

GOVERNANCE

Procurement Policy

Revision History:

Date of this revision: 19th October 2026	**Date of next review:** September 2029

Version Number/ Revision Number	**Revision Date**	**Summary of Changes**
1.0	07.05.2024	New Policy
1.1	16.12.2024	Appendix C (now Appendix F) page 15 - Level 1 contracts changed from €500k to €1m
1.2	19.10.2026	General review and update of Policy to include: **General Governance and Strategic Alignment** • Alignment with TUS Strategic Priorities. • Alignment with the Government's National Procurement Strategy 2026-2030 ("Procuring for Our Future"). **Section 5: Roles and Responsibilities** • Roles and Responsibilities section revised and expanded. • Section 5.10 Capital Development Unit (CDU) updated to reflect current capital project governance, infrastructure guidelines and CWMF requirements. **Section 7: Procurement Thresholds** • Procurement thresholds revised and updated. • Revised guidance on goods and services contracts between €25,000 and €50,000 ex VAT. **Section 23: Green Public Procurement / Environmental Considerations** • Revised and updated. **New Sections added** • 8: RFQ under the National Tendering Thresholds • 9: Procurement Approval Procedure and Contract Approval Procedure • 11: Contract Types (Works, Goods, Services and Works Related Services) • 11: Specific Exclusions from Public Procurement • 12: Legacy / Expired Contracts • 15: The National Procurement Model • 16: The Education Procurement Service (EPS) • 17: Procurement of ICT Equipment and Services • 18: Procurement Support Request (PSR) • 23: Contract Management • 26: Socially Responsible Public Procurement • 27: Supporting the Region's Enterprise Base and Promoting SME Participation • 28: Innovation, Economic Growth and Research-Oriented Procurement • 29: Transparency, Integrity and Public Trust

		• 30: Procurement Training and Communication • 31: Data Protection **Appendices** • New Appendices: ○ A: Green Public Procurement Guidelines. ○ B: The National Procurement Model ○ C: CWMF and Capital Development at TUS ○ D: Tender Evaluation ○ G: Procurement Resources • Existing legislative appendix expanded and updated • Contract Approval Limits appendix replaced with reference to separate Contract Approval Procedures.

Consultation History:

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	principles • European Commission guidance on Green Public Procurement (GPP) Irish Legislative References • European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. No. 284/2016) • European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (S.I. No. 130 of 2010) • European Union (Energy Efficiency) (Amendment) Regulations 2016. (S.I. No. 646/2016) • Public Service Management Act 1997 Irish National Procurement Policy Documents • National Public Procurement Policy Framework (NPPPF) • National Public Procurement Strategy 2026-2030 ("Procuring for Our Future") • Public Procurement Guidelines for Goods and Services (Version 3, October 2023) • Office of Government Procurement (OGP) Circulars and Procurement Policy Notes • Infrastructure Guidelines • Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027 • Capital Works Management Framework (CWMF) • Construction Procurement Reform guidance

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1. Policy Introduction

TUS develops and implements policies, procedures, and controls required to enable compliance by all staff in relation to legal, governmental, and internal policy requirements. This is supported through a programme of staff training to enable all staff to meet their obligations. This policy for the procurement of all goods, services and works 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 expenditure, including Capital, in respect of the purchase of works, goods and services across all Departments and functions in TUS, irrespective of the source of funding for a purchase. This policy should be read in conjunction with the TUS Corporate Procurement Plan and all relevant procedural documents which outline the steps taken in formal procurement processes. All procurement activity undertaken by TUS shall comply with applicable European Union and Irish public procurement legislation, regulations, circulars, guidelines and internal governance requirements

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 the achievement of improved 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 fully complied with;
- 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 applicable to their role; and
- University procurement policy is aligned with wider University objectives.

3. Policy Statement

TUS Procurement aims to fully embrace the EU Treaty Principles, support TUS' Strategic Priorities and align with the Government's National Procurement Strategy.

3.1 Alignment with EU Treaty 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 the treatment of all interested parties;
- **Transparency** in relation to all activities in the procurement process;
- **Equal treatment** of all interested parties;
- **Mutual recognition** of qualifications, standards and specifications offered by tenderers;
- Proportionality in relation to setting requirements in the tender process. Stated

requirements should be relevant and proportionate to the contract in question;
- **Freedom to provide service** in another Member State without having to establish a permanent presence there; and
- **Freedom of establishment** and operation of a business in another Member State without unjustified restrictions.

3.2 Alignment with TUS Strategic Priorities

Procurement is a key enabler of the TUS Strategic Plan and supports the University's strategic priorities through the procurement of goods, services and works. In particular, procurement activity should contribute to:

- **Education:** Supporting teaching, learning and the student experience through the timely provision of goods, services and infrastructure;
- **Research:** Supporting research and innovation through the procurement of specialist equipment, services and facilities;
- **People and Organisation:** Supporting an efficient, well-governed organisation through effective procurement planning, governance and value for money;
- **Connecting Communities:** Supporting regional development, stakeholder engagement and SME participation through responsible procurement practices; and
- **Sustainability:** Supporting Green Public Procurement, environmental sustainability, circular economy principles and whole-life value considerations.

3.3 Alignment with National Procurement Strategy

Procurement in TUS will be conducted in line with the strategic priorities within 'Procuring for our Future: National Public Procurement Strategy 2026–2030' where possible:

- Achieving value for money and whole-life value;
- Supporting sustainability, climate action and the circular economy;
- Promoting socially responsible procurement outcomes where appropriate;
- Encouraging participation by SMEs, social enterprises and innovative suppliers;
- Supporting innovation and research-oriented procurement;
- Upholding transparency, integrity and good governance; and
- Utilising collaborative and central purchasing arrangements where appropriate.

4. Scope

This policy shall apply to all non-pay expenditure (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.

5. Roles and Responsibilities

The Procurement office in TUS is a single, central, operational procurement unit with a single direct reporting line to the Vice-President: Finance and Corporate Governance. All of TUS is governed by this Policy with the support of the central Procurement function. All required goods, services, and works are procured on a University wide basis where possible (with individual lots for specific campuses where appropriate). Procurement is managed through a hybrid structure incorporating elements of both centralised and devolved procurement, primarily dependent on the value of the contract. This hybrid model represents the most appropriate model to achieve the procurement objectives of the University and requires a coordinated approach from a number of different functions.

5.1 Role and Responsibilities of the President & VP Finance & Corporate Governance

The President is the Accountable Officer for the University and is accountable to the Governing Body, the HEA, the Department of Further and Higher Education, Research, Innovation and Science, the Comptroller and Auditor General and the Public Accounts Committee of the Oireachtas in respect of compliance with the National Procurement Policy, Circulars and Guidelines and EU Directives and Regulations.

The President has delegated management and operation of procurement obligations to the VP Finance & Corporate Governance, who will ensure compliance obligations are satisfied and appropriate internal controls, governance and reporting arrangements are in place and operating effectively.

5.2 Role and Responsibilities of Governing Body

In line with the TUS Code of Governance, Contract Approval Procedure and the GB Reserved Functions, the TUS Governing Body is required to satisfy itself that the requirements for public procurement are adhered to and to be fully conversant with the current value thresholds for the application of EU and national procurement rules.

Governing Body also provides final approval for the award of contracts valued at €1 million ex VAT or greater, following review by the TUS Finance and Physical Development Committee (FPDC), ensuring appropriate governance, oversight and accountability before TUS enters into significant contractual commitments.

5.3 Role and Responsibilities of Audit and Risk Committee

As outlined in the TUS Audit and Risk committee (ARC) terms of reference, ARC advise the Governing Body on procurement compliance, including review of procurement planning and reporting documentation. The ARC also reviews and recommends the TUS procurement policy to the Governing Body.

5.4 Role and Responsibilities of the Finance and Physical Development Committee

As outlined in the TUS Finance and Physical Development Committee (FPDC) terms of reference, FPDC has a number of responsibilities in relation to Physical Development (capital/contracts):

- Reviews all level 1 (€1m+) major contracts and lease commitments in accordance with the Contract Approval Procedures;

- Monitors actual expenditure on contracts that deviates significantly from the approved contract value;
- Reviews periodic reports from the Capital Development Unit (CDU), including confirmation of compliance with the CWMF and Infrastructure Guidelines; and
- Reviewing major capital funding and investment proposals before procurement commences.

5.5 Role and Responsibilities of Procurement Office

The TUS Procurement Office provides a support role across TUS and is responsible for the development, implementation and monitoring of procurement policies, procedures and practices across the University. 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 apply to the Procurement Office to ensure that Procurement within the University is undertaken in a strategic, consistent and coordinated manner across all campuses, and to facilitate the Governing Body in affirming compliance with the TUS Code of Governance in the area of Procurement:

Procurement Governance and Planning

- Developing, implementing and monitoring procurement and tendering policies, procedures and controls across the University;
- Promoting best practice, consistency and compliance with national and EU public procurement legislation and regulations;
- Raising awareness of procurement obligations and providing appropriate guidance and training to staff;
- Publishing the annual Corporate Procurement Plan, including the Multi-Annual Procurement Plan (MAPP), in accordance with governance requirements;
- Developing implementation plans for strategic and above-threshold procurements;
- Developing and operating mechanisms to support procurement compliance monitoring and expenditure reviews;
- Operating and maintaining appropriate procurement and contract management systems including the provision of an up-to-date contract register on the procurement hub for access by all staff;
- Preparing and presenting the periodic and annual Procurement Report to the Audit and Risk Committee and Governing Body, including reporting on non-compliant and non-competitive procurement activity; and
- Representing the University, where appropriate, on OGP category councils and sourcing teams involved in the development of procurement strategies and framework agreements.

Procurement Advice and Support

- Supporting staff and budget holders in achieving value for money while maintaining appropriate quality and service standards;
- Advising on procurement strategies and the most appropriate procurement approach for specific requirements;
- Providing guidance on collaborative contracts and framework agreements available through the Education Procurement Service (EPS), Asiera, the Office of Government Procurement (OGP) and other Central Purchasing Bodies; and
- Providing advice on supplier engagement, contract management, contract negotiations.

Tender and Contract Management

- Issue of Procurement Approval Forms to budget holders for completion to obtain the necessary approvals for the commencement of tender processes;
- Agreeing estimates of contract values with the budget holder for inclusion in the Procurement Approval Form;
- Issue of Procurement Support Requests (PSRs) to the Office of Government Procurement (OGP) to ascertain if any frameworks or other assistance is available from them or the Education Procurement Service (EPS).
- Preparation of tender documentation with assistance from the relevant budget holder/s, including, Requests for Tender (RFTs), Tender Response Documents (TRDs), Pricing Schedules and other associated procurement documentation.
- Publishing tender notices on eTenders and the Official Journal of the European Union, where required;
- Managing tender communications, including responding to tender queries and issuing clarification requests, in a timely manner;
- Facilitating the receipt and dissemination of tender submissions to tender evaluation panel members;
- Coordinating the completion & signing of conflict-of-interest declarations by tender evaluation panel members;
- Chairing and supporting tender evaluation processes to ensure compliance with procurement policy and procedures;
- Coordinating the preparation of tender evaluation reports;
- Issuing notifications of tender outcomes, including successful and unsuccessful tender correspondence, and assisting with supplier debriefing where required.
- Ensuring all documentation requested from successful tenderers is received and in order.
- Completion of Stage 2 of the Procurement Approval Form including agreement of final costs for inclusion, with budget holder, to obtain approval to issue contract/s for signature.
- Publishing Contract Award Notices on relevant procurement platforms;
- Coordinating the drafting and signing of contracts, adhering to contract award approvals requirements in accordance with University governance requirements and delegated approval limits;
- Issuing the required information to the contract owner to facilitate raising of the requisition;
- Maintaining and retaining procurement records, tender documentation and executed contracts; and
- Supporting Departments where required with ongoing supplier and contract management activities, including administering contract extensions.

5.6 Role and Responsibilities of 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 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 and subject to budgetary constraints. Budget holder responsibilities in the context of the procurement process are as follows:

- Procurement of goods and services and works up to the applicable national tendering thresholds;
- Identifying the business requirement for a particular good or service or works;
- Securing approval and funding for the contract need and allocating sufficient staff resource to the procurement activity;
- Decision making in relation to the most appropriate procurement process to apply through consultation with the Procurement Office if necessary;
- In the case of open tenders, compiling the specification for the required goods/services and liaising with the procurement office in the drafting and sign-off of Procurement Approval Forms, Requests for Tender and other relevant documentation. Budget holders can refer to the TUS Tendering Checklist here for a guide on the steps and timelines involved in the tendering procedure;
- In the case of requesting quotes below the national tendering threshold, ensuring that the procurement activity complies with TUS Procurement policy and procedures;
- Facilitating Procurement in responding to queries raised during the tender process;
- Agreeing members of the evaluation panel & sourcing evaluators outside of their department where necessary.
- Completion of relevant Conflict of Interest Forms
- Assisting with tender evaluation of submissions received – noting that the Budget Holder or his/her staff are responsible for the technical evaluation of submissions received;
- Assisting with any clarification issues that may arise;
- Sign–off of relevant Tender Evaluation Reports;
- Agreement and signing of final contract (under the national tendering thresholds);
- Provision of relevant information to the appropriate requisitioner/person who raises the P.O. in their department;
- Authorisation of purchase requisitions, ensuring to check that the purchase requisitions have the correct documents attached as per 'What to attach to a Purchase Requisition' checklist here;
- Maintenance of records for audit purposes;
- Monitoring of the provision of the relevant goods or services over the period of the contract;
- Monitoring POs raised to ensure spend does not exceed the contract value;
- Keeping up-to-date on changes to procurement guidelines, regulations, circulars and their implementation, to ensure compliance with public procurement guidelines;
- Utilising the national procurement model and the frameworks where available for all procurement spend; and
- Retaining all supporting procurement documentation (e.g. quotes, emails requesting quotes, quotes evaluation summary sheets etc.).

