

## EI Procurement Processes

Procurement Thresholds Supplies & Services (Values excluding VAT)	Tender / Quote Process	Funding Approval Process** (Values incl. VAT)	FMS Approval levels
Less than €10,000  *(see below for exceptions)	One verbal quotation or more from a known competent supplier(s), confirmed in writing by letter, fax, or email. Quotation(s) must be forwarded to the relevant buyer together with evaluation sheet if more than one quotation.	Department Manager subject to availability of the specific funding in their budget. If no funding in budget for project, Finance & Operations Committee approval required.	Purchase requisitions should be sent for Oracle approval as follows:
*Consultancy <ul style="list-style-type: none"> <li>• Less than €10,000</li>   <li>• Greater than €10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Sign off by Finance Dept Manager required to allocate funds prior to procurement. One verbal quotation or more from a known competent supplier(s), confirmed in writing by letter, fax, or email. Quotation(s) must be forwarded to the relevant EI buyer together with evaluation sheet if more than one quotation.</li>   <li>• Approval of Finance &amp; Operations Committee to allocate funds prior to procurement. Relevant procurement process as determined by the amount of spend i.e. up to €25k, between €25k and €214k etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Dept Manager</li>   <li>• Finance &amp; Operations Committee approval</li> </ul>	<ul style="list-style-type: none"> <li>• Up to €70k (incl. VAT) - Department Manager</li>   <li>• Above €70k (incl. VAT) Department Manager then Finance &amp; Operations Committee - who will approve on receipt of the relevant Finance &amp; Operations Committee minute)</li> </ul>
Between €10,000 and €25,000	At least three written quotations from known competent suppliers on the basis of written specification provided by Enterprise Ireland. Quotation(s) and evaluation sheet must be forwarded to the relevant buyer.	Department Manager subject to availability of the specific funding in their budget. If no funding in budget for project, Finance & Operations Committee approval required.	
Between €25,000 and €214,000	Formal tendering via national advertising using the Irish Government website <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> <b>The Purchasing Department should be consulted for advice prior to undertaking this process.</b>  <b>All new expenditure on ICT</b> must be approved by the Office of the Government Chief Information Officer (OGCIO), Department of Public Expenditure and reform and all ICT tender and approval processes are managed by the BPI & IT Department	Department Manager subject to availability of the specific funding in their budget up to €70k (incl. VAT). If no funding in budget for project, or contract in excess of €70k (incl. VAT) Finance & Operations Committee approval required.	
Greater than €214,000	European tender process via advertisement in Official Journal of the European Communities (OJEU) using the Irish Government website <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> . <b>The Purchasing Department should be consulted for advice prior to undertaking this process.</b>	Finance & Operations Committee approval	

**Capital Works projects will be subject to National and European threshold limits. The Purchasing Department should be consulted for advice prior to undertaking this process.**

\*\* Funding approval required for all contract spends at relevant level notwithstanding that monies may have been allocated to departmental budgets/cost centres.  
**Effective 1 January 2020**