



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick** City  
& County Council

# **PROCUREMENT POLICIES PROCEDURES AND THRESHOLDS**

**MAY 2018**

**REVISION 7**

## CONTENTS

1. Introduction	2
2. National Procurement Portals	3
3. Policy and Procurement at Limerick City and County Council	4
4. Main Changes in this Document	5
5. Local Purchasing/Accounts Payable Procedure	6
6. Thresholds and procedures for Supplies and Services	7
7. Thresholds and Procedures for Works Related Consultancy Services	9
8. Thresholds and Procedures for Public Works Contracts	10
9. EU Thresholds	12
10. Insurance requirements	13
11. Advertising Tenders and Tender Opening Procedure (Electronic)	14
12. Interim Hard Copy Tender Receipting and Opening Policy	15
13. Assessment/Adjudication Boards	18
14. Agresso Orders Approval Authorisations	19
15. Form to be submitted prior to Works Contract Award	20

## 1 Introduction

Procurement, whether under formal contract or not, of works, supplies and services by public bodies is regulated by law. The purpose of the procurement process is to award contracts based on the Most Economically Advantageous Tender (MEAT), to comply with the law and the objectives of the Government and Limerick City and County Council, (hereafter LCCC) policy objectives. All potential suppliers will be afforded a fair opportunity to tender. LCCC outlines here the policies procedures and advertising thresholds, which staff must follow in relation to procurement of works, supplies and services

LCCC's Policies, Procedures are mandated by:

### **“Public Spending Procurement Code”**

Department of Public Expenditure and Reform

Link; <http://publicspendingcode.per.gov.ie/b-04-procurement-guidelines/>

### **“Public Procurement Guidelines for Goods and Services”**

Office of Government Procurement, Department of Public Expenditure and Reform, July 2017 link;

<http://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>

**Directive 2014/23/EU Concession Contracts** is transposed into Irish Law: Statutory Instrument No. 203/2017 European Union (Award Concession Contracts) regulations

2017 link;

<http://www.irishstatutebook.ie/eli/2017/si/203>

**Directive 2014/24/EU Public Authority Contracts** is transposed into Irish Law:

Statutory Instrument No. 284/2016 European Union (Award of Public Authority Contracts) Regulations 2016,

link;

<http://www.irishstatutebook.ie/eli/2016/si/284>

**Directive 2014/25/EU Utility Undertakings** is transposed into Irish Law: Statutory Instrument No. 286/2016 European Law (Award of Contracts by Utility Undertakings) Regulations 2016

link;

<http://www.irishstatutebook.ie/eli/2016/si/286>

**“Our Sustainable Future”** – A Framework for Sustainable Development in Ireland. Department of Communications Climate Action & Environment.

<http://www.dccae.gov.ie/documents/Our%20Sustainable%20Future%20-%202012.pdf>

### **“Corporate Plan 2015 – 2019”**

#### **Aims**

[https://www.limerick.ie/sites/default/files/corporate\\_plan\\_2015-19.pdf](https://www.limerick.ie/sites/default/files/corporate_plan_2015-19.pdf)

## 2 National Procurement Portals

On-line systems available to Local Authorities:

**The Office of Government Procurement (OGP)**, conducts tenders to set up National Frameworks which Local Authorities can buy goods and services from whether by mini-tender (in the case of multi-party frameworks) or direct drawdown (in the case of single party frameworks).

[www.ogp.gov.ie/](http://www.ogp.gov.ie/)

**www.etenders.gov.ie**

This is the website for advertising tenders above National and EU Threshold contracts and is mandated as the electronic tool for issue and receipt of public tenders. It can also be used to issue and receive quotations and mini-tenders.

[www.etenders.gov.ie/](http://www.etenders.gov.ie/)

**Supplygov.ie** is an on-line tender and quotations system for works and related services.

[www.supplygov.ie/](http://www.supplygov.ie/)

**The Capital Works Management Framework (CWMF)** is an on-line repository of the templates to be used for public works and construction-related services.