5.7 Role and Responsibilities of Contract Managers/Contract Owners

Ultimate responsibility for managing contracts/managing suppliers in TUS lies with the relevant Contract Managers/Contract Owners (this may not be the Budget Holder). The Contract Managers/Contract Owners must:

- In conjunction with the Budget holder, Identifying the business requirement for a particular good or service or works, the specification for the requirement, appropriate insurance requirements and appropriate award criteria for the competition;
- Be mindful of contract extension dates and contract end dates and work with

Procurement where required in regard to extending the contract and preparing the specification etc. for the next contract. For the latter, engage with Procurement at least 4 months before the contract expires to allow enough time for the next tender process before the current contract expires;

- Provide feedback on supplier performance to Procurement at the time of contract extensions;
- Actively manage the contract to ensure that the supplier is invoicing based on contractual rates/terms/prices and that the supplier is performing as per the terms of the contract;
- Conduct contract reviews with the supplier as appropriate, particularly if a supplier is not meeting their contractual obligations;
- Ensure Purchase Requisitions have the correct attachments as per 'What to attach to a Purchase Requisition' checklist here.;
- Log any instances where a supplier is not meeting their contractual obligations; and
- Liaise with Procurement where any ongoing issues arise with suppliers.

5.8 Role and Responsibilities of Finance Office

The TUS Finance Office has a key role with regard to Procurement oversight below the national tendering thresholds as well as a governance role in the Procurement Approval process. Responsibilities of the Finance Office are:

- Raising purchase orders for capital equipment purchases;
- Raising purchase orders for research projects, as required;
- Raising purchase orders where costs are to be apportioned across TUS departments.
- Processing supplier set-ups, maintenance of supplier records, input of invoices and all required supplier payments forms;
- Reviewing documentation accompanying purchase requisitions against the documentation required to be attached to the requisitions, as per 'What to attach to a Purchase Requisition' checklist here;
- Consultation with Procurement where documentation accompanying purchase order requisitions requires clarification;
- Finance Managers assess budgets against proposed contract values as part of the Procurement Approval Form process; and
- Finance Managers sign contracts where required in accordance with the PAF Procedures manual.

5.9 Role and Responsibilities of Capital Development Unit (CDU)

The Capital Development Unit (CDU) has primary responsibility for determining and managing the capital procurement strategy for TUS capital development projects and works-related services. The CDU shall work in close collaboration with the Procurement Office, which provides specialist procurement advice, procedural support and assurance to ensure compliance with applicable public procurement requirements and TUS policy. The CDU shall, in consultation with the Procurement Office and having regard to the requirements of the Capital Works Management Framework (CWMF), Infrastructure Guidelines and TUS capital project governance requirements:

- Determine the appropriate procurement strategy for each capital works project and works-related service, including the procurement route, delivery model, use of frameworks, phasing and packaging of works, having regard to project scope, risk, value, programme, complexity and market conditions;

- Determine the appropriate form and conditions of contract to be used for each capital works project, having regard to the nature and risk profile of the project, the applicable CWMF requirements and TUS's objectives. The Procurement Office shall provide procurement advice and support in relation to the proposed approach;
- Determine the appropriate procurement route and competition mechanism, including open procedures, restricted procedures, competitive procedures, framework agreements, framework mini-competitions and other permitted procurement mechanisms, as applicable;
- Ensure that the proposed procurement strategy and contractual arrangements are consistent with the CWMF, Infrastructure Guidelines, applicable public procurement legislation and regulations, and the TUS capital project governance policies and procedures;
- Develop, or procure the development of, the technical, commercial and tender documentation required to support the agreed procurement strategy and provide such documentation to the Procurement Office for the appropriate procurement process and publication on eTenders;
- Lead the technical and project-specific evaluation of tenders, including the establishment and application of appropriate technical, quality, programme and project-specific evaluation criteria, with the Procurement Office providing advice and oversight in relation to procurement compliance and process;
- Ensure that the following are prepared, completed and appropriately approved and signed in accordance with TUS governance requirements, with Procurement Office support where appropriate:
    - Suitability Assessment Questionnaire (SAQ) Evaluation Reports;
    - Tender Evaluation Reports;
    - Framework mini-competition Evaluation Reports;
    - Single-Operator Framework Call-Off Notifications; and
    - Other procurement and contract award documentation required for capital projects;
- Make recommendations in relation to the appointment of contractors, reserved or novated specialists and consultants arising from capital procurement processes, based on the completed technical, commercial and procurement evaluation process;
- Submit the appropriate internal approval documentation, including a memorandum endorsing the Tender Evaluation Report or other Contracting/Approval Authority (COA) documentation, where required under the applicable TUS governance arrangements;
- Following the appropriate approval, support the Procurement Office in progressing the associated procurement administration;
- Maintain appropriate records of the procurement strategy, procurement decisions, tender evaluations, approvals and contract award documentation for capital projects; and
- Ensure that procurement decisions for capital projects are appropriately documented and demonstrate clear consideration of value for money, risk allocation, project requirements, programme, market conditions, competition and compliance with the applicable public procurement and capital expenditure requirements.

The determination of the capital development procurement strategy and the appropriate conditions of contract is a core responsibility of the Capital Development Unit, informed by the project's scope, risk, technical requirements, programme and commercial considerations. Such decisions shall be made in consultation with the Procurement Office to ensure that the proposed approach is compliant with applicable procurement requirements and TUS policy.

6. Legislative Requirements, Circulars and Guidance Documents

TUS is committed to complying with the requirements of all relevant and applicable legislation. Specific legislation, guidance documents and circulars impacting University purchasing procedures are included in Appendix E 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.

7. Procurement Thresholds

Procurement of goods, services and works related services up to €50,000 contract value ex VAT is managed by the relevant budget holders at Department Level. The responsibilities of the budget holder and contract owner, in this regard, are outlined in 5.7 and 5.8 above. Procurement over the national tendering threshold of €50,000 ex VAT contract value for goods, services and works related services are managed centrally by the Procurement Function. The responsibility for ensuring the correct documentation is attached to the PO rests with the Department raising the PO.

Procurement of works up to €200,000 contract value ex VAT is managed by the relevant budget holders at Department level. The responsibilities of the budget holder and contract owner and the Capital Development Unit, in this regard, are outlined in 5.7, 5.8 and 5.10 above. Procurement over the national tendering threshold of €200,000 ex VAT contract value for works is managed centrally by the Procurement Function in close conjunction with the Capital Development Unit (and Estates Depts. As appropriate). The responsibility for ensuring the correct documentation is attached to the PO rests with the Department raising the PO.

The Finance function have an oversight role to monitor Purchase Orders (POs) and check that they are raised correctly and have the correct procurement related documentation attached to the PO. **Procurement activity must be completed and the PO approved on Agresso before the order (goods and services)/works contract is confirmed with the supplier.**

The following thresholds apply as at 1st January 2026 (and, with respect to the OJEU thresholds, are reviewed every two years by The European Commission):

Goods/Services Contracts - Thresholds (ex VAT)	
Up to €5,000	Awarded on the basis of confirmation (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 (or lack thereof) to a request-for-quote (RFQ) sent to at least three (3) suppliers by email at Department Level Please note a condition on requests for quotes for goods/services requirements valued **between €25,000 and €50,000 ex VAT** - the buyer is required to advise Procurement on the contract award details such that Procurement can publish a Contract Award Notice (CAN) consistent with Section 2.3 of Circular 5/23 regarding the publication of CANs for all contracts greater than €25,000 ex VAT.
Greater than €50,000 and less than €216,000	Awarded on the basis of responses to national tender published on www.etenders.gov.ie (coordinated through TUS Procurement Office). Contact the Procurement Office to commence the procurement process.
Greater than €216,000	Awarded on the basis of responses to EU tender published on eTenders and the Official Journal of the EU (coordinated through TUS Procurement Office). Contact the Procurement Office to commence the procurement process.
Works Contracts - Thresholds (ex VAT)	
Below €200,000	Awarded on the basis of responses (or lack thereof) to written specifications sent to at least five (5) suppliers, coordinated at Dept. Level, as per CWMF Public Procurement Thresholds.
Greater than €200,000 and less than €5,404,000	Awarded on the basis of responses to national tender published on eTenders (coordinated through TUS Procurement Office). Contact the Procurement Office to commence the procurement process.
Greater than €5,404,000	Awarded on the basis of responses to EU tender published on eTenders and the Official Journal of the EU (coordinated through TUS Procurement Office). Contact the Procurement Office to commence the procurement process.
Works Related Services Contracts* - Thresholds (ex VAT)	
Less than €50,000*	Awarded on the basis of responses (or lack thereof) to written specifications sent to **at least five (5) suppliers, coordinated at Dept. Level, as per CWMF Public Procurement Thresholds.** * for any contracts awarded over 25k and under 50k ex VAT advise Procurement on the contract award details such that Procurement can publish a Contract Award Notice, consistent with 2.3 of Circular 5/23.

Greater than €50,000 and less than €216,000	Awarded on the basis of responses to national tender published on www.etenders.gov.ie (coordinated through TUS Procurement Office). Contact the Procurement Office to commence the procurement process.
Greater than €216,000	Awarded on the basis of responses to EU tender published on eTenders and the Official Journal of the EU (coordinated through TUS Procurement Office). Contact the Procurement Office to commence the procurement process.

If the above thresholds change between formal review periods, the thresholds table above will be updated and the revised Procurement Policy re-published as per communication plan.

* **Works related services** are construction related services such as the services of an architect, engineer, quantity surveyor, assigned certifier, PSDP, etc. connected with a construction project.

8. Request for Quotes Under the National Tendering Thresholds

It is University policy that a Request for Quotes (RFQ) process be conducted for all purchases above €5,000 and below €50,000 excluding vat for goods and services, where no TUS or OGP or EPS framework exists, or where the spend is not part of an existing TUS contract. Three quotes are required but where three quotes cannot be obtained, evidence of having sent three requests for quotes needs to be included in the procurement file.

A Request for Quotes (RFQ) process is also required for all works contracts below €200,000 excluding vat where no TUS framework exists, or where the spend is not part of an existing TUS contract. Five quotes are required but where five quotes cannot be obtained, evidence of having sent five requests for quotes needs to be included in the procurement file. RFQs for Works must adhere to the Capital Works Management Framework.

8.1 RFQ template and Contract Template

Staff intending to purchase goods or services by request for quote, should (but not mandatory) use the 'Request for Quote' template and the contract template (where relevant) here: Request for Quote templates and template contracts. Any RFQ issued to suppliers must give due consideration to the following requirements:

8.2 Insurance Requirements

In general, TUS require suppliers to hold appropriate insurance cover and may request evidence before contract award or during the contract term. Ensuring that suppliers have appropriate Insurance must be proportionate to the value, nature and risk of the contract. Typical insurance requirements, if required, when considering the value, nature and risk of the contract, may include one, or a number of the following:

- Employers' Liability Insurance;
- Public Liability Insurance;

- Professional Indemnity Insurance;
- Product Liability Insurance; and
- Cyber Liability Insurance

Insurance requirements should be risk-based and proportionate, avoiding unnecessary barriers to SME participation. Staff can and should consult with Procurement on insurance requirements in RFQs. Further, an insurance guidance document from the State Claims agency is available here.

8.3 Data Protection

Data protection is an important consideration in any TUS RFQ process, particularly where suppliers may have access to personal data relating to students, staff, researchers, graduates, visitors or service users. Compliance with data protection legislation helps ensure that personal data is processed lawfully, securely and transparently throughout the procurement lifecycle. Incorporating data protection considerations into the RFQ process helps TUS ensure legal compliance, protect the rights of individuals, minimise university risk and maintain trust in the University's handling of personal information.Prior to procuring any goods or services that may involve the processing of personal data, purchasers must engage with the University Data Protection Officer (DPO), at datacompliance@tus.ie, to assess and ensure compliance with applicable data protection requirements.

8.4 Contract Award Notices

For any contracts awarded from an RFQ over €25,000 ex VAT , staff are required to advise Procurement on the contract award details (title of RFQ, successful supplier, contract value ex VAT) such that Procurement can publish a Contract Award Notice, consistent with 2.3 of Circular 5/23 regarding the publication of CANs for all contracts greater than €25,000 ex VAT. The publication of contract award notices supports good governance, provides visibility of expenditure of public funds, promotes supplier engagement and maintains an appropriate audit trail of procurement decisions. Publication of award information also assists TUS in demonstrating compliance with national public procurement policy and best practice.

The Procurement team are on hand to advise on any aspect of an RFQ procedure.

9. Procurement Approval Procedure and Contract Approval Procedure

9.1 Procurement Approval Procedure

It is University policy to have all tenders above the national tendering thresholds approved before they are published on eTenders, and the subsequent contract award, also approved, before the contract is issued to the supplier. The Procurement Approval Form (PAF), click here, is used for this purpose and the procedure governing the Procurement Approval Form is set out in the 'Procurement Hub' in MyApps here. There is a PAF for goods, services and works related services for estimated contract spend over €50,000 ex VAT and a separate PAF for works contracts with estimated contract spend over €200,000 ex VAT. Note, the signing of the PAF to allow the tender to be published on eTenders (PAF Stage 1) and the subsequent signing of the PAF, after the successful tenderer has been identified (PAF Stage 2), to allow the contract to be issued for signature, is not the formal acceptance of the contract. The signing of the contract is the contractual step, dealt with in 9.2 below.

9.2 Contract Approval Procedure

It is University policy that all contracts are approved in accordance with the University's Contract Approval Procedures and delegated signing limits prior to execution. Contract approval is separate from the Procurement Approval Procedure and approval of a Procurement Approval Form (PAF) does not constitute contractual commitment. A contract becomes binding only when it has received all required approvals and has been executed by the supplier and the University's authorised signatories. Approval requirements are based on the total estimated contract value, including any extensions or renewals, and may require approval by senior management and/or Governing Body committees. No contract may be executed, nor commitment made on behalf of the University, until all required approvals have been obtained.

