



# TU Dublin Policy

## Procurement Policy

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## 1. Document Control Summary

Area	Document Information
Author	Colm Whelan
Owner	Head of Finance
UET Sponsor	Chief Operations Officer
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Approved by	
Approval date	
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## 2. Introduction / Context

Public procurement is the process by which public bodies use public contracts to purchase goods, services or works from suppliers, ranging from the purchase of routine goods or services to large scale contracts for infrastructural projects.

The Treaty of Rome on the functioning of the EU applies to all procurement activity regardless of value. The procurement of Goods/Supplies, Services or Works in the public sector must comply with the Treaty's fundamental procurement principles:

- **Transparency:** All procurement activities are open and transparent with necessary information provided to all. Procurement intentions and decisions should be advertised publicly.
- **Equal treatment and Non-Discrimination:** The same rules apply to all with equal rights of access. Decisions are to be based on objectivity and fairness.
- **Proportionality:** All measures used must be both necessary and appropriate in relation to the objective i.e. the award of contract. No excessive or disproportionate conditions, criteria, or rules are to be applied.
- **Mutual Recognition:** Equal validity is to be given to qualifications / standards applicable in other Member States.

This policy will underpin and support the public procurement process and the TU Dublin Strategy, mission and core values.

## 3. Purpose

The purpose of this document is to set out the policy for the procurement of goods and services, in TU Dublin, and to make all staff aware of their obligations.

## 4. Scope

This Policy covers:

- All expenditure – excluding pay, staff expenses.
- The awarding of contracts for services, goods and works in TU Dublin

## 5. Definitions

In broad terms, '**Procurement**' is the overarching function that describes the activities and processes to acquire goods and services from an external source. As distinct from purchasing, procurement involves all the activities involved in establishing requirements, market research, approach, supplier / tender evaluation, negotiation, and award of contracts through to contract management.

'Public Procurement' refers to the process by which public bodies purchase works, goods, or services from suppliers which they have selected for this purpose. It ranges from the purchase of routine goods or services to large scale contracts for infrastructural projects and involves a wide and diverse range of contracting authorities.

A 'Public Contract' is a contract for the provision of works, supplies or services to a contracting authority. It includes all procurements, not just those which are undertaken on the basis of a full tendering process and formal signing of a contract.

For the purposes of clarity, in this policy 'Tender' and 'Tendering' is used to describe the procedures for procurement above National Threshold procurements (€50k supplies and services; €200k works) and 'quotations' for procurements below National Threshold.

Goods/Supplies: the purchase, lease or rental of a good or product (e.g. vehicles, IT, stationery)

Service: provision of services such as canteen, cleaning services, legal, professional etc.

Work: building / civil engineering design and execution

Framework Agreement: an agreement between one or more contracting authorities and one or more suppliers which establishes some or all the terms on which contracts for supplies, works or services can be entered into during the period of the agreement without further advertisement.

## 6. Policy Details:

### 6.1 Policy Overview

This policy provides TU Dublin staff with guidance to ensure maximum value for money is being achieved while ensuring EU Directives and national Guidelines of public procurement are adhered to.

It is the responsibility of the staff in TU Dublin to comply with this Procurement Policy

#### Public Procurement in Ireland

The Office of Government Procurement (OGP) was established in 2013 to ensure the public service operates in a coordinated and efficient way when procuring goods and services. They have responsibility for sourcing all goods and services on behalf of the public service under the following categories.

- Facilities Management
- Utilities
- Marketing, Print and Stationery
- Travel, HR and managed Services
- Fleet and Plant
- Information and Communications Technology
- Professional Services
- Spot Buying

The Education Procurement Service (EPS) is the shared service for Higher Education including Universities. The EPS works with the OGP to source goods and services in the following categories.

- Laboratory
- Agriculture and Veterinary
- Library

#### OGP Guidance

- Public Sector Bodies are requested to use OGP's centralized frameworks and contracts for all applicable purchases.
- The OGP also expects that public sector bodies will consult it regarding requirements above €50,000 that are not met by existing OGP central arrangements prior to going to market directly.
- For purchases below €50,000, where there is no centralized arrangement in place, public sector bodies should follow current public procurement competitive process guidance.