[www.constructionprocurement.gov.ie/](http://www.constructionprocurement.gov.ie/)

### **3 Policy and Procurement at Limerick City and County Council**

Procurement transactions and decisions must in all respects be transparent, fair, equitable and ensure value for money. LCCC must be able to justify decisions made and actions taken.

LCCC is required to act appropriately to prevent, identify and remedy conflicts of interest in the conduct of the procurement procedure to avoid any distortion of competition and to ensure equal treatment of tenderers.

Within its organisational structure, LCCC separates its purchasing function from its payment function. Procurement is a key consideration in the LCCCs' approach to its risk register.

LCCC has regard in all its procurement activities to the EU principle of free movement of goods, services and works.

LCCC maintains its records of procurement transactions in accordance with National and E.U. regulations.

LCCC will endeavour to support SMEs.

LCCC will support training of relevant staff in the aspects of procurement required to conduct purchasing in compliance with all National and EU laws.

LCCC will take environmental and social considerations into account when conducting procurement where appropriate and in accordance with government policy and LCCC objectives.

LCCC is committed to conducting all procurement electronically by October 2018 for all over EU Threshold Procurement. LCCC will endeavour to maximise electronic procurement for under EU Threshold limits. The Council will also rely on newspaper advertising, obtaining verbal or written quotes by e-mail where appropriate, referring to guidance in sections 6, 7 and 8 in this document.

When purchasing goods or services it is important that we present our requirements clearly to the market. We must devise an accurate scope and a clear marking scheme for the market to enable us to select the successful tender on the basis of MEAT.

A marking scheme for tenders should include marks and weightings for:

- Quality of the Product or Service
- Resourcing to deliver the contract
- A Cost related criterion – this can be price only or a life-cycle costing model such as Total cost of ownership over a defined period of say 5 years.

Price alone can be used if the good or service has no discernible difference in quality, for example the purchase of Diesel.

Careful consideration should always be given to the precise award criteria to be used taking account of the market, existing experiences / dependencies within LCCC and all criteria must be directly linked to the subject matter of the contract. Every contract is different and it is up to the budget holder acting for LCCC to consider awarding marks for:

- Environmental Impact (Corporate Plan Aim 3)  
<http://www.epa.ie/pubs/reports/other/corporate/olg/GreenPublicProcurementfinalwebv2.pdf>
- Social Impact (Corporate Plan Aim 4)  
<http://www.per.gov.ie/en/minister-for-public-expenditure-and-reform-mr-brendan-howlin-td-announces-establishment-of-social-clauses-project-group/>

A procurement folder has been set up on the intranet.  
Please follow Procurement shortcut for:

- Procurement Policy Procedures and Thresholds Document
- Procurement Training Notes
- Template Documents
- Links to information on the National Frameworks

Any queries to be referred to the Procurement Officer.

## **4 Main Changes in this Document**

- Government and Council policies on Environmental and Social procurement is included and referenced.
- Electronic Tendering and Tender Opening Procedure changed. This will eliminate the time consuming process of running tender boxes. It will relieve Customer Services of some tasks.
- This document provides advice for assessment/adjudication Boards.
- Low value purchasing advice changed from under €1,000 to under €5,000
- EU Limits amended