The latest TUS Contract Approval Procedures and signatory thresholds are here in the 'Procurement Hub' in 'MyApps' (intranet).

10. 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 value of a contract, in order to ascertain the applicable procurement procedure, the estimated value 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) will be exercised.
- Include a reasonable adjustment for inflation

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. Essentially, where there is spend on the same category of goods and where future requirements are known, the spend should not be split over two or more separate Request for Quote (RFQ) procedures, if the sum of the combined RFQs totals above the national tendering threshold for goods and services (€50,000 ex VAT). In such an instance, the sum of the requirement where the same goods/services category is in scope, determines what procurement threshold the purchase falls in to. Where a requirement comprises related goods, services or works that form a single procurement requirement, programme, project or anticipated need, the estimated value shall be determined by aggregating the total value of that requirement.

In determining whether aggregation is required, consideration should be given to factors including:

- whether the full requirement is known or reasonably foreseeable at the time the procurement is initiated;
- whether the goods, services or works serve the same operational purpose or business need;

- whether the requirements would reasonably be expected to be procured together as a single procurement exercise;
- whether the requirements form part of the same project, programme or planned activity; and
- whether there are objective reasons for treating the procurements separately, including that Departments likely are not aware of what other Departments purchasing activity is, so TUS may and does have scenarios where there can be numerous 'individual single requirements', with the same supplier, across a number of Departments, but in such cases, the requirements can not be considered to be artificially divided to avoid applicable procurement thresholds.

The fact that similar goods or services are procured from the same supplier, or that cumulative spend with a supplier exceeds a procurement threshold, does not in itself mean that aggregation is required. Each case should be assessed on the basis of the underlying procurement requirement and whether there is a genuine justification for separate procurement exercises. The current procurement thresholds applicable to TUS, at time of writing, are outlined at Section 7 above. It should be noted that, from time to time, TUS may be required to update these thresholds in line with Government Circulars and EU Commission direction. It is not envisaged that such updates will necessitate reapproval of this Policy Document.

11. Contract types (Works, Goods, Services, Works related services)

Contracts can be solely for works, solely for goods, or solely for services, or solely for works related services (e.g. Design consultant, QS etc.) but sometimes a contract will be a mixed contract (e.g., the supply and servicing of printers). Where it is, buyers must determine which element (e.g., the supply element or the service element) is the predominant element and, therefore, which set of rules will apply. This is extremely important as the rules vary depending on the type of contract (e.g., lower financial thresholds apply to services and goods contracts than to works contracts). An example of the above rule may be as follows: A contract for the supply and servicing of 20 Printers may have a value of €100,000 attributed to the purchase of the printers and €150,000 attributed to the servicing of the printers over the term of the 4-year contract. In this case the contract is a service contract. The opposite also applies. In the context of works if any element falls within eTenders CPV code category 45 it must be treated as works. A decision must always be made at the outset as to the contract type and the rationale applied recorded for audit purposes.

12. Specific Exclusions from Public Procurement

The EU Directives outline a definitive list of exclusions from public procurement rules. See Articles 7-12 incl. of the EU Public Procurement Directive. Some of the main exemptions include, but are not limited to:

- The acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon;
- Financial services in connection with issue, sale, purchase or transfer of securities and other financial instruments;
- Loans; and
- Employment contracts;

If staff need clarification regarding whether the item being procured falls within the scope of one of the above Articles, they should contact the Procurement Office in advance of proceeding further with the procurement procedure.

13. Legacy/Expired Contracts

Continuing to procure from a supplier after a contract has expired /continuing to draw down from 'legacy contracts' is in breach of procurement law and is anti-competitive. For the avoidance of doubt in the six month period before a contract expires, the staff member(s) who entered into the previous contract need to be planning either a possible extension to the contract (if such an extension is possible under the terms of the original contract) or re-engagement with the marketplace with a new procurement process by contacting Procurement in relation to contracts above the national tendering threshold.

14. Use of Central Purchasing Arrangements (CPAs) and TUS Frameworks

It is Government policy that public bodies, where possible, should make use of all central purchasing arrangements, collaborative contracts and framework agreements put in place by the Office of Government Procurement (OGP) and other Central Purchasing Bodies (including the Education Procurement Service (EPS), Asiera etc.) in order to maximize the value for money achievable when procuring any commonly acquired goods or services. TUS is committed to using central purchasing arrangements where they are available and meet TUS' sourcing requirements, in accordance with 'Circular 09/2024 Reporting on the Use of Centralised Procurement Arrangements'. Staff should note that TUS has a number of its own Frameworks that staff should, in the first instance use, before procurement in the open market e.g. TUS Bus Hire Framework, TUS Furniture framework. Central purchasing arrangements and TUS Frameworks can be found in the TUS contract register and Frameworks folder here.

15. The National Procurement Model

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. See Appendix B for further detail.

16. The Education Procurement Service (EPS)

The Education Procurement Service (EPS) is the designated sectoral procurement body for the Irish education sector and supports TUS in achieving compliant, efficient and value-for-money procurement. EPS develops and manages national frameworks in key education categories, including laboratory equipment, agriculture and veterinary supplies, and library goods and services. TUS will utilise EPS frameworks where appropriate and engage with EPS on procurement planning, category management and sourcing opportunities. EPS also provides procurement guidance, training, reporting tools, spend analysis and procurement insights which support compliance, increased framework utilisation and strategic procurement planning across the University's expenditure portfolio.

17. Procurement of ICT Equipment and Services

TUS Computer Services Department (CSD) principally avails of the Asiera (Advancing Services for Irish Education, Research and Academia - the unified organisation formed from the merger of HEAnet and EduCampus) Brokerage services to procure ICT goods and services for TUS. The Asiera Brokerage Team acts as a bridge between Asiera clients (including TUS) and a broad range of technology, connectivity, cloud and related services available through Asiera and its partners. The Brokerage team creates a multitude of procurement compliant frameworks for its clients to drawdown from, providing invaluable assistance in the area of procurement and achieving value for money.

CSD must be contacted for consultation, prior to the beginning of a procurement process, around the purchase of any IT services, systems, software and equipment. TUS staff are required to observe the guidelines set out in the table below when procuring ICT equipment.

<table>
<tr><th>Category of ICT Equipment</th><th>Policy</th><th>Additional Guidelines</th></tr>
<tr><td>Category 1 – Core Infrastructure & Network Equipment</td><td rowspan="2">Only to be procured by CSD (or with CSD permission following appropriate consultation & written approval from CSD).</td><td rowspan="3">The procurement of such devices without CSD consultation falls into the category of shadow IT which introduces significant cybersecurity, compliance, and operational risks and is therefore strictly forbidden.</td></tr>
<tr><td>Infrastructure equipment that provides, hosts or supports core IT services and network connectivity, including servers, SANs, NAS, switches, routers, firewalls and other network or data-centre equipment.</td></tr>
<tr><td>Category 2 – End-User Computing Devices</td><td rowspan="2">Only to be procured by CSD (or with CSD permission following appropriate consultation & written approval from CSD).</td></tr>
<tr><td>Computing devices used directly by end users, including laptops, desktops, tablets and smartphones.</td><td></td></tr>
<tr><td>Category 3 – User Peripherals & Accessories</td><td rowspan="4">Standard devices provided by CSD, therefore budget holders should only approve non-standard peripheral/ancillary equipment purchases (from their budgets) based on legitimate business need. i.e. Health and Safety</td><td rowspan="3">Budget holders will record the reasons for purchases in these categories, as they may have to justify post-procurement.</td></tr>
<tr><td>Equipment that supports or extends the functionality of end-user devices, including webcams, headsets, monitors, docking stations, keyboards and mice.</td></tr>
<tr><td>Category 4 – Ancillary ICT Equipment</td></tr>
<tr><td>Miscellaneous ICT-related equipment and accessories that do not fall into the above categories, including cables, adapters, chargers, connectors and similar items.</td></tr>
<tr><td>Category 5 – Software and/or IT related Service</td><td>CSD must be consulted prior to the procurement of any software or IT related service.</td><td>Where an IT service has any touchpoints with, or involves the processing of personal data, the DPO must also be consulted, prior to procurement.</td></tr>
</table>

18. Procurement Support Request (PSR)

TUS promotes the use of Office of Government Procurement (OGP), Education Procurement Service (EPS) and other central purchasing arrangements where available and appropriate. Where no suitable arrangement exists, TUS will conduct its own procurement processes in accordance with national and EU procurement rules. To support compliance with Circular 09/2024, the Procurement Team submits a Procurement Support Request (PSR) to the OGP for procurements above the national tendering threshold where no known central arrangement exists. The OGP and, where appropriate, the EPS will assess the availability of a suitable central purchasing arrangement. Where no suitable arrangement exists, or where the EPS does not undertake the procurement, TUS will conduct the procurement exercise.

19. Capital Works Management Framework

The Capital Works Management Framework (CWMF) is the Government's established framework for the planning, appraisal, procurement, delivery and management of public sector capital works and works-related services. It was developed as a central element of the Government's public sector construction procurement reform programme and is intended to provide a consistent and structured approach to the delivery of publicly funded construction projects. TUS will comply with the CWMF in regard to the procurement of public sector capital works and works-related services contracts. For more on the CWMF see Appendix C.

20. eTenders

eTenders is the Irish Government's electronic tendering platform and is used by public bodies to advertise contract opportunities and award notices. In accordance with national procurement guidelines and Circular 05/2023, TUS will advertise all procurement opportunities above the applicable national thresholds on eTenders. Only authorised TUS users may publish tenders on behalf of the University. To ensure transparency, equal treatment and a complete audit trail, tender notices, clarifications, tender communications and award notices shall be managed through the eTenders platform wherever applicable.

21. Sole Suppliers/Non-Competitive Procurement

On **exceptional** occasions there may be instances where TUS identifies that there is a sole supplier for the supply of a particular good/services/works and therefore the sourcing need would not involve a competitive procurement procedure. The EU Procurement Directive 2014, at Article 32, sets out limited, exceptional circumstances where negotiation with a sole supplier can take place without a wider competitive procurement process. In such cases the responsibility lies with the budget holder to justify why normal procurement rules are not being followed and why the sourcing need complies with Article 32 of the EU Procurement Directive by completing a Sole Supplier Justification form and submitting it to the Procurement Office for review and approval.

Where it is necessary to negotiate with a sole supplier without a competitive procurement process, staff should seek terms which provide best value for money. The 'Use of the negotiated procedure without prior publication' procedure (i.e. sourcing without competition) may be used only during the 3 years following the conclusion of the original contract, or max. 3-year term for new contracts.

Proprietary brand preferences do not represent justification for not executing a procurement procedure where more than one potential supplier for the required item or service exists. To claim that the sourcing need can only be met by a single supplier should be first tested in the marketplace, in accordance with Article 32 of the EU Procurement Directive. The Sole Supplier Justification form is available here in the Procurement Hub. The Sole Supplier Justification form must be signed by the necessary signatories on the form including the Procurement Manager, in order to be valid.

22. Tender Evaluation

When evaluating tenders above the national tendering thresholds, TUS staff are required to adhere to Tender evaluation protocols as outlined in Appendix D.

23. Contract Management

TUS will maintain a contracts database/listing for all contracts in excess of the national tendering thresholds for goods/services/works with monitoring systems in place to flag non-competitive procurement. The Accord Contract Management System is currently employed by the Procurement Office to act as a TUS' contract register for contracts over the national tendering thresholds. If, from time-to-time, modifications are being made to the Accord Contract Management System, the Procurement team will maintain a manual contract register of all contracts in excess of the national tendering thresholds for goods/services/works in the interim.

A copy of the TUS contract and framework register will be updated on a regular basis and made available on the 'Procurement Hub'. TUS Budget holders/Contract owners should keep accurate records of contracts, and contract expiry dates/contract extension dates within their own Sections/Depts, for all contracts. They are also responsible for ensuring the payments made do not exceed the stated contract value. Budget holders/Contract owners should engage with Procurement at least 4 months in advance of an above-national tendering threshold contract coming due for renewal (i.e. at end of life of the contract); or at least 4 months in advance, for any new contracts that need to be put in place.

Procurement records must be retained in accordance with TUS's Records Retention Policy/Schedule.

23.1 Contract Modifications

Contracts may only be modified where permitted by the contract terms or by applicable procurement legislation/regulation – the EU Procurement Directive, national procurement legislation and guidance, and/or the Capital Works Management Framework respectively.

For capital works contracts, modifications and changes shall be managed in accordance with the applicable CWMF public works contract, including its provisions governing Change Orders, variations, adjustments and other permitted changes.

Any proposed modification which is subject to procurement-law assessment must be assessed against the applicable provisions of Article 72 of Directive 2014/24/EU and relevant national procurement legislation and guidance. The assessment should consider, as applicable, whether the modification alters the overall nature of the contract and whether a new procurement procedure is required.

For capital works contracts, the Contract Owner must also ensure that the proposed change is permitted under, and is instructed and administered in accordance with, the applicable CWMF public works contract.

For works contracts procured under the CWMF, the Contract Owner shall ensure that the proposed change is also consistent with the relevant provisions of the applicable Public Works Contract and the authority of the Employer's Representative and other TUS personnel under that contract.

The contract owner must assess all proposed changes prior to instructing the supplier to undertake additional works, services or supplies. For capital works contracts, this assessment should be undertaken in conjunction with the Employer's Representative, Quantity Surveyor and/or other relevant members of the Design Team, as appropriate.

For capital works, where a proposed change has a material cost or programme implication, the Contract Owner should obtain appropriate advice from the Employer's Representative, Quantity Surveyor and/or Design Team before the change is instructed, and ensure that the necessary TUS financial and governance approvals have been obtained.

