to assist SMEs in Public Procurement
- Circular 02/16 – ICT Procurement
- Circular 05/13 – Procurement of Legal Services and Managing Legal Costs
- Circular 13/13 – The Public Spending Code: Expenditure Planning, Appraisal & Evaluation in the Irish Public Service - Standard Rules & Procedures
- Circular 16/13 – Revision of Arrangements concerning the use of central contracts put in place by the National Procurement Service
- Circular 40/02 – Reporting on exceptions from procurement over €25,000
- Guidelines and model contracts for Construction and Engineering Services under the Capital Works Management Framework (CWMF) (available at [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie))
- Circular 05/2023 – Initiatives to assist SMEs in Public Procurement
- Office of Government Procurement Information Note on *Incorporating Social Considerations into Public Procurement*

**Appendix B – Procurement Thresholds:**

The following thresholds apply as at 1<sup>st</sup> January 2024:

<b>Goods/Services</b>	
Up to €5,000	Awarded on the basis of confirmation (verbally or in writing) of price with at least one (1) supplier prior to issuing a purchase order.
Greater than €5,000 and less than €25,000	Awarded on the basis of responses to written specifications sent to at least three (3) suppliers.
Greater than €25,000 and less than €50,000	Awarded on the basis of responses to written specifications sent to at least three suppliers via the electronic request for quotes facility on eTenders (coordinated through TUS Procurement Office).
Greater than €50,000 and less than €221,000	Awarded on the basis of responses to national tender published on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> (coordinated through TUS Procurement Office).
Greater than €221,000	Awarded on the basis of responses to EU tender published on the Official Journal of the EU (coordinated through TUS Procurement Office).
<b>Works</b>	
Up to €5,000	Awarded on the basis of confirmation (verbally or in writing) of price with at least one (1) supplier prior to issuing a purchase order.
Greater than €5,000 and less than €50,000	Awarded on the basis of responses to written specifications sent to at least three (3) suppliers.
Greater than €50,000 and less than €200,000	Awarded on the basis of responses to written specifications sent to at least five (5) suppliers.
Greater than €200,000 and less than €5,538,000	Awarded on the basis of responses to national tender published on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> (coordinated through TUS Procurement Office).
Greater than €5,538,000	Awarded on the basis of responses to EU tender published on the Official Journal of the EU (coordinated through TUS Procurement Office).

While requirements for goods/services valued between €5,000 and the national threshold of €50,000 may be awarded on the basis of responses to written specifications issued to at least three suppliers, any requirements valued  $\geq$  €25,000 should still be referred to the Procurement Office who will coordinate a “Request for Quotes” process with the nominated suppliers through the eTenders platform.

\*Please note that all thresholds referred to on the above table are exclusive of VAT.

## Appendix C – Contract Approval Limits

TUS CONTRACT APPROVAL LIMITS		
LEVEL	TOTAL VALUE*	APPROVAL LEVEL
1	≥ €500,000	Governing Body**
2	≥ €400,000 / < €500,000	President & VP Finance & Corporate Governance & Dean / VP
3	≥ €200,000 / < €400,000	VP Finance & Corporate Governance & VP / Dean
4	€50,000 / < €200,000	VP / Dean & Finance Manager
5	< €50,000	Head of Department / Central Services Manager

***\*Excluding VAT - Over the lifetime of the contract (including all possible options and extensions)***

***\*\* Contracts with a value ≥ €500,000 requiring Governing Body (GB) approval will be reviewed by the Finance and Physical Development Committee (FPDC) in advance of GB.***

## Appendix D – OGP Categories &amp; Sourcing Organisations:

Categories	Sub-categories	Sourcing Organisation
ICT and Office Equipment	Hardware, Software, ICT Services, ICT Professional Services, Telecoms – Data / Equipment / Mobile / Voice	OGP
Professional Services	Actuarial, Advisory, Architect, Audit, Banking, Communication, Creative Services, Financial, Insurance, Legal, Public Relations, Quantity Surveying, Research, Temporary Staff/Contractors	OGP
Marketing, Print and Stationery	Advertising, Creative Media, Promotional Events, IT Consumables, IT Peripherals, Marketing Printing, Office Printing, Office Supplies, Production Printing, Managed Print Services	OGP
Utilities	Electricity, Gas, Fuels, Water	OGP
Fleet and Plant	Equipment, Fuel, Maintenance, Other Plant (Lifter, Generator etc.), Vehicles Purchased, Vehicle Fit Out, Vehicle Rental / Leasing / Fleet Hire	OGP
Managed Services	Outsourced Services	OGP
Travel and HR Services	Agency Services (non-ICT), Employee Support, Recruitment Support, Compliance Training, Learning & Development Training, Workforce Development Training, CRM & Contact Management Services, Conference & Event Management, Travel Management Services, Travel Insurance, Passenger Transport (Bus, Taxi, Rail, Air, Ship, Car Hire etc.), Postal & Courier Services, Freight Transport Services, Vehicle Towing & Recovery	OGP
Facilities Management, Maintenance	Building Maintenance, Catering Equipment / Supplies, Catering Services, Cleaning Equipment / Supplies, Cleaning Services, Document Management, Fittings / Furnishings, Health and Safety, Laundry, Security, Sports Equipment, Uniforms / Clothing, Waste Management	OGP
Medical Professional Services	Carers (Disability Care, Senior Care), Care Services, Locums (Medical Professional)	Health
Medical and Diagnostic Equipment and Supplies	Medical Equipment, Medical Diagnostic Equipment, Medical Diagnostic Services, Health Information Systems	Health
Medical, Surgical and Pharmaceutical Supplies	Surgical Equipment and Supplies, Blood / Blood Products, Drugs & Medicines, Medical Gases	Health
Minor Building Works and Civils	Building, Civil, Electrical, Materials, Mechanical, Road	Local Government
Plant Hire	Plant / Equipment Hire (including Driver / Operator)	Local Government
Veterinary and Agriculture / Library Book Purchase	Library Book Purchase, Horse Control, Livestock, Feed, Consumables, Equipment, Services, Supplies, Veterinary	Education
Laboratory, Diagnostics and Equipment	Laboratory Equipment, Laboratory Diagnostic Systems and Supplies	Education
Defence and Security	Aircraft & Maintenance, Military Equipment & Maintenance, Naval Vessels & Maintenance, Ordnance Equipment, Other Military Supplies, Military Vehicles & Maintenance	Defence