## 5 Local Purchasing/Accounts Payable Procedures

- The Procurement of goods, services and works is subject, to the availability of financial resources. That is:
  - 1 For Revenue Jobs, an approved budget must exist.
  - 2 For Capital Jobs, a Department allocation has been received, which has been formally approved by the CE/DOS and the funding arrangements have been approved by the Head of Finance
  - 3 If the proposed expenditure doesn't have an approved budget, prior approval must be sought from the CE/DOS and the Head of Finance
  - 4 Expenditure and Income Job coding procedures must be completed with the Finance Department
- A valid requisition must be raised in advance of an order being placed for goods or services. At a minimum, the requisition should specify quantity and price.
- The value of the requisition must be known before the goods are ordered – as prior approval of spend is always required. This ensures there is adequate budget available, the supplier is set up and approved and that the supplier has a valid tax clearance certificate.
- Tax Clearance regulations must be adhered to. Suppliers aggregating over €10,000 per annum must have Tax Clearance.
- It is the responsibility of the person placing the order to ensure compliance with the proper procedures, and that the transaction has been completed correctly.
- All goods are to be examined on receipt to ensure that they are in order and delivery docket should not be signed until the goods are checked for (1) Quality, (2) Quantity and (3) As ordered on official order.
- An invoice not having a valid purchase order number will be returned to the supplier
- Goods ordered should specify the delivery location.
- Payment of invoices is governed by the Prompt Payment of Accounts Act, 1997 as amended by the Statutory Instrument 580 of 2012, which took effect on 16 March 2013 and transposes EU Directive 2011/7/EU on Combating Late Payment in Commercial Transactions
- The MEAT principles should be applied to all purchases.
- Prior approval from the CE will be required for departure from the procedures outlined above.
- No purchase may be sub-divided to prevent it coming within a threshold.
- Procurement values are calculated excl. VAT.

### Exceptions:

The purchasing procedures as outlined above may not fully apply in the following cases:

- Purchases under Supplygov.ie
- Purchases through Low Value Purchase Cards
- Purchases through Fuel Cards
- Sole suppliers or fixed price products
- Emergency Situations such as flooding, health and safety risks etc.



<b>6. Thresholds and procedures for Supplies and Services (All ex VAT)</b>		
	<b>Estimated Contract Value (excl. VAT)</b>	<b>Procurement Procedure</b>
	Up to €5,000	<ul style="list-style-type: none"> <li>Obtain and document verbal quotes from at least three competitive Suppliers. The budget holder must select on the basis of MEAT and justify with accompanying note.</li> <li>Use Supplygov, National or Regional frameworks where possible to seek quotations</li> <li>Advise all tenderers of the outcome of the process.</li> </ul>
	€5,001 - €25,000	<ul style="list-style-type: none"> <li>A brief specification of the goods or services to be documented and sent via email to at least 3 competitive suppliers</li> <li>When requesting a quote via email, ensure to seek an acknowledgement of receipt and follow up promptly via telephone if this is not received. It is recommended to set a closing date and time.</li> <li>No requirement to adhere to tender receipt and opening guidelines</li> <li>Responses to be evaluated objectively against specified requirements and with MEAT in mind. A scoring sheet may be used</li> <li>Acceptance to be approved by Administrative Officer, Senior Executive Engineer or Analogous Grades. The Budget Holder must put a note with the quotations explaining reason for the selection of the supplier in each case.</li> <li>Use Quick Quotes on etenders, Supplygov, National or Regional frameworks where possible to seek quotations</li> <li>Advise all tenderers of the outcome of the process.</li> </ul>
National	€25,001 - €50,000	<ul style="list-style-type: none"> <li>Advertise on eTenders website</li> <li>Open procedure must be used (i.e. single stage process including specification, selection and award criteria)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Use Local, National or Regional Framework Agreements in place on Supplygov, Procurement.ie etc</p> <ul style="list-style-type: none"> <li>Acceptance shall be approved by order of Senior Executive Officer, Senior Engineer, Analogous Grades or Director of Services</li> <li>Must adhere to tender receipt and opening guidelines</li> <li>Advise all tenders of the outcome of the process.</li> </ul>
	€50,001 - €221,000	<ul style="list-style-type: none"> <li>Advertise on eTenders website</li> <li>Open procedure must be used (i.e. single stage process including specification, selection and award criteria).</li> </ul> <p><b>NOTE:</b> The open procedure may not be appropriate where confidential or sensitive information is contained in the tender document and therefore the restricted procedure can be used on such occasions.</p>