De Minimis Modifications

The following modifications may be made without commencing a new procurement process, provided the overall nature of the contract is unchanged:

- Goods and services contracts: cumulative modifications of up to 10% of the original contract value, over the entire lifecycle of the contract.
- Works contracts: cumulative modifications of up to 15% of the original contract value.

These thresholds should not be interpreted as an automatic entitlement to modify a contract up to 10% or 15%. Each proposed modification must be assessed against the applicable procurement rules and the terms of the contract. Equally, a change which is permitted under the terms of a CWMF public works contract should not be assumed to be restricted to 15% solely because it is a change to the Works; the procurement-law basis for the modification must also be considered.

Modifications Exceeding 10% / 15%

Modifications exceeding the above thresholds may only be made where permitted under Article 72, for example where additional works, services or supplies have become necessary and:

- the circumstances that led to the modification could not have been predicted despite reasonably diligent preparation of the initial award by the contracting authority (contract owner to keep a written justification on file);
- a change of contractor cannot be made for economic or technical reasons, including interoperability or compatibility requirements; and
- a change of contractor would cause significant inconvenience or substantial duplication of costs.

Where a proposed modification is being considered under Article 72(1)(b) or 72(1)(c), the Contract Owner shall document the specific statutory basis and demonstrate how the relevant conditions are satisfied. The 10%/15% thresholds should not be treated as the sole test for determining whether a new procurement procedure is required.

Where Article 72(1)(b) or 72(1)(c) is relied upon, the modification must not exceed 50% of the original contract value, subject to the applicable requirements of Article 72, and must not be used to circumvent procurement rules. The 50% limitation applies to the relevant Article 72 modification routes and should not be interpreted as a universal ceiling on all contractual changes or variations. **In such cases (contracts above the EU thresholds only), contract owners shall inform Procurement such that Procurement can publish a contract Modification Notice on eTenders.**

The TUS contract owner must first be notified by the supplier prior to any modification being made by the supplier. No additional works, services or supplies which constitute a change to the contract should be undertaken by the supplier, or committed to by TUS, without an appropriate instruction or authorisation under the contract and the required internal TUS approval. The TUS contract owner will then need to determine if a modification is allowable.

Procurement must be alerted to any proposed material changes to a contract, which may result in the tender process being deemed invalid.

For capital works, a proposed change should be referred to Procurement where there is any reasonable doubt as to whether it constitutes a material modification for procurement purposes, or where the proposed change may alter the scope, nature, value or economic balance of the contract.

24. Corporate Procurement Plan

All non-commercial State bodies are required to complete a Corporate Procurement Plan (CPP) under the National Public Procurement Policy Unit (NPPPU) framework, and as a requirement outlined in 'Procuring for Our Future: The National Public Procurement Strategy 2026 – 2030'. CPPs are generally a multi-year (3 year) plan, reviewed/adjusted annually. The CPP is set out in a format agreed with the EPS at a sectoral level. The purpose of the plan is to establish procurement management within an organisational context and to outline how the procurement function operates in TUS. It also sets out how the function will develop through ongoing key process improvements and defines the key processes and interdependencies it oversees. A key objective of the CPP is to promote a consistent, institution-wide approach to procurement and includes the compilation of the Multi Annual Procurement Plan.

25. Green Public Procurement/ Environmental Considerations

TUS will source goods, services and works with a reduced environmental impact where possible to support Ireland's environmental and wider sustainable development objectives. The contracts for such goods, services, and works must still represent both short-term and long-term value for money. This approach to procurement is commonly referred to as 'Green Public Procurement' (GPP). A set of guidelines for to how to incorporate GPP into RFTs/RFQs is available at Appendix A: Green Public Procurement Guidelines. TUS will align with national policy and legislative requirements when applying Green Public Procurement (GPP) principles, where appropriate, by referencing:

- EPA Green Public Procurement guidance (as updated);
- Circular 17/25 'Updated Green Public Procurement Instructions for Public Sector Bodies';
- 'Buying Greener: Government's Green Public Procurement Strategy Action Plan 2024–2027';
- Relevant provisions of S.I. No. 646/2016 – European Union (Energy Efficiency) (Amendment) Regulations 2016;
- Relevant provisions of S.I. No. 381/2021 – European Communities (Clean and Energy Efficient

Road Transport Vehicles) (Amendment) Regulations 2021;

- United Nations Sustainable Development Goals (SDGs);
- EU Public Procurement Directive 2014 and S.I. No. 284 of 2016;
- Public Sector Climate Action Mandate (relevant year);
- Government Climate Action Plan (relevant year);
- OGP GPP Criteria Search;
- EU GPP Criteria (where Irish criteria are absent);
- Whole of Government Circular Economy Strategy 2026-2028;
- ISO 50001: 2018 (Energy Management Systems);
- OGP National Public Procurement Strategy;
- TUS Climate Action Road Map (relevant year);
- SEAI Monitoring and Reporting provisions;
- Public Sector Energy Efficiency Strategy;
- EU Green Public Procurement Criteria and Requirements;
- Buying green! – An EU handbook on green public procurement;
- Green Public Procurement - European Commission (europa.eu) ; and
- GPP Training Toolkit - European Commission (europa.eu)

GPP will be incorporated into procurement processes where feasible (refer to Appendix A), and as mandated in the Government's Green Public Procurement Strategy and Action Plan 2024–2027, subject to budgetary considerations and without adversely impacting service delivery. 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. Buyers should ensure that suppliers comply with their requirements for recycling, particularly packaging and electrical items. The Procurement team will incorporate the University's Green Procurement commitments into in-house Procurement training programmes delivered to staff. They will also ensure green criteria are always included in the specification, selection or award criteria in the published tender documentation. Appendix A has further information on how to incorporate 'Green' criteria into Tenders. For capital works projects, TUS shall, where appropriate, incorporate low-carbon construction methods, low-carbon cement alternatives, resource and waste management planning, recycled construction materials, whole-life costing and whole-life carbon assessment in accordance with the Public Sector Climate Action Mandate, Circular 17/2025 and associated Government guidance.

26. Socially Responsible Public Procurement

The National Public Procurement Strategy 2026-2030 ("Procuring for Our Future") elevates Socially Responsible Public Procurement (SRPP) as one of the core strategic procurement objectives. The Strategy views procurement as a tool not only for achieving value for money, but also for delivering wider societal benefits such as accessibility, equality, social inclusion, ethical supply chains, and community benefits, through public spending. TUS will aim to deliver wider social benefits through procurement processes where possible and appropriate through the inclusion of social considerations as specification requirements, or in award criteria, if sourcing specifications allow for same. Of note in this regard is the OGP Information Note on *Incorporating Social Considerations into Public Procurement* and the National Public Procurement Strategy 2026-2030. TUS procurement activity should increasingly consider whether contracts can deliver measurable social value in addition to the traditional procurement objectives of quality, cost and compliance.

26.1 Digital Accessibility

As TUS is a signatory to ALTITUDE — the National Charter for Universal Design in Tertiary Education — it will be University Policy to ensure that digital tools for teaching, learning and assessment are assessed for accessibility and Universal Design conformance as part of the procurement process. This is in line with the Charter's Digital Environment pillar and the University's obligations under the Disability Act 2005.

Staff selecting digital tools for teaching, learning and assessment should seek evidence of conformance with the most recent Web Content Accessibility Guidelines (WCAG) and should consider compatibility with assistive technologies as part of this evaluation.

Where practicable, tools should be trialed with input from staff or students who use assistive technology prior to purchase, and suppliers should be asked to disclose any known accessibility limitations along with a remediation timeline. Staff should also assess digital tools and platforms for usability from a learner perspective, considering whether navigation is clear and intuitive, instructions are easy to understand, and information is presented simply and, where appropriate, in multiple formats.

27. Supporting the Region's Enterprise Base and Promoting SME Participation

In line with national public procurement policy, TUS will seek to promote competition, innovation and regional economic development by facilitating the participation of Small and Medium Enterprises (SMEs), micro-enterprises, start-ups, social enterprises and other innovative suppliers in public procurement opportunities. TUS will endeavor to remove unnecessary barriers to participation by applying proportionate selection and award requirements, ensuring procurement processes are accessible and transparent, and adopting procurement strategies that encourage broad market participation. TUS will support and guide SMEs and social enterprises, where appropriate, to enable them to compete effectively and on an equal basis with larger and more established suppliers. In support of this objective, TUS will adhere to Circular 05/2023, Initiatives to Assist SMEs in Public Procurement, including consideration of the use of contract lots, consortium bidding arrangements and other measures designed to improve SME access to public procurement opportunities.

28. Innovation, Economic Growth and Research-Oriented Procurement

TUS recognises procurement as a strategic enabler of innovation, research excellence and economic development. Where appropriate and consistent with procurement legislation, TUS will seek to encourage innovative solutions, emerging technologies and new approaches to the delivery of goods, services and works. As a research-intensive higher education institution, TUS will consider opportunities to use procurement processes to support innovation, particularly in relation to research infrastructure, digital transformation, sustainability initiatives, specialist equipment and services, and emerging technologies. TUS will seek early engagement with the market, where permissible, to better understand innovative solutions and ensure procurement requirements are designed to achieve optimum outcomes for the University and wider society.

29. Transparency, Integrity and Public Trust

TUS is committed to maintaining the highest standards of transparency, integrity, accountability, and good governance in all procurement activities. Procurement processes will be conducted in a fair, open and consistent manner that promotes public confidence, ensures value for money and protects the reputation of the University. TUS will strengthen transparency and accountability through robust procurement governance arrangements, effective contract management practices, appropriate management of conflicts of interest, and clear reporting and oversight mechanisms.

TUS will publish procurement information in accordance with legislative and policy requirements, including contract award notices and expenditure reporting obligations, and will maintain accessible procurement guidance and information for suppliers and stakeholders. TUS will provide meaningful and constructive feedback to unsuccessful tenderers, support supplier engagement, and respond to procurement-related queries in a timely and professional manner, fostering an open and collaborative procurement environment.

Gifts, hospitality or other favours from suppliers, tenderers or contractors must not be accepted where this could compromise, or appear to compromise, objectivity or the integrity of the procurement process.

Staff should reference the Protected Disclosures Policy for reporting any procurement irregularities.

30. Procurement Training and Communication

The University is committed to ensuring that staff involved in procurement activities have access to appropriate training, guidance and support to enable compliance with procurement legislation, national policy, University procedures and best practice. Procurement training shall be provided on a regular basis, and at a minimum annually, for relevant staff. Training programmes will be reviewed periodically to reflect legislative, regulatory and policy developments and will include, where appropriate, topics such as public procurement compliance, ethical procurement, contract management and Green Public Procurement (GPP) requirements and objectives. The primary channel for communicating procurement policies, procedures, guidance and updates is the 'Procurement Hub' in MyApps, which is accessible to all staff. The Procurement Hub serves as the central repository for procurement-related information and resources, including but not limited to:

- Contract Approval Procedures;
- Contract Register for contracts valued above €50,000 (excl. VAT);
- Procurement forms and templates;
- Green Public Procurement guidance and resources;
- Multi-Annual Procurement Plan (MAPP);
- Procurement policies and procedures;
- Training materials; and
- Guidance on "What to Attach to a Purchase Requisition".

In addition to the Procurement Hub, significant procurement policy, procedural and governance updates will be communicated directly to staff through University-wide email communications and other internal communication channels as appropriate. Staff are responsible for familiarising themselves with the procurement information, guidance and updates published through these

communication channels and for ensuring that procurement activities are conducted in accordance with current University requirements. Staff involved in procurement can call the procurement team for any support needed or email procurement@tus.ie.

31. Data Protection

The University is committed to ensuring that all procurement activities comply with applicable data protection legislation, including the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and any subsequent amendments or replacement legislation. Where the goods, services, or works being procured involve the processing, storage, transmission, access to, or hosting of personal data, the following requirements shall apply:

- Data protection considerations shall be assessed at an early stage of the procurement process to ensure that privacy and security requirements are appropriately incorporated into specifications, tender documentation, evaluation criteria, and contract conditions.
- Suppliers shall demonstrate their ability to comply with applicable data protection obligations and to implement appropriate technical/organisational measures to safeguard personal data.
- Where personal data is processed, a Data Protection Agreement (DPA) or equivalent contractual provisions shall be incorporated into the contract, clearly defining the responsibilities of all parties.
- Contracts shall include appropriate provisions relating to data security, confidentiality, data breach notification, data retention, data destruction, audit rights, and international data transfers where relevant.
- Suppliers shall notify the University without undue delay of any actual or suspected personal data breach relating to services provided under contract.
- University staff engaged in procurement activities shall ensure that only personal data that is necessary for the procurement process is collected and processed and that such data is handled in accordance with University policies and procedures.

The Procurement Office will seek advice from the University's Data Protection Officer where data protection considerations arise during any stage of the procurement lifecycle.

32. Policy Compliance / Monitoring and Review

This policy will be reviewed annually and updated in September 2029, or earlier, if required.

Appendix A: Green Public Procurement Guidelines

Introduction and Context

Green Public Procurement (GPP) is a strategic process through which public authorities seek to procure goods, services, and works with reduced environmental impact. This document provides comprehensive guidelines for the implementation of sustainable procurement practices across all procurement activities, supporting the institution's commitment to climate action, the circular economy, and the achievement of the United Nations Sustainable Development Goals (SDGs).