If you are in doubt, please visit TU Dublin procurement webpage @ [Procurement Website](#) or email [procurement@tudublin.ie](mailto:procurement@tudublin.ie)

## 6.2 Policy Details

### 6.2.1 Scope

This policy provides guidance to all staff and those involved in any aspect of procurement across the University.

### 6.2.2 Budget Control

Budget Holders have authority to utilize their budget allocation subject to compliance with the policies, procedures, rules and controls laid down in the EU directives, National guidelines and this policy.

The purchase of goods and services must be through contracted suppliers, other than in emergency circumstances.

### 6.2.3 Procurement Thresholds

Quotations shall be required for the supply of goods or the provision of services as follows:

Value of Contract (Ex VAT)	Action (where no central contract is in place)
Less than €5,000	1 written quotation from a supplier MUST be attached to the requisition for all non-contract requirements.
Between €5,000 and €50,000	3 written quotations and/or written attempts to obtain quotes MUST be attached to the requisition for all non-contract requirements.
Over €50,000 to €215,000	Procurement run a national tender on etenders or OGP or EPS procure on behalf of the University.
Over EU Threshold €215,000	Procurement run an OJEU tender or OGP or EPS procure on behalf of the University.
Minor Works between €10,000 and €200,000	3 written quotations and/or written attempts to obtain quotes MUST be attached to the requisition for all non-contract requirements.
Minor Works over €200,000	A national tender is run on etenders

\*\*\*\*All quotations and/or attempts to obtain same must be dated.

\*\*\*\*Under no circumstances should supply or provision requirements and ordering be split to bring purchases under a particular threshold.

Before deciding upon the appropriate procurement threshold Budget Holders must estimate the anticipated total spends over the lifetime of the contract (including any extensions and excluding VAT)

To enable TU Dublin to comply fully with procurement guidelines, Budget Holders should submit an Approval to Commence Tender Form at the earliest opportunity if the spend is likely to exceed €25,000 over the life of the contract.

#### 6.2.4 Aggregated Spend

It is TU Dublin policy to aggregate spend where possible, to achieve value for money, improve efficiency, and ensure compliance.

- Procurement will monitor expenditure across the University by supplier and procurement category to make decisions regarding aggregation.
- Where contracts or framework agreements for commonly purchased supplies and services are established by the OGP (or one of its sourcing partners), Procurement will assist in determining their suitability for meeting the University's requirements.

A central contracts register has been established with a full list of contracts uploaded to the procurement website and Unit 4 ERP system- [Procurement Webpage](#) under Contract Accounting.

Where central contracts exist for services or goods in any category, Budget Holders shall place orders for such services or goods only with the contracted suppliers, using the contract code provided by Procurement. These contracts have been entered into centrally on behalf of the University and are legally binding.

#### 6.2.5 Accountability

Budget Holders should be aware that the independent auditors of TU Dublin and the staff of the Comptroller and Auditor General's Office have full, free, and unrestricted access to all procurement records of the University. Budget Holders shall grant full and free access to all documents and decisions relating to any procurement activity that any auditor requires. On receipt of any observations resulting from any such audit, the Budget Holder concerned shall be responsible for ensuring that replies (if any) are furnished to the relevant auditor.

#### 6.2.6 Procurement Training

It is the responsibility of each Budget Holder to ensure that they and their relevant staff members within their departments/offices with responsibility for procurement are fully familiar with the University's procurement policies and procedures.

See attached link to access ERP training [HERE](#)

#### 6.2.7 Standard Requisitions

- 6.2.7.1 Requisitions must be completed for goods or services on the TU Dublin finance system.
- 6.2.7.2 Where three quotes are sought, quotations need to be uploaded to the TU Dublin finance system to demonstrate compliance.
- 6.2.7.3 Requisitioners should proceed with the lowest quote where quality, delivery and service match, however, if there a valid reason not to choose the lowest quote details of the criteria used for the selection process must accompany the requisition.

On approval a requisition will be converted into a PO

\*\*\*\*A TU Dublin purchase order must be issued to a supplier before ordering goods or Services.

#### 6.2.8 Purchase Orders

- 6.2.8.1 All Purchase orders are sent directly to the supplier by automated email. Processing a Purchase order is in the region of €100, so orders should be consolidated where possible.

- 6.2.8.3 Orders or balances on orders which are no longer required should be cancelled off the system by the requisitioner from the relevant department on a regular basis.
- 6.2.8.4 The requisitioner should handle all queries to suppliers regarding the required/delivered good and liaise with Accounts Payable as required.