		<p><b>OR</b></p> <p>Use National or Regional Framework Agreements in place on Supplygov, Procurement.ie etc</p> <ul style="list-style-type: none"> <li>• Acceptance shall be approved by order of the CE, Limerick City and County Council or delegated officer where appropriate</li> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Advise all tenderers of the outcome of the process (giving sufficient information to enable tenderer to understand the reasons they were unsuccessful).</li> </ul>
EU	<p>Above the EU threshold €221,000</p> <p>*advisable to work on an estimate 10-15% less than the threshold when deciding whether to advertise in OJEU.</p>	<ul style="list-style-type: none"> <li>• Supplies and Services above this value must be advertised in the Official Journal of the European Union (OJEU)* and on eTenders</li> </ul> <p><b>NOTE:</b> (eTenders is the tool to advertise in OJEU – the notice will be despatched to the OJEU and it will be published within 2-3 days on both sites from the date of despatch).</p> <ul style="list-style-type: none"> <li>• Use open, restricted, negotiated or competitive dialogue procedure</li> </ul> <p><b>OR</b></p> <p>Use National or Regional Framework Agreements in place on Supplygov, Procurement.ie etc</p>
	<p>For certain services called Title III – above the EU threshold of €750,000.</p> <p>Relates to social and related services, training, security, legal, etc.</p>	<ul style="list-style-type: none"> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of the CE, Limerick City and County Council or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process ensuring the minimum information is provided – this includes: name of winner, application of standstill period (14 days if email/16 days if postal notification), scores, reasons for rejection and features / characteristics of the winner.</li> </ul>
	<p>€443,000+</p>	<ul style="list-style-type: none"> <li>• Utilities Supplies and Services above this value must be advertised in the OJEU*</li> <li>• Acceptance shall be approved by order of the CE, Limerick City and County Council or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process.</li> </ul>
	<p>€2,000,000+</p>	<ul style="list-style-type: none"> <li>• The only additional requirement here is to advise Procurement Officer as Procurement must be listed on Limerick City and County Council website as required by Public Spending Code.</li> <li>• Advise all tenderers of the outcome of the process.</li> </ul>

\*These thresholds are valid from 1 January 2018 to 31 December 2019. Thresholds are revised every two years, next adjustment due 1<sup>st</sup> January 2020.

## 7 Thresholds and Procedures for Works Related Consultancy Services (All ex VAT)

Estimated Contract Value (exclusive of VAT)	Procedure
Less than €5,000	<ul style="list-style-type: none"> <li>• Obtain and document verbal quotes from at least three competitive Suppliers. The budget holder must select on the basis of MEAT and justify with accompanying note.</li> <li>• Use Supplygov, National or Regional frameworks where possible to seek quotations</li> <li>• Advise all tenderers of the outcome of the process.</li> </ul>
€5,001 - €50,000	<ul style="list-style-type: none"> <li>• No requirement to publish on eTenders website or OJEU.*</li> <li>• Use the Local, National Supplygov or Regional frameworks where possible to seek quotations.</li> <li>• If not using a Framework then a minimum of 5 quotations must be sought by e-mail, fax or letter on headed paper</li> <li>• When requesting a quote via email, ensure to seek an acknowledgement of receipt and follow up promptly via telephone if this is not received</li> <li>• No requirement to adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of Senior Executive Officer, Senior Engineer , Analogous Grades or Director of Services</li> <li>• Advise all tenderers of the outcome of the process.</li> </ul>
€50,001 and €221,000	<ul style="list-style-type: none"> <li>• Advertise on eTenders website.</li> <li>• Open procedure must be used (i.e. without pre-qualification of tenders) <b>NOTE:</b> The open procedure may not be appropriate where confidential or sensitive information is contained in the tender document and therefore the restricted procedure can be used on such occasions.</li> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of the CE, Limerick City and County Council or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process (giving sufficient information to enable tenderer to understand the reasons they were unsuccessful).</li> </ul>
Above the EU threshold (EU threshold applicable from 01.01.2018 to 31.12.2019 is €221,000)	<ul style="list-style-type: none"> <li>• Must be published on the OJEU and the eTenders website.</li> <li>• Open or restricted procedure may be used. Negotiated or competitive dialogue procedures to be used only in exceptional circumstances specified in Directive 2014/24/EU.</li> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of the CE, Limerick City and County Council or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process ensuring the minimum information is provided – this includes: name of winner, application of standstill period (14 days if email/16 days if postal</li> </ul>

	notification), scores, reasons for rejection and features / characteristics of the winner.
€2,000,000+	<ul style="list-style-type: none"> <li>• Advise Procurement Officer as Procurement must be listed on Limerick City and County Council website as required by Public Spending Code.</li> </ul>

\* While in respect of works related consultancy below €50,000 there is no requirement to advertise on eTenders or elsewhere, the principle of transparency and non-discrimination still needs to be satisfied.