TUS is committed to becoming a sustainable University. As part of this commitment, the Procurement Team has incorporated the principles of sustainable procurement also known as 'green procurement' into our processes since 2025. The Procurement Team acknowledges that effectively addressing climate change requires substantial structural and behavioural changes in both how and what we purchase. TUS thus aims to source goods, services or works with a reduced environmental impact where possible to support Ireland's environmental and wider sustainable development objectives. These goods, services and works must still represent both short-term and long-term value for money; In line with national and EU policy and legislative requirements, TUS will apply Green Public Procurement (GPP) principles where appropriate by referencing:

- EPA Green Public Procurement guidance (as updated),
- Circular 17/25 'Updated Green Public Procurement Instructions for Public Sector Bodies',
- 'Buying Greener: The Government's Green Public Procurement Strategy and Action Plan 2024–2027'
- Relevant provisions of S.I. No. 646/2016 – European Union (Energy Efficiency) (Amendment) Regulations 2016.
- Relevant provisions of S.I. No. 381/2021 – European Communities (Clean and Energy Efficient Road Transport Vehicles) (Amendment) Regulations 2021
- United Nations Sustainable Development Goals (SDGs)
- EU Public Procurement Directive 2014 and S.I. No. 284 of 2016
- Public Sector Climate Action Mandate (relevant year)
- Govt. Climate Action Plan (relevant year)
- OGP GPP Criteria Search
- EU GPP Criteria (where Irish criteria are absent)
- Whole of Government Circular Economy Strategy 2026-2028
- ISO 50001: 2018 (Energy Management Systems)
- OGP National Public Procurement Strategy
- TUS Climate Action Road Map (relevant year)
- SEAI Monitoring and Reporting provisions
- Public Sector Energy Efficiency Strategy
- EU Green Public Procurement Criteria and Requirements
- Buying green! – An EU handbook on green public procurement
- Green Public Procurement - European Commission (europa.eu)
- GPP Training Toolkit - European Commission (europa.eu)

Core GPP Principles

Procurement of goods, services, and works in TUS should be guided by the following core GPP principles:

- **Lifecycle thinking and costing**: Consider the full environmental impact from production through end-of-life disposal. The use of life-cycle costing (LCC) must be considered for all contracts and frameworks in which a significant part of the total cost of ownership arises after the point of purchase. Environmental externalities (e.g. CO2e emissions) may be monetised and included in LCC where a method is available for this, for example the EU LCC tools.

- **Energy Efficiency**: Prioritise goods and services with minimal energy consumption. TUS buyer should refer to the Triple E Register where relevant.

- **Low Emissions**: Seek products with reduced carbon footprint across production, transport, and use.

- **Waste Reduction:** Select items designed for durability, reuse, and recyclability. 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;

- **Sustainable Materials**: Specify materials from responsible sources and sustainable production

- **Circular economy thinking:** Staff should use the 10R Hierarchy:

    - Refuse: Eliminate unnecessary procurement
    - Rethink: Question procurement necessity and explore alternatives
    - Reduce: Minimize quantities and material inputs
    - Reuse: Specify products designed for multiple uses
    - Repair: Prioritize repairability and extended warranties
    - Refurbish: Consider refurbished/reconditioned products
    - Repurpose: Identify secondary uses for items
    - Remanufacture: Support remanufacturing industries
    - Recycle: Ensure recyclability and recycled content
    - Recover: Maximize energy recovery from waste

- **End-of-Life Management:** Ensure proper disposal, recycling, or recovery pathways. For all tenders related to the procurement of energy-related products (AV equipment, EV chargers etc.), heating equipment, or indoor and outdoor lighting, tenderers must be required to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling.

- **GPP in tenders and requests for quotes:** TUS currently procure a significant amount of goods and services through OGP / EPS frameworks across a range of goods and services. This ensures that the relevant procurement practices and criteria are reflective of good practice

relating to green procurement criteria and standards are applied for a significant amount of the TUS spend. Where TUS publishes its own tenders, Green criteria will be incorporated into all TUS tenders above the national tendering threshold, as mandated in the Government's Green Public Procurement Strategy and Action Plan 2024–2027. TUS will also endeavor to include the principles of GPP into requests for quotes (under the national tendering threshold) where feasible, and subject to budgetary considerations and without adversely impacting service delivery.

Incorporating 'Green' criteria in sub-national-tendering-threshold 'Requests for Quotes' i.e. below €50,000 ex VAT contracts

TUS staff can embed environmental and circular-economy considerations into low-value RFQs by applying the following practical, proportionate measures. Staff should ensure that sustainability requirements are appropriate to the scale and value of the RFQ and do not create unnecessary barriers for SMEs.:

1. **Integrate minimum green specifications** Include environmental requirements directly in the technical specification, such as recycled content, low-impact materials, reduced packaging, energy efficiency, repairability, or take-back schemes.
2. **Embed circular economy principles** Promote reuse, durability, modularity, waste prevention, and end-of-life recovery through clear specification requirements.
3. **Apply proportionate verification methods** Use simple evidence such as ecolabels, manufacturer datasheets, or supplier self-declarations to keep compliance achievable for SMEs.
4. **Use environmental award criteria** Apply weighted green criteria (10–30%) that meaningfully differentiate offers, such as lifecycle energy use, emissions, durability, or waste minimisation.
5. **Incorporate lifecycle costing (LCC)** Evaluate whole-life cost rather than upfront price, allowing suppliers to demonstrate reduced energy use, longer lifespan, or lower disposal costs.
6. **Use lifecycle analysis (LCA) where relevant** Request proportionate information on environmental impacts across the lifecycle — e.g., energy consumption, materials, end-of-life options.
7. **Encourage supplier innovation** Allow suppliers to propose greener alternatives that meet or exceed your needs.
8. **Use the Government's GPP Criteria search tool:** The GPP criteria search tool is a source of ready-made specifications, award criteria, and verification methods across this sourcing categories:
    - Transport (road vehicles and transport services)
    - ICT products and services
    - Food and catering services
    - Cleaning products and services
    - Office buildings (design, construction, management)
    - Indoor and outdoor lighting
    - Heating equipment
    - Energy-related products (AV equipment, EV chargers etc.)
    - Paper products and printing services

- Textile products and services
- Furniture and related services

Incorporating 'Green' criteria in Tenders (above the national tendering threshold)

Staff commencing a procurement procedure for goods/services/works related services/works above the national tendering thresholds (€50,000 ex. VAT for goods/services/works related services; and €200,000 for Works ex. VAT) are required to include GPP aspectsin the tender. In this way, Council contracts are leveraged to produce favourable green/sustainability outcomes in that suppliers have to compete, not only on price and quality, but also now on the green aspects to their tender submission. GPP measures can be added to a tender in ***one or more*** ways:

- ✓ By embedding GPP into Mandatory exclusion criteria
- ✓ By having GPP related pass/fail Selection Criteria
- ✓ By having a sustainability/environmental considerations specific Award Criterion
- ✓ By embedding sustainability/GPP into the Specification and/or requiring specifically recognised environmental certifications or standards
- ✓ Through the application of life cycle costing to the competition
- ✓ By including green performance reporting clauses into contracts

Each of the above means of applying GPP into a tender is explained below:

Mandatory Exclusion Criteria:

For tenders above the EU Procurement Directive thresholds, which require contractors (and sub-contractors) to submit the European Single Procurement Document (ESPD) with their tender submissions, they self-declare that they comply with prevailing environmental, labour, and social legislation. Public bodies have the option of seeking evidence of compliance. If suppliers are found to be in breach of environmental legislation, their tender submission should be declared non-compliant.

Building GPP into the Selection Criteria of a tender:

Selection criteria allow buyers to check potential bidder experience, technical and/or professional capacities; GPP specific environmental experience or technical and professional qualifications could also be requested. Procurers could, for example, request evidence such as conformity to an environmental management system (ISO 14001). Please remember selection criteria should always be linked to the subject matter of the contract and be proportionate, particularly for new entrants and SMEs. Selection criteria related to GPP may include but is not limited to the following:

- Human and technical resources;
- Experience and references;
- Educational and professional qualifications of staff;
- Environmental management systems and schemes (e.g. EMAS, ISO 14001);
- Supply chain management/tracking systems; and
- Samples of products; and Conformity assessment certificates. Public bodies have several options in setting GPP- based selection criteria, which in most cases should be assessed on a Pass/Fail basis.

Suppliers could be asked, for example, to:

- Provide references where environmental and sustainable considerations were used in the delivery of public or comparable private contracts;
- Provide details (by way of a CV) of the environmental expertise, experience and qualifications of the resources named to deliver the contract;
- Provide samples or information of sustainable products/services; and
- Demonstrate conformance to ISO (or equivalents) environment, energy and/or product standards that are minimum requirements.

Including a Sustainability/Environmental considerations Award Criterion

This is a very appropriate place to seek GPP credentials. For example, environmental method statements, performance above minimum levels or description of proposed environmental or sustainability proposals could be sought here. Staff should always be cognisant of the weightings given to the GPP award criteria as they will determine and influence the final evaluation. Where most economically advantageous tender (MEAT) is chosen as the award basis, contracting authorities can include green/environmental criteria, provided those criteria:

- Are linked to the subject-matter of the contract;
- Do not confer an unrestricted freedom of choice on the contracting authority;
- Are expressly mentioned in the contract notice and tender documents, together with their weightings and any applicable sub-criteria;
- Are not selection/eligibility criteria (e.g. general capacity); and
- Comply with the fundamental principles of EU law.

GPP award criteria should be applied, as appropriate, in all procurement procedures. The EU GPP Criteria and the EPA's GPP criteria give public bodies a wide range of options when it comes to setting award criteria, which in all cases must be proportional to the minimum requirements and must relate to the subject matter of the contract. **Typically, at least 5% of the award marks could be allocated to GPP award criteria**: rising to 10% should the project, for example, have the potential of securing significant GHG emission reductions and improved energy efficiency performance.

Building GPP into the Specification of a tender:

Technical specifications are generally referenced to detailed characteristics of the supplies, services or works required. Therefore, it is possible to include specific environmental and sustainable characteristics or performance requirements to such specifications. Procurers could, for example, specify the appropriate environmental technical details of a heating system (e.g., Energy consumption, emission of greenhouse gases etc.). Alternatively, the technical specification could invite bidders to propose their best environmentally appropriate solution to provide the building with an ambient building temperature within a range (that conform to a specific regulatory requirements). Such an approach will require a marking scheme to match, but it does allow bidders to be innovative and provide best appropriate environmental solutions.

Technical specifications must be written in a manner which is non-discriminatory, which affords equal access to tenderers and does not create unjustified barriers to competition. Public bodies should rely on the EPA and EU guidance in setting technical specifications based on GPP principles (with reference

to the essential characteristics of the supplies, services and works being procured), which should be proportionate in all situations. It is not generally permitted to refer to a brand name or to a particular process or product feature which can only be provided by one company. Third party labels (such as EU Ecolabels) can be referred to in technical specifications provided they are inter alia directly linked to the subject matter of the contract and are based on objectively verifiable and non-discriminatory criteria.

Buyers may also seek compliance with specific green certification, declarations, test reports labels, regulations, or directives. Examples of certification could be a requirement for ISO 14001, Environmental Management System; in construction, declarations such as Environmental Product Declarations (EPDs) could be requested. In larger value competitions on eTenders, when self-declaration via eESPD is used, procurers have an opportunity to specify environmental requirement as part of this declaration, but it important to always follow up on such self-declaration before award of contracts. A Contracting Authority could seek details of declared 'test reports', such as emission levels of vehicles. Another requirement that could be used is Ecolabels; these demonstrate compliance with defined environmental criteria, often referred to in GPP as Type1 Ecolabel or ISO 14024. More recognisable certifications such as compliance with REACH Regulations, WEEE Directive could be used, for example, in lower value competitions.

Application of Life Cycle Costing (LCC)

Cost is often the most influential element in the award/evaluation of a competition. Life cycle costing can be used to accurately assess the cost of an asset including calculations on energy costs or fuel consumption, time to replace or end-of- life costs. The EU have published a number of tools to assist with life-cycle costs in tenders. If you choose to use LCC it is vital that the methodology is transparent, that bidders can provide the information requested, and that the contracting authority can assess and verify the data. The use of life-cycle costing will be considered for all contracts and frameworks in which a significant part of the total cost of ownership arises after the point of purchase. Where a decision is taken not to apply life-cycle costing, this must be justified. Environmental externalities (e.g. CO2e emissions will be monetised and included in LCC where a method is available for this, for example the EU LCC tools).

In 2019, the European Commission made LCC tools available that are specifically designed for public procurement of computers and monitors, imaging equipment, indoor lighting, outdoor lighting, and vending Machines (the list is not static and will grow to other goods). Each of these tools offers the optional possibility to include environmental external costs in the form of the costs of GHG emissions from the energy consumption of the product. The tools are accompanied by detailed user guides. The spreadsheets are designed to be included directly in the tender documents with tenderers completing the relevant fields. Where LCC is suitable, the National GPP criteria provides an explanation as to the recommended methodology to be used. The UNEP Guide on Sustainable Procurement for the UN System provides guidance on products and services that are best suited for Whole Life Costing in procurement decisions.

Some examples of categories where LCC are frequently applied are:

- ICT equipment (computers, monitors, printers, mobile phones);
- ICT systems;
- Vehicles;

- Lighting and heating systems;
- Appliances and other energy-using equipment;
- Buildings and building components;
- Civil engineering/infrastructure.

While LCC may be used for strictly financial reasons, it also allows the environmental costs of purchases to be evaluated, for example:

- Emissions or other environmental impacts associated with raw materials or production process;
- Energy, water consumption and emissions during use phase;
- Environmental impact of maintenance activities; and
- Recoverability or recyclability of materials at end-of-life.

Under the Procurement Directives, these costs may be taken into account provided their monetary value can be determined and verified. For example, the shadow cost of carbon and other greenhouse gas emissions can be established under the Public Spending Code.

You may decide to apply LCC at the project appraisal/planning stages, in order to compare the estimated costs and benefits of different solutions. It can also be applied as part of tender evaluation, provided basic transparency and equal treatment rules are followed:

- You must notify bidders of the method which will be used to calculate life-cycle costs – this is normally done by including a spreadsheet or link to an online tool as part of the tender documents;
- The method must be based on objectively verifiable and non-discriminatory criteria;
- The method must be accessible to all interested parties; and
- Data required can be provided with reasonable effort by normally diligent economic operators.