No goods or services should be purchased outside of this TU Dublin procurement policy. Goods or services cannot be purchased without an official Purchase order being issued to the supplier. No commitment should be made to the supplier in respect of purchases other than by means of an official Purchase Order. TU Dublin will not commit to payment for purchases of goods and services which does not comply with this policy (and related procedures).

It is the responsibility of the Budget Holders (or their designated nominees) to ensure that goods are received, delivered to the correct location, and are in accordance with the relevant terms and conditions of the order and (where applicable) contract.

When receipting services, Budget Holders (or their designated nominees) should verify that the services were performed satisfactorily and in accordance with the relevant terms and conditions.

### **6.2.9 Contract Monitoring**

To ensure that Budget Holders are complying with the procedures and thresholds that are set out in this policy, procurement shall monitor expenditure levels on a regular basis, and bring any breaches to the attention of the Budget Holder. If expenditure exceeds or is likely to exceed the approved limit this matter will be escalated to the approving body.

### **6.2.10 Document Retention**

Budget Holders are responsible for ensuring that records are maintained for all purchases. This includes records of seeking quotations, quotations received, and rationale for selecting winning bids, notifications to unsuccessful bidders, copies of purchase orders and copies of the invoice.

### **6.2.11 Personal Purchases**

Purchases of goods or services for personal use are not permitted through the University procurement system.

### **6.2.12 Approvals**

Additional authorization of contracts is required in line with the financial limits (excluding VAT) contained in the signing authority policy on the procurement website [Signing Policy](#)

### **6.2.13 Public Tendering Regulatory and legislative frameworks**

As a Public Sector Body, the TU Dublin is required to carry out its public tendering procurement function as per Government guidelines and as prescribed by Regulation.



The following is a link to the relevant procurement regulations. [EU Directive 2024/24:EU Procurement Directive](#)

#### 6.2.14 Ethics in Public Procurement

TU Dublin personnel must be professional in all their dealings with suppliers and should always be aware of upholding the reputation of the University. They should never use their authority within TU Dublin for personal gain.

TU Dublin complies in full with the Forum on Purchasing Ethics Policy which can be viewed at: [Ethics in Public Procurement](#)

#### 6.2.15 Sustainable Procurement (update with new comment)

TU Dublin is committed to working with the relevant Government agencies to develop green procurement criteria that will be used where relevant when tendering for goods, services and works.

It is the responsibility of the Budget Holders to:

- Include a minimum of 10% award weighting for green award and selection criteria, where applicable.
- Engage in staff training and development to establish good culture and practices regarding GPP and its benefit.
- Work with suppliers to increase awareness around green public procurement.

TU Dublin will fully comply with Green Public Procurement Policy and refer to updated guidance, circulars, and statutory instruments.

- <https://www.gov.ie/en/publication/efa12-green-public-procurement-gpp/#green-procurement-in-policy>
- <https://www.gov.ie/en/publication/efa12-green-public-procurement-gpp/#green-procurement-guidance>

TU Dublin will utilise Green Criteria within our tenders with reference to <https://gppcriteria.gov.ie/> “

## 6.3 Approval process [for the Policy]

This policy document will be approved by the following individuals/groups in following order:

- a. By the Head of Finance
- b. By COO as UET owner, who will sponsor the policy in going to UET
- c. By University Executive Team
- d. By The Finance & Property Committee
- e. By Governing Body.

## 6.4 Change Process

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner. The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Finance or Procurement Manager.

Changes to the document will require the updated document to be re-approved.

## 7. Related Documents

This document is a newly aligned policy document, which sets out the University policy for procurement in the University.

The policy should be read in conjunction with the Procurement Procedures.

## 8. Conclusions

None

## 9. Appendix

None

## 10.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
V.1.0		Head of Finance	25th September 2023

## 10.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
V.1.0		UET
		FPC
		Governing Body

### 10.3 Document Ownership

This document is owned by the Head of Finance.

For contact purposes please see below:

Contact: Procurement Manager

E-Mail: [procurement@TUDublin.ie](mailto:procurement@TUDublin.ie)

### 10.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner.

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Finance.

### 10.5 Document Storage

This document will be stored on the common Procurement (Finance) drive and the [Procurement Website](#)

### 10.6 Document Classification

This document is a policy and is classified as Internal.