## Appendix E - Definitions

Definitions	
Agresso	The financial management system used by the University.
Budget Holders	Members of the Executive and Management Group who have responsibility for particular budgets within the overall University budget (the ultimate responsibility for which lies with the Vice-President, Finance & Corporate Governance and the University President).
Capital Items	Capital items or assets are those items of equipment that are expected to provide useful benefit to the University for more than one financial year. Capital items must have a minimum value of €10,000 (inclusive of VAT) when purchased. Capital items must be registered on the University's Fixed Asset Register.
Contract	A legally binding agreement between two parties which is enforceable by law. The University must have a contract with suppliers to provide goods or services. The University's standard Purchase Order T&Cs will apply to all goods and services or until such time that a formal contract is signed.
Framework	An agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.
Official Journal of the European Union (OJEU)	Publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation must be published.
Procurement	General term used to describe the function which supports purchasers in each faculty, department or central service area and which examines overall expenditure on services and supplies to ensure that value for money is being obtained throughout the University in a fair, open and transparent manner.
Purchaser	Staff members of the University who have been assigned access to the Agresso System to order goods or services subject to the limits set out in the Accounts Payable policy.
Purchasing	One part of the procurement process which commences with a request for tenders or quotations

	and is completed with the recording of the service or supply being received by the University.
Purchase Order	Purchase orders facilitate budgetary control by ring-fencing committed expenditure. The processing of Purchase Orders through Agresso is a requirement for all purchases (irrespective of value). A purchase order number must be quoted on all orders for services and/or supplies. Finance will not process payments in respect of purchases for which purchase orders have not been issued.
Request for Quotes (RFQ)	A process in which a contracting authority solicits selected economic operators to submit price quotes for the opportunity to fulfill certain contracts for goods or services.
Services	Provision of more than a simple product, although the provision of a product or supply may be included in a service contract. Services are usually provided over a period of time or for a specified output. For TUS these most commonly relate to the provision of advice or consultancy or maintenance contracts.
Supplies	Contracts for supply usually relate to the purchase of products or specific items. These can be regular repeat purchases or one-off purchases. A contract for supply can be financed by way of direct purchase, lease, rental or hire purchase. Contracts for supply include any delivery, installation and operation costs along with the actual supply cost. There may be circumstances where there is both a supply and service element to a contract such as equipment with a maintenance contract or supplies associated with a service contract. Determining whether a contract is a supply or service contract can be made by reference to the relative value of costs for each element of the contract or by reference to the relative importance of one element to the other. Advice on this can be obtained from the Procurement Office.
TUS Framework	A framework agreement which was established by TUS with one of more economic operators.
TUS Tender	A formal, structured process for procuring goods or services which typically involves a publicly advertised invitation by TUS to economic operators to bid for contracts.
Value for Money	Value for money, as specified in the Comptroller and Auditor General (Amendment) Act, 1993, encompasses (a) economy, i.e. providing suitable resources for a task at the lowest cost having regard to quality, (b) efficiency, which relates the cost of resources to the

	<p>outputs achieved and (c) effectiveness, which relates to the to the degree to which the procured product or service produces the desired results in line with the requirements of the purchaser.</p>
<p>Works</p>	<p>Covers the full range of building and civil engineering contracts including the supplies and services necessary to carry them out (works related services).</p>

**CONSULTATION AND COMMUNICATION PLAN DETAIL**

Please complete the relevant information below:

**IDENTIFIED NEED:**

Tendering Policy update to TUS Procurement Policy

**STAKEHOLDERS:**

All TUS Staff and Service Providers

**PROPOSED TIMELINE FOR CONSULTATION:**

September 2023 – May 2024

**CONSULTATION GROUP COMPOSITION (REVIEW GROUP) (IF NECESSARY)**

Procurement Category Manager - Education Procurement Service University of Limerick, Head of Procurement ATU, Dean Flexible and Work Based Learning TUS, TUS VP Capital Services and Capital Development

**PROPOSED TIMELINE FROM DRAFT TO IMPLEMENTATION:**

Meeting of PRC to review the draft Procurement Policy on 04.03.2024. Recommended changes received and implemented. On 16.04.2024, draft Procurement Policy issued to ARC for review. Policy was recommended to GB for approval with some minor updates. Final Draft Policy circulated to GB 29.03.2024. Meeting of the GB 07.05.2024 approved the policy.

**BEST PRACTICE REFERENCES:****LEGISLATIVE REQUIREMENTS / REFERENCES:****APPROVING COMMITTEE/S:**

ARC to recommend to GB for Approval

**PUBLICATION AND INFORMATION PLAN:**

TUS Website

**MONITOR AND REVIEW PROPOSAL:**

Monitor annually, review every three years