GPP Clauses in Contracts

To ensure that GPP commitments are respected in the delivery of contract, it is vital to include robust contract performance terms and conditions: always linked to the subject matter of the contract. The EPA's sectoral GPP guidance provides express recommendations as to how contract performing clauses can be inserted into public bodies' template contracts. Buyers should always consider the inclusion of GPP key performance indicators (KPIs) in competition reporting. These can range from contractor reports on environmental performance to requirement for site inspections or audits being carried out by or for the contracting authority. Consideration could also be given to adding incentives or penalties linked to GPP requirements. All contracts and frameworks should include specific clauses highlighting the commitments made in response to GPP criteria, together with clear requirements for monitoring, reporting, escalation and remedies in case of non-performance. GPP commitments should be a standing item on the agenda at all contract review meetings. Contract clauses should also provide for periodic reviews of environmental performance, with the possibility of increasing the level of ambition in line with the contracting authority's commitments in relation to climate change or other environmental policies.

Sequence when considering applying GPP Criteria:

There are a number of steps that apply when Incorporating GPP into all tenders above the national tendering thresholds:

1. Use national GPP criteria if it applies
   The EPA's Green Public Procurement Guidance for the Public Sector and the Government's GPP Criteria search tool are two key resources to assist you in adding GPP measures to a tender. The GPP criteria search tool is a source of ready-made specifications, award criteria, and verification methods across this sourcing categories:
   - Transport (road vehicles and transport services)
   - ICT products and services
   - Food and catering services
   - Cleaning products and services
   - Office buildings (design, construction, management)
   - Indoor and outdoor lighting
   - Heating equipment
   - Energy-related products (AV equipment, EV chargers etc.)
   - Paper products and printing services
   - Textile products and services
   - Furniture and related services

   As new or updated national GPP guidance and criteria becomes available, such guidance and criteria must be used.

2. Use EU GPP criteria where no national GPP Criteria applies
   Where national GPP criteria are not readily available, use GPP criteria from other sources (for example, EU GPP Criteria), or best practices available from other countries. In addition, such criteria can augment national GPP criteria that is already being used.

3. Where no National or EU GPP criteria exist, use 'Minimum Sustainability/Environmental Criteria'
   There are scenarios where GPP criteria may not be available, fully developed, or have yet to incorporated into OGP/CPB arrangements. Where there are no published criteria, Public Bodies should endeavour to include criteria that will reduce the impact on the environment. Depending on the goods or service being procured, this may be a technical specification, a selection criterion, and/or an award criterion. Where the environmental aspect is included as an award criterion, maximum marks awarded should be proportionate and take into consideration the potential environmental impact of the goods or services being procured. Marks within the range of 5% to 10% are recommended. To facilitate this approach, suggested Minimum Sustainability/Environmental Criteria could include:
   - Provide evidence of two recent and comparable contracts that were delivered with supporting environmental measures (e.g., staff sustainability and awareness training, environmental management system implementation);
   - A detailed description of the environmental impacts of the goods or services being procured over their life cycle, including GHG emission reductions, compared to alternative goods and

services, where appropriate;

- A quantification of the estimated carbon footprint of the goods being procured and proposed mitigation steps to provide goods with the lowest carbon footprint;
- The practical steps that the tenderer will take to deliver the contract in an environmentally sustainable manner, including sustainability awareness training for personnel involved in contract fulfilment; and
- Set out proposals for the monitoring, measurement and reporting during contract delivery of environmental and circular economy impacts of the goods or services supplied, including GHG emission reductions, energy efficiency and/or sustainable resource use.

Some or all of these criteria should be included as appropriate, provided they are relevant to the contract. The tenderer must provide a means of verifying any environmental claims in its bid. Refer also to the EPA GPP Guidance which includes information regarding GPP in contracts for Professional Services, for example.

GPP Checkpoint for tenders above the national tendering threshold

The TUS Procurement Approval Form (pre-tendering stage) includes for a GPP checkpoint to ask the question what GPP aspects have been included in the Tender. As the Procurement Approval Form is completed before the publication of a tender above the national tendering threshold, it will serve as a checkpoint to ensure that staff include GPP in their tenders above the national tendering thresholds. Procurement is on hand to guide any staff member preparing a tender on how GPP can be added to a tender.

GPP Training

In successive Climate Action Plans 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 GPP training into annual in-house Procurement training programmes delivered to staff. Also, at any time, any staff member in TUS can contact the Procurement team for advice/training on Green Public Procurement.

Internal GPP reporting under the SEAI Monitoring and Reporting provisions

Each year (generally by late August), TUS is legally required to participate in the SEAI Public Sector Monitoring & Reporting (M&R) system, which is the national mechanism for tracking public-sector progress on:

- Energy efficiency;
- Renewable energy use;
- Greenhouse gas emissions;
- Climate action compliance; and
- Green Public Procurement (GPP) performance

This obligation arises from the Public Sector Climate Action Mandate, the Climate Action and Low Carbon Development Act, and Government energy-efficiency policy.

In respect of Green Public Procurement (GPP) Reporting, TUS must report (at the time of publication of this policy) on:

- For procurement of goods, services, or works in <year>, for which national GPP criteria were available, did TUS include GPP criteria in published tender documentation for individual contracts using public funds that are at a value above the applicable national advertising thresholds?
- Did TUS adhere to Circular 17/2025: Updated Green Public Procurement Instructions for Public Sector Bodies?
- For all tenders in <year>, related to the procurement of indoor cleaning services, were tenderers required to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods which will reduce the environmental impact of the services?
- For all tenders in <year>, related to the procurement of energy-related products, heating equipment, or indoor and outdoor lighting, were tenderers required to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling?
- For all tenders in <year>, related to the procurement of energy-related products, heating equipment, or indoor and outdoor lighting, has your organisation complied with the requirement to procure Triple E products or equivalent?

The SEAI aggregates this to produce the national GPP performance dataset, which is reported to Government and the European Commission.

In order to feed into the SEAI Public Sector Monitoring & Reporting requirements above, the Procurement and Contracts Office prepare the above GPP report and submit to the TUS Sustainability team two weeks in advance of the SEAI Public Sector Monitoring & Reporting requirements deadline.

Priority Areas for application of GPP in TUS

Construction

Circular 17/2025 Updated Green Public Procurement Instructions for Public Sector Bodies mandates that:

"*In line with the Public Sector Climate Action Mandate all public bodies shall specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects. From 2026, public bodies must include specifications for low carbon construction related components and sustainable building processes in accordance with the Energy Performance of Buildings Directive, using Construction Products Regulation data where available and EN 15978:2011. Sustainability of construction works (EN 15978), and reference to GPP criteria related to construction, including National GPP guidance, where appropriate in the Preliminary Project Brief. In addition, whole life-cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m2 to ensure life-cycle Global Warming Potential is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the Building Energy Rating/Energy Performance Certificate of buildings completed after 31 December 2027.*"

And:

"For the procurement of low carbon cement material, public sector bodies and beneficiaries of grant (Exchequer) funding should implement construction related technical guidance that has been developed by the Department of Enterprise, Tourism and Employment and is available on their website".

Low-carbon construction methods and low-carbon cement materials, such as GGBS, were employed throughout the build of the Mary Ward Centre for Science in Athlone. This 5,975m² development which was completed in 2025 was designed and specified to achieve a BREEAM Excellent standard, reflecting best practice and a strong commitment to environmental responsibility and sustainability. Environmental Product Declarations (EPDs) for the materials used in construction were compiled as part of the BREEAM Excellent certification process. Our Coonagh Campus which opened in April 2024 has been awarded Sustainable Building Project at the Irish Building & Design Awards (IBDA) for its sustainable design practices and received the Sustainability Award for a Single Building or Development at the Building & Architect of the Year Awards.

Projects currently at design and planning stages will follow the recommendations in the Department of Enterprise, Trade and Employment (DETE) report. TUS is committed to implementing Resource and Waste Management Plans on all capital developments across its campuses. All projects will adopt best-practice measures to minimise waste, maximise material efficiency, and ensure responsible disposal, with a minimum standard applied to every development. Accredited sustainability frameworks, including BREEAM, will be used to support compliance and verify performance, demonstrating TUS's commitment to environmental responsibility, circular economy principles, and sustainable campus growth.

Procurement of construction materials will prioritise recycled content, supported by a robust Circularity Roadmap and the forthcoming Whole of Government Circular Economy Strategy. Building accreditation schemes, such as BREEAM, alongside Whole Life Carbon assessments, will underpin TUS's approach, ensuring environmental performance, resource efficiency, and sustainable outcomes are embedded across all projects.

It is also noted that Circular 17/2025 mandates:

"Whole life-cycle costing to be used by all public sector bodies for all works contracts as defined by the Capital Works Management Framework. Whole life-cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m2 to ensure life-cycle Global Warming Potential is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the Building Energy Rating/Energy Performance Certificate of buildings completed after 31 December 2027 "

The above will be considered, for all TUS works contracts.

Catering

TUS Midwest campuses through their outsourced foodservice partner are currently exploring a pilot partnership with Food for Life and Origin Green. This initiative supports the introduction of measurable sustainability indicators within campus catering operations, including tracking organic sourcing, local procurement, and food waste reduction. The pilot will inform future roll-out of certified organic procurement across all Midwest campuses TUS Midlands campus, 50% of cereals procured under existing catering arrangements are currently certified organic. TUS aims to progressively extend this approach to other food categories as new contracts are renewed or

tendered, in line with national GPP and organic food procurement targets. TUS will continue to monitor and report on the proportion of organic food procured annually, ensuring alignment with both the National Irish Organic Strategy 2024–2030 and the EPA's GPP criteria for Food and Catering Services.

Contractual Measures: All new contract arrangements related to canteen and food services, including events and conferences, will include measures targeting food waste prevention and segregation, in line with EPA Public Sector Guidance and Irish GPP criteria for Food and Catering Services.

ICT Equipment

TUS procures all ICT end-user equipment (desktop computers, laptops, and mobile devices) through Asiera brokered Frameworks, which ensures compliance with national Green Public Procurement (GPP) requirements. ICT purchases should conform to EPEAT Gold Standard where applicable.

Mobile Phones are Procured through the OGP Framework, which are EPEAT Gold Certified. TUS will continue to track ICT procurement to monitor ongoing compliance with the GPP ICT equipment procurement target, in line with the Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027 and guidance issued by the Environmental Protection Agency (EPA) and the Office of Government Procurement (OGP).

Paper

Where paper use remains necessary, 100% recycled paper is procured in line with national Green Public Procurement criteria. In the most recent reporting period, Sept 2024 to Aug 2025, 12640 reams of paper were centrally procured across the University. TUS actively monitors and tracks paper consumption through its print system, which enables accurate data collection which can help to identify areas for reduction. TUS is evaluating the possibilities to transition to digital first approach to eliminate paper-based processes as far as is practicable.

Phasing out fossil fuels

Since 2023, TUS has implemented updated procurement and design procedures to ensure full compliance with the requirement to eliminate fossil fuel-based heating in all new buildings and major retrofit projects. These measures prioritize the integration of highly efficient heat pumps and direct expansion (DX) units, many of which have already been successfully deployed in recent years. Key projects showcasing these sustainable solutions include the extension of the MIRC building, the deep retrofit of the APT facility, the construction of the new Mary Ward Centre of Science, the Clonmel Sports Building, the comprehensive retrofit of Block 13, the repurposed and retrofitted Coonagh campuses, as well as selected areas within the Moylish Main Building. Phase 1 of the Athlone Campus decarbonisation initiative commenced in 2025, with the Auburn Building now connected to a heat pump via a heat exchanger. Upcoming plans include reviewing and installing heat pumps at the Questum facility and introducing a bivalent system—combining biomass and heat pump technologies—at the Thurles Campus by 2027/2028. To further accelerate the decarbonisation of our building portfolio, TUS will conduct an assessment of existing campus electrical infrastructure to determine its capacity to support the transition to electric heating. This assessment will guide the development of a phased implementation plan aligned with projected needs. In 2025, the Athlone

and Clonmel campuses completed MIC upgrades to enable electrification initiatives, while the Moylish campus is scheduled for a capacity upgrade in 2026 to strengthen support for the decarbonisation of existing infrastructure.

Triple-E Register/ S.I. No. 646/2016 - European Union (Energy Efficiency) (Amendment) Regulations 2016

Since mid-2025, TUS has adopted the practice of procuring energy-related products for new sustainable projects through the Triple-E Register. As per S.I. No. 646/2016 - European Union (Energy Efficiency) (Amendment) Regulations 2016, the SEAI Triple-E Register shall be used as the primary reference for all energy-related procurement, where such products are available in the register and suitable for the intended application. Examples include energy-related products (AV equipment, EV chargers etc.), heating equipment, or indoor and outdoor lighting. Where applicable, only Triple E listed products, or demonstrably equivalent or higher-performing alternatives, shall be specified/purchased, i.e. products which:

- are listed on the SEAI's Triple E Product Register; or
- satisfy the published SEAI energy efficiency criteria for the equipment or vehicle concerned and specify this requirement in procurement documentation. The breakdown of the 52 distinct technology categories and their minimum efficiency rules can be found on the SEAI Categories and Criteria Dashboard.

Note, to ensure adequate competition in a public procurement process, the above requirement does not apply where, in the opinion of TUS, there is, or is likely to be, an insufficient amount or number, as the case may be, of equipment or vehicles either listed on the Register or likely to satisfy the SEAI energy efficiency criteria. The SEAI may, for the purposes of establishing the energy savings attributable to or arising from these Regulations, request details from a public body of that body's procurement of equipment or vehicles from the Register.