Where a local authority does not advertise for projects below €50,000 and has invited five firms to tender but fewer than five firms submit tenders, the local authority may only proceed with the award if it considers that there has been genuine competition and that the tender selected is consistent with MEAT.

<b>8 Thresholds and Procedures for Public Works Contracts ( All ex VAT)</b>	
<b>Estimated Contract Value (exclusive of VAT)</b>	<b>Procedure</b>
Less than €5,000	<ul style="list-style-type: none"> <li>• Obtain and document verbal quotes from at least three competitive Suppliers. The budget holder must select on the basis of MEAT and justify with accompanying note.</li> <li>• Use Supplygov, National or Regional frameworks where possible to seek quotations</li> <li>• Advise all tenderers of the outcome of the process.</li> </ul>
€5,001 - €50,000	<ul style="list-style-type: none"> <li>• No requirement to publish on eTenders website or OJEU.*</li> <li>• Use the Local, National Supplygov or Regional frameworks where possible to seek quotations, a minimum of 3 quotations must be sought. The Budget Holder must put a note with the quotations explaining reason for the selection of the supplier in each case.</li> <li>• If not using a framework then a minimum of 5 quotations must be sought by e-mail, fax or letter on headed paper</li> <li>• No requirement to adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of Senior Executive Officer, Senior Engineer, Analogous Grades or Director of Service. The Budget Holder must put a note with the quotations explaining reason for the selection of the supplier in each case.</li> <li>• Advise all tenderers of the outcome of the process.</li> </ul>
€50,001 - €250,000	<ul style="list-style-type: none"> <li>• Advertise on eTenders website</li> <li>• Open procedure must be used (i.e. single stage process including specification, selection and award criteria)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Use National Framework Agreements in place on Supplygov</li> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of the CE, or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process (giving sufficient information to enable tenderer to understand the reasons they were unsuccessful).</li> </ul>
€250,001 - €5,548,000	<ul style="list-style-type: none"> <li>• Advertise on eTenders website.</li> </ul>

	<ul style="list-style-type: none"> <li>• Open or restricted procedure (negotiated or competitive dialogue only to be used in exceptional circumstances)</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Use National Framework Agreements in place on Supplygov</li> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of the CE, or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process (giving sufficient information to enable tenderer to understand the reasons they were unsuccessful).</li> </ul>
Above the EU threshold of €5,548,000 (EU threshold applicable from 01.01.2018 to 31.12.2019)	<ul style="list-style-type: none"> <li>• Must be published on the OJEU and the eTenders website</li> <li>• Competitive Tendering. Open or restricted procedure. Negotiated or competitive dialogue procedures to be used only in exceptional circumstances specified in Directive 2014/24/EU.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Use Framework Agreements in place on Supplygov</li> <li>• Must adhere to tender receipt and opening guidelines</li> <li>• Acceptance shall be approved by order of the CE, or delegated officer where appropriate</li> <li>• Advise all tenderers of the outcome of the process ensuring the minimum information is provided – this includes: name of winner, application of standstill period (14 days if email/16 days if postal notification), scores, reasons for rejection and features / characteristics of the winner.</li> </ul>
€2,000,000+	Advise Procurement Officer as Procurement must be listed on LCCC website as required by Public Spending Code.

\* While in respect of works projects below €50,000 there is no requirement to advertise on eTenders or elsewhere, the principle of transparency and non-discrimination still needs to be satisfied. So consideration can be given to publishing the contract notice for such projects on the eTenders website, bearing in mind that the response might be disproportionate with regard to the value of the project.

Where a project below €50,000 has not been advertised and fewer than five firms submit tenders, the local authority may only proceed with the award if it considers that there has been genuine competition and that the tender selected is consistent with MEAT.

Use Capital Works Framework available on [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie)

A number of multi-party Framework Agreements have been put in place on the Supplygov system and it is recommended that they be used.

## 9 EU MONETARY THRESHOLDS

Thresholds (exclusive of VAT) above which advertising of contracts in the Official Journal of the EU is obligatory, applicable from **1 January 2018** :

<b>Works</b>		
Contract Notice	€5,548,000	Threshold applies to Government Departments and Offices, Local and Regional Authorities and public bodies
<b>Supplies and Services</b>		
Contract Notice	€221,000	Threshold applies to Local and Regional Authorities and public bodies outside the Utilities sector
<b>Title III Services</b>		
Contract Notice	€750,000	Threshold applies to Local and Regional Authorities for services defined in Annex XIV (Art. 74 – Title III).
<b>Utilities</b>		
Works Contracts	€5,548,000	For contracting entities operating in Utilities sector covered by GPA (water, energy, transport and postal sector)
Supplies and Services	€443,000	For contracting entities operating in Utilities sector covered by GPA (water, energy, transport and postal sector)
<b>Service and Works Concessions</b>		
Concession Notice	€5,548,000	For Local Authorities and Utilities awarding contracts relating to concessions – where the risk is transferred to the private sector (i.e. the concessionaire) and the concessionaire earns their income from exploitation of an asset, i.e. the Contracting Authority does not compensate the concessionaire directly.

Thresholds are revised every two years. Full and up to date thresholds can be checked on the EU public procurement website <http://www.simap.europa.eu/>.

## 10 Insurance Requirements when Tendering (DPER Circular 10/14)

Buyers should only require such types and levels of insurance which are proportionate and reasonable in the context of the particular contract. Factors which may be considered by buyers for the supply of goods and general services should include: the risks involved, the value of the contract and the subject matter of the contract. The required insurance coverage will vary from contract to contract as will the style of insurance cover available to suppliers, particularly in relation to professional indemnity risks. Any requirement for insurance cover should be signalled in the tender documentation. Tenderers should be asked to declare that they can obtain such cover but should not generally be required to have it in place at the time of tendering. Documentary evidence of the required insurance will only be required when a candidate has been identified as a successful tenderer in a procurement competition.

In carrying out competitions for the acquisition of routine low-to-medium-risk goods and services buyers should use the guide below to assessing insurance level requirements. For bespoke and or complex competitions or if the buyer has concerns with regard to any aspect relating to subject matter of the procurement then buyers should contact Irish Public Bodies Insurance for assistance in setting appropriate insurance levels.

Guidance for works and works related services are available on [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie) under Pillar 4/Guidance Notes on Minimum Standards for Pre-qualification for Works Contractors and Construction Service Providers.

### Guide to Setting Insurance level Requirements

The matrix below can be used as a general guide to setting insurance level requirements for routine low-to- medium-risk goods and services.

Type of Insurance	Indemnity Limit
Employer's Liability	€12.7m
Public Liability	€6.5m
Environmental Indemnity	€2m
Professional Indemnity	Contract Value (min. €50,000)
Product Liability	Contract Value (min. €50,000)



<b>11      ADVERTISING TENDERS AND TENDER OPENING POLICY – Etenders.gov.ie/Supplygov.ie</b>
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CONDUCT ALL TENDERS ELECTRONICALLY ON [WWW.ETENDERS.GOV.IE](http://WWW.ETENDERS.GOV.IE) , WHEN POSSIBLE;  
THIS WILL BE MANDATORY FROM OCTOBER 2018 FOR OVER EU THRESHOLD  
PROCUREMENT.

PLEASE ENGAGE WITH THE ELECTRONIC MEANS OF TENDERING. FOR SMALLER TENDERS  
USE SUPPLYGOV.