Procurement of Energy Related Products, Equipment and Services

When evaluating energy performance over the planned or expected operating lifetime, when procuring energy using products, equipment and services which are expected to have a significant impact on TUS' energy performance, the following award criterion should be used as the sole or as part of the Sustainability/Environmental Considerations Award Criteria:

> *"**Energy Performance:** With regard to the Energy Performance of Product/equipment/service X (insert as appropriate), this shall be evaluated based on lifecycle energy consumption. Suppliers must provide annual energy use data, efficiency ratings, and expected operating performance. Preference will be given to solutions demonstrating the lowest total energy cost over the expected operating life and compliance with minimum efficiency standards defined in this specification."*

When procuring energy using products, equipment and services that have, or can have, an impact on SEUs, TUS shall inform suppliers that energy performance is one of the evaluation criteria for procurement, as per above, in the tender or RFQ documentation. Where applicable, TUS buyers shall define and communicate specifications for:

a) ensuring the energy performance of procured equipment and services:

Example 1 – Renewable Energy Procurement

"Electricity supply contracts shall prioritise renewable energy sources, with a minimum of X% supplied from certified renewable generation (e.g. Guarantees of Origin)."

Example 2 – Tariff / Demand Management

"Energy supply contracts shall include tariff structures that incentivise off-peak consumption and support load shifting to reduce peak demand."

Example 3 – Supplier Performance Transparency

"Energy suppliers must provide detailed consumption data, carbon intensity data, recording and reporting tools to support energy performance monitoring."

Example 4 – Green Gas / Low-Carbon Options

"Where feasible, gas procurement shall prioritise lower-carbon alternatives such as biomethane or certified green gas."

Example 5 – Flexible Energy Contracts

"Energy contracts shall support demand-side response participation or flexible purchasing arrangements to optimise energy performance."

Example 6 – Energy Efficiency Support

"Suppliers shall provide energy management support services, including usage analysis and recommendations for efficiency improvements."

b) the purchase of energy (electricity, gas, etc.). This relates to how you procure energy itself, not equipment:

Example 1 – Renewable Energy Procurement

"Electricity supply contracts shall prioritise renewable energy sources, with a minimum of X% supplied from certified renewable generation (e.g. Guarantees of Origin)."

Example 2 – Tariff / Demand Management

"Energy supply contracts shall include tariff structures that incentivise off-peak consumption and support load shifting to reduce peak demand."

Example 3 – Supplier Performance Transparency

"Energy suppliers must provide detailed consumption data, carbon intensity data, and reporting tools to support energy performance monitoring."

Example 4 – Green Gas / Low-Carbon Options

"Where feasible, gas procurement shall prioritise lower-carbon alternatives such as biomethane or certified green gas."

Example 5 – Flexible Energy Contracts

"Energy contracts shall support demand-side response participation or flexible purchasing arrangements to optimise energy performance."

Example 6 – Energy Efficiency Support

"Suppliers shall provide energy management support services, including usage analysis and recommendations for efficiency improvements."

In the above, the buyer is specifying how energy is sourced, structured, and managed, not just bought at the lowest price. For all tenders related to the procurement of energy-related products (AV equipment, EV chargers etc.), heating equipment, or indoor and outdoor lighting, tenderers must be required to specify recommendations and options for the product, when the product or components of the product comes to the end of life, which consider environmental sustainability, including options for reuse, repair, and recycling.

Procurement of Cleaning Contracts

TUS has recently retendered its cleaning provider and they use the system, which generates stabilized aqueous ozone to effectively clean and sanitise while eliminating or greatly reducing reliance on traditional chemical agents. They use eco-friendly products on smaller sites and periodically, and staff are continuously engaged and retrained in best practices for reducing chemical use and conserving energy. This approach supports both health and environmental goals across campus.

Vehicles/S.I. 381/2021 Clean Vehicles Directive

TUS has a small vehicle fleet on our Athlone Campus which we have commenced the process of replacing, with one EV procured to date in 2024 and a second EV planned for 2026. The replacement of our vehicle will typically be procured through the Office of Government Procurement (OGP) framework for Small, Medium, and Large Battery Electric Vans for Public Sector Bodies in accordance with the SI 381/2021 Clean Vehicles Directive. For all procurements involving road transport vehicles or relevant transport services, TUS shall assess whether the Regulations apply and shall ensure that procurement processes are conducted in a manner that contributes to the achievement of the statutory minimum targets for the procurement of clean vehicles. The requirements shall be considered during:

- business case development;
- procurement planning;
- preparation of specifications and tender documents;
- tender evaluation and contract award; and
- contract management and reporting.
- Where the Regulations apply, TUS shall:
- incorporate relevant clean vehicle requirements into procurement documents/contracts;
- seek to maximise the procurement of zero-emission and low-emission vehicles where operationally feasible and economically advantageous;
- maintain records of vehicle procurements and associated contract information;
- monitor performance against applicable clean vehicle targets; and
- submit procurement data and other information required by the Sustainable Energy Authority of Ireland (SEAI) or any successor reporting authority.
- The Regulations may apply to:
- the purchase of vehicles;

- lease, rental and hire-purchase arrangements;
- public passenger transport service contracts; and
- other transport-related service contracts specified in the legislation.

Responsibility for compliance with these requirements rests with budget holders, contract owners and all staff involved in procurement activities.

Procurement of EV Chargers

TUS has installed EV charger infrastructure across many of its campuses and further EV charger infrastructure is anticipated. Procurement of EV Chargers should include an award criterion for energy performance as per below:

> *"**Energy Performance:** With regard to the Energy Performance of the EV charger, this shall be evaluated based on lifecycle energy consumption. Suppliers must provide annual energy use data, efficiency ratings, and expected operating performance. Preference will be given to solutions demonstrating the lowest total energy cost over the expected operating life and compliance with minimum efficiency standards defined in this specification."*

Organisational Roles and Responsibilities

TUS Procurement and Contracts Office

TUS Procurement and Contracts Office are responsible for:

- ✓ Ensuring green public procurement is embedded in all tenders above the national tendering threshold across the institution;
- ✓ Providing ongoing guidance to staff in regard to GPP as required; and
- ✓ Conducting annual GPP training;

TUS Buyers and Budget Holders

TUS Buyers and Budget Holders are responsible for:

- ✓ Identifying procurement needs;
- ✓ Providing accurate specifications of requirements;
- ✓ Considering sustainability in all procurement;
- ✓ Attending GPP training; and
- ✓ Monitoring environmental performance of procured goods/services.

Sustainability Team

The TUS Sustainability team are responsible for:

- ✓ Advising on environmental impacts and criteria;
- ✓ Reviewing major procurement categories;
- ✓ Identifying sustainability improvement opportunities; and
- ✓ Benchmarking against best practices; report on environmental outcomes.

Senior Leadership

The TUS Senior Leadership team are responsible for:

- ✓ Championing sustainability commitments;
- ✓ Allocating resources;
- ✓ Setting institutional sustainability targets; and
- ✓ Supporting capacity-building and training.

Appendix B: The National Procurement Model

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. 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.

The 8 categories that are sourced centrally by the OGP on behalf of the wider public sector are:

- Professional Services;
- Facilities Management and Maintenance;
- Utilities;
- ICT and Office Equipment;
- Marketing, Print and Stationery;
- Travel and HR Services;
- Fleet and Plant; and
- Managed Services.

The remaining categories are sector-specific and are sourced by the designated sector procurement organisations on behalf of the wider public service. These include:

- Local Government
- Minor Building Works and Civils; and
- Plant Hire;
- Health
- Medical Professional Services;
- Medical and Diagnostic Equipment and Supplies; and
- Medical, Surgical and Pharmaceutical Supplies
- Defence
- Defence and Security;
- Education (Education Procurement Service - EPS)
- Agriculture and Veterinary/ Library Goods and Services; and
- Laboratory/Research Diagnostics, Services & Equipment

This category management approach supports procurement compliance, drives efficiencies, and promotes value for money.

Appendix C: CWMF and Capital Development at TUS

The CWMF applies to contracting authorities undertaking capital works and the procurement of professional and technical services associated with those works, including architectural, engineering, quantity surveying, project management and other specialist consultancy services. It comprises a comprehensive suite of guidance, standard forms of contract, procedures, templates and supporting documentation covering the various stages of the capital project lifecycle.

The existence and structure of the CWMF reflects the distinct nature and complexity of capital works and works-related services procurement when compared with the procurement of general goods and services. Construction procurement involves a combination of factors that require specific consideration, including the definition and development of a physical asset, design responsibility, technical standards, statutory approvals, construction and health and safety risks, site conditions, programme and sequencing, interfaces between multiple disciplines and contractors, allocation and management of risk, payment mechanisms, professional services, defects and liabilities, and the long-term operation and maintenance of the completed asset.

Accordingly, capital procurement cannot be considered solely as the purchase of a commodity or service against a predetermined specification. The procurement strategy for a capital project must take account of the nature of the project, its technical and functional requirements, delivery model, risk profile, programme, value, complexity, market capacity and the appropriate allocation of responsibilities and risk between the parties.

The CWMF provides the Government's framework within which these considerations are addressed. Its extensive suite of project-specific guidance, standard conditions of contract, procurement documentation, templates and approval requirements provides a clear indication of the specialist and project-specific nature of capital works procurement. The CWMF therefore provides a different and more comprehensive procurement environment from that generally applicable to the procurement of routine goods and services.

For TUS, capital works and works-related services procurement shall be undertaken having regard to the CWMF, the Government's Infrastructure Guidelines and applicable TUS capital project governance policies and procedures, as applicable. These requirements shall inform the development of the project procurement strategy, selection of the appropriate procurement route and delivery model, determination of the appropriate conditions of contract, allocation of project risk and the associated procurement and governance processes.

The Capital Development Unit (CDU) and/or relevant Estates Dept. shall be responsible for determining the project-specific capital procurement strategy and appropriate contractual approach, in consultation with and supported by the Procurement Office in relation to public procurement requirements, procedures and compliance. This reflects the specialist technical, commercial and project-delivery considerations inherent in the procurement of capital works and works-related services.

Appendix D: Tender Evaluation

Tender/Quote Evaluation Criteria

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. Lower value contracts are generally, but not exclusively, awarded on price. Inversely, higher value contracts tend to evaluate on price and qualitative features. 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., experience, methodology, sustainability etc.

The TUS Procurement Office will assist the TUS tender owner to determine the relative weightings in relation to price and quality for all Tenders above the national tendering threshold, and for all RFQs where requested to assist.

Tender Evaluation Panels (non-Capital Development tenders)

For all tenders processed by TUS above the national tendering threshold, an evaluation panel will be established by the Procurement Office in consultation with the budget holder/contract owner to evaluate tender submissions. The evaluation panel will have as a minimum, three TUS staff - a representative from Procurement and two representatives from:

- Contract owner's section/dept; and/or
- Other TUS section/dept; and/or
- Technical specialists (internal or external)

The above will be competent to evaluate the tender submissions in question. The evaluation panel will be chaired by the representative from Procurement who will be non-voting (i.e. won't allocate scores against tenders submitted) and will oversee the evaluation process and draft the evaluation report and take notes of the scores and the evaluation commentary. Technical specialists working on behalf of TUS, and/or the EPS, and/or the OGP may also chair, and/or score, technical tender evaluations. Where the EPS or OGP chair a goods and services tender evaluation, at least two TUS staff members shall be on the evaluation panel.

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.

Responsibilities of the of the Tender Evaluation Chair (non-Capital Development tenders)

Before the tender evaluation commences, the responsibilities of the Procurement team representative (Chair) include (for tenders above the national tendering thresholds):

- Ensuring that the personnel on the evaluation panel are appropriate and contain the necessary expertise;
- Ensuring all panel members have received required documentation, templates and guidance;
- Ensuring all panel members have completed and submitted Conflict of Interest (COI) forms as required; and
- Ensuring all panel members are aware of the evaluation process, rules, scoring methodology,

risks and requirements.

During the evaluation, the responsibilities of the Procurement team representative include (for tenders above the national tendering thresholds):

- Ensuring the evaluation panel acts independently and objectively and has applied award criteria and weightings as published in the tender documents;
- Facilitating and documenting the evaluation and ensure outcomes are agreed and recorded
- Ensuring final scores reflect the outcomes of the evaluation;
- Ensuring clarifications are managed in a fair and transparent manner with a clear audit trail;
- Ensuring appropriate control of tender submission and confidential information during the process; and
- Ensuring evaluators' comments are sufficiently detailed to support scores and feedback.

Post-evaluation, the responsibilities of the Procurement team representative include (for tenders above the national tendering thresholds):

- Confirming the recommended award decision followed procurement rules and regulations and the process was fair and free of bias; and
- Ensuring the tender evaluation report is complete, accurate and defensible with supporting documentation, and is signed by all members of the evaluation team.

Responsibilities of the Tender Evaluation Team Members (non-Capital Development tenders)

The responsibilities of the tender evaluation team members are to:

- Sign a conflict-of-interest form prior to attending the evaluation; and withdraw from the evaluation panel should there be a conflict of interest;
- Review the tender submissions received before the tender evaluation meeting;
- Evaluate the tender submissions in line with the published award criteria and allocate scores, backed up with relative narrative and feedback for suppliers;
- Submit information to Procurement in regard to clarification matters arising from the evaluation, if required; and
- Sign and date the tender evaluation report.

Tender Evaluation for Capital Development Works and Works-Related Services

For the procurement of capital works and works-related services, the composition and operation of the Suitability Assessment Questionnaire (SAQ) Evaluation Panel and the Tender Evaluation Team shall be determined by the Capital Development Unit and/or relevant Estates Dept., having regard to the nature, complexity, value and risk profile of the project and the procurement strategy adopted.

SAQ Evaluation - Two-Stage Procurement

Where a two-stage procurement process (i.e. Restricted Procedure) is adopted, involving an SAQ followed by a tender stage, the evaluation of SAQ submissions from works contractors or works-related service providers shall be led by the Capital Development Unit and/or relevant Estates Dept., which shall establish and coordinate the SAQ Evaluation Team.

The SAQ Evaluation Team shall comprise a minimum of three appropriately qualified and experienced persons, including at least one representative of the Capital Development Unit and/or relevant Estates Dept. The composition of the team shall be appropriate to the nature and requirements of the

procurement and may include representatives from the CDU, relevant TUS departments, the Procurement Office and/or appropriately qualified external professional advisers, as considered necessary by the Capital Development Unit and/or relevant Estates Dept.

The SAQ Evaluation Team shall evaluate submissions in accordance with the published suitability requirements and evaluation methodology and shall make a recommendation in relation to the shortlisting of suitable economic operators and/or the formation of a framework, as applicable.

The Capital Development Unit and/or relevant Estates Dept. shall prepare the SAQ Evaluation Report, setting out the evaluation process, results and recommendation. The SAQ Evaluation Report, signed by all the evaluation team, shall be accompanied by an endorsement memorandum from the Capital Development Unit and/or relevant Estates Dept., recommending the proposed shortlist, framework formation or other appropriate course of action.

Tender Evaluation - Capital Works and Works-Related Services

Following the completion of any SAQ stage, or where a single-stage procurement procedure (i.e. Open Procedure) is adopted without a preceding SAQ stage, the evaluation of tenders shall be undertaken by a Tender Evaluation Team established in accordance with the procurement strategy determined by the Capital Development Unit and/or relevant Estates Dept.

For capital works and works-related services projects where an appointed Design Team has professional responsibility for the design and technical requirements of the project, the Tender Evaluation Team will normally comprise members of the Design Team, supported by TUS personnel and other appropriate advisers where required.

The Design Team, having professional responsibility for the design and technical requirements of the project, shall lead the technical evaluation of tenders and shall prepare the Tender Evaluation Report, including its recommendation for contract award to the preferred contractor, specialist or service provider. All members of the Tender Evaluation Team shall sign the Tender Evaluation Report.

The Tender Evaluation Report shall be submitted to the Capital Development Unit and/or relevant Estates Dept. for review. The Capital Development Unit and/or relevant Estates Dept. shall review the report and, where satisfied with the evaluation and recommendation, shall prepare an endorsement memorandum supporting the recommendation for contract award. Where the Capital Development Unit and/or relevant Estates Dept. does not support the recommendation, the Capital Development Unit and/or relevant Estates Dept. shall document the reasons and recommend the appropriate alternative course of action.

For lower-value or less complex capital works projects, the Tender Evaluation Team may comprise TUS personnel only or a combination of TUS personnel and members of the Design Team, as determined by the Capital Development Unit and/or relevant Estates Dept., having regard to the nature, value, complexity and risk of the project.

Where the Tender Evaluation Team comprises TUS personnel only, or where the evaluation is otherwise undertaken primarily by TUS personnel, the Capital Development Unit and/or relevant Estates Dept., shall lead the tender evaluation process and shall ensure that the resulting Tender Evaluation Report properly records the evaluation and recommendation.

In such circumstances, the Tender Evaluation Report shall be accompanied by an endorsement memorandum, or other appropriate approval documentation, from the Capital Development Unit and/or relevant Estates Dept., recommending contract award or such other course of action as is considered appropriate.

The role of the Capital Development Unit and/or relevant Estates Dept., in reviewing and endorsing Tender Evaluation Reports does not transfer or diminish the professional responsibility of the appointed Design Team for those matters falling within its professional scope, nor does the involvement of the Design Team transfer responsibility for the overall capital procurement strategy from the Capital Development Unit and/or relevant Estates Dept.

Contract Award Approval

In all cases, any recommendation for contract award arising from a tender evaluation process shall remain subject to the applicable TUS Contract Award thresholds, delegated authority levels, governance requirements and approval procedures.

The endorsement of an SAQ Evaluation Report or Tender Evaluation Report by the Capital Development Unit and/or relevant Estates Dept., as applicable, shall constitute a recommendation within the capital project governance process and shall not, in itself, constitute approval of contract award where a higher level of approval is required under TUS's Contract Award thresholds and procedures.

Conflict of Interest/Potential Conflict of Interest

Evaluation team members should ensure that where any conflict of interest exists within their area of responsibility, they notify the Procurement Office of same prior to the commencement of any evaluation process. Prior to any evaluation of tenders, all members of the evaluation panel must complete a Conflict of Interest Declaration which will be saved to the Procurement File for the tender for inspection in any future audits.

All members of the evaluation panel should be satisfied that:

- They have no known actual/perceived or potential 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; and
- They will treat any information they see as confidential.

Proposed evaluation team members who have known connections with any of the bidders or named individuals connected with the bidders (outside of contractual matters/former contractual matters with existing or potential suppliers) should not evaluate tenders.

Appendix E: Applicable Legislation, Policy, Guidance and Circulars

European and National Procurement Legislation

- Treaty on the Functioning of the European Union (TFEU) principles
- Directive 2014/24/EU on Public Procurement
- Directive 2014/25/EU (Utilities Directive)
- Directive 2014/23/EU (Concessions Directive)
- Directive 89/665/EEC (Remedies Directive), as amended by Directive 2007/66/EC
- European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. No. 284/2016)
- European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (S.I. No. 130/2010)
- European Union (Energy Efficiency) (Amendment) Regulations 2016 (S.I. No. 646/2016)
- European Communities (Clean and Energy Efficient Road Transport Vehicles) (Amendment) Regulations 2021 (S.I. No. 381/2021)

General Legislative and Statutory Requirements

- Public Service Management Act 1997
- 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 and Welfare at Work Act 2005
- Protection of the Environment Act 2003

National Public Procurement Policy and Guidance

- National Public Procurement Policy Framework (NPPPF)
- National Public Procurement Strategy 2026-2030 – Procuring for Our Future
- Public Procurement Guidelines for Goods and Services (Version 3, October 2023)
- Office of Government Procurement (OGP) Circulars and Procurement Policy Notes
- Office of Government Procurement Information Note on Incorporating Social Considerations into Public Procurement

Departmental Circulars

- Circular 40/02 – Reporting on Exceptions from Procurement over €25,000
- Circular 05/13 – Procurement of Legal Services and Managing Legal Costs
- Circular 13/13 – The Public Spending Code: Expenditure Planning, Appraisal and Evaluation in the Irish Public Service
- Circular 16/13 – Revision of Arrangements Concerning the Use of Central Contracts Put in Place by the National Procurement Service
- Circular 20/19 – Promoting the Use of Environmental and Social Considerations in Public Procurement
- Circular 05/2023 – Initiatives to Assist SMEs in Public Procurement
- Circular 14/21 – Arrangements for Oversight of Digital and ICT Related Initiatives in the Civil and Public Service*

- Circular 17/25 – Updated Green Public Procurement Instructions for Public Sector Bodies
  * Note: Circular 14/21 is deemed not to apply to TUS as the University sector is outside the scope of the Digital Government Oversight Unit (DGOU).

Construction Procurement

- Capital Works Management Framework (CWMF)
- Guidelines and Model Contracts for Construction and Engineering Services under the Capital Works Management Framework
- Construction Procurement Reform Guidance
- Infrastructure Guidelines

Green Public Procurement, Climate Action and Sustainability

- Environmental Protection Agency (EPA) Green Public Procurement Guidance (as updated)
- Buying Greener: The Government's Green Public Procurement Strategy and Action Plan 2024-2027
- OGP GPP Criteria Search Tool
- EU Green Public Procurement (GPP) Criteria
- EU Green Public Procurement Criteria and Requirements
- Buying Green! A Handbook on Green Public Procurement (European Commission)
- Green Public Procurement – European Commission
- GPP Training Toolkit – European Commission
- Public Sector Climate Action Mandate (current version)
- Climate Action Plan (current version)
- Whole-of-Government Circular Economy Strategy 2026-2028
- Public Sector Energy Efficiency Strategy
- SEAI Monitoring and Reporting Requirements
- ISO 50001:2018 Energy Management Systems
- United Nations Sustainable Development Goals (SDGs)

Governance and Accountability

- TUS Code of Governance

TUS Policies and Strategies

- TUS Climate Action Roadmap (current version)
- TUS Purchasing and Accounts Payable policies

Appendix F: Contract Approval Procedures and Limits

The latest TUS Contract Approval Procedures and signatory thresholds are here in the 'Procurement Hub' in 'MyApps' (intranet).

Appendix G: Procurement Resources

Set out below is a list of reference documents to assist TUS staff in your procurement process:

Guidance Source	Detail
TUS Procurement Hub	TUS Procurement Hub – internal Procurement resources for all staff
TUS Procurement Web	Procurement section on TUS website
National Public Procurement Policy Framework	Public Procurement is governed by EU and National Rules. The first National Public Procurement Strategy is in development and will build on the public procurement reform programme and align with Better Public Service Transformation 2030. Supporting this strategy is the National Public Procurement Policy Framework, consisting of 5 strands: • Legislation (Directives, Regulations) • Government Policy (for example: Circulars) • Capital Works Management Framework for Public Works • General Procurement Guidelines for Goods and Services • More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the OGP The framework sets out the procurement procedures to be followed by government departments and State Bodies under national and EU rules. The framework supports contracting authorities, including the OGP, the four key sectors (Health, Education, Local Government and Defence), individual departments, Offices, commercial and non-commercial State bodies, and private entities which are subsidised 50% or more by a public body, when awarding contracts for works, goods and services. It supports and enables Public Bodies to adopt procedures to meet their Public Procurement requirements and facilitates compliance with EU and National Procurement Rules.
Circulars and Reporting	Department Circulars are issued relating to procurement by the Department of Public Expenditure and Reform and previously the Department of Finance.
GPP Criteria Search	The online search tool allows users to rapidly find, select and download Green Public Procurement (GPP) criteria relevant to a specific procurement project. GPP is a process where public authorities seek to source goods, services or works with a reduced environmental impact
eTenders	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
Office of Government Procurement	Office of Government Procurement website.
OGP Buyerzone	Link to registration page of the OGP Buyerzone - which lists the

	framework agreements and the central purchasing arrangements that are in place, and which should be used where appropriate.
Capital Works Management Framework	The Capital Works Management Framework (CWMF) is a structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform. It consists of a suite of best practice guidance, standard contracts and generic template documents that form the four pillars that support the Framework. Pillar 1 – Public Works Contracts Pillar 2 – Standard Conditions of Engagement Pillar 3 – Cost Planning & Control/Suitability Assessment Pillar 4 – Guidance Notes & Glossary
Public Procurement Guidelines for Goods and Services	The purpose of these guidelines is to promote best practice and consistency of application of the public procurement rules in relation to the purchase of goods and services.
National Public Procurement Policy Resources	The National Public Procurement Policy Unit is responsible for shaping and delivering Ireland's commitment to national and EU public procurement priorities, namely a future for public procurement that is transparent and socially, environmentally and economically sustainable. This site contains specific sections for different aspects of procurement.
Central arrangements	OGP and EPS Central Purchasing arrangements (updates regularly)
Frameworks & Arrangements - EPS | Education Procurement Service	EPS Schedule of Frameworks and Arrangements sets out the ongoing EPS service delivery plan and provides details of when key contracts and frameworks will be available for use by public sector bodies.

It is the responsibility of each person involved in procurement to keep up to date on changes to procurement guidelines/thresholds, regulations, and circulars and to implement them ensuring compliance with public procurement legislation, guidelines and best practice.

Appendix H: 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 only quotes or a combination of price & qualitative requirements 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 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.
Works	Covers the full range of building and civil engineering contracts including the supplies and services necessary to carry them out (works related services).
Works related services	Construction related services such as the services of an. architect, engineer, quantity surveyor, assigned certifier, PSDP, etc. connected with a construction project.

Appendix I: Consultation And Communication Plan Detail

IDENTIFIED NEED:
Update to TUS Procurement Policy

STAKEHOLDERS:
All TUS Staff

PROPOSED TIMELINE FOR CONSULTATION:
August – October 2026 for v1.2

CONSULTATION GROUP COMPOSITION (REVIEW GROUP) (IF NECESSARY)
Procurement Manager, Procurement and Contracts team, VP Finance and Corporate Governance, Finance Department, Head of Capital Development, Rep. from Estates, Rep. from CSD.

PROPOSED TIMELINE FROM DRAFT TO IMPLEMENTATION:
Revised by Procurement Manager in August/September 2026. Invited Finance Department and Head of Capital Development to contribute any feedback. Issued to review group on 9th September 2026. Submitted to ARC on 22nd September for review.

BEST PRACTICE REFERENCES:
- National Public Procurement Policy Framework (NPPPF)
- National Public Procurement Strategy 2026-2030 ("Procuring for Our Future")
- Public Procurement Guidelines for Goods and Services (Version 3, October 2023)
- Office of Government Procurement (OGP) Circulars and Procurement Policy Notes
- Infrastructure Guidelines
- Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027
- Capital Works Management Framework (CWMF)
- Construction Procurement Reform guidance

LEGISLATIVE REQUIREMENTS / REFERENCES:
- Directive 2014/24/EU on Public Procurement
- Directive 2014/25/EU (Utilities Directive)
- Directive 2014/23/EU (Concessions Directive)
- Directive 89/665/EEC (Remedies Directive), as amended by Directive 2007/66/EC
- Treaty on the Functioning of the European Union (TFEU) principles
- European Commission guidance on Green Public Procurement (GPP)
- European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. No. 284/2016)
- European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 (S.I. No. 130 of 2010)
- Public Service Management Act 1997

APPROVING COMMITTEE/S:

ARC to recommend to GB for Approval

PUBLICATION AND INFORMATION PLAN:

Website – Staff Hub > Procurement Section
Website – Governance > Corporate Policy Unit > Governance Policies
Procurement Hub in MyApps (TUS intranet)

MONITOR AND REVIEW PROPOSAL:

Monitor annually, review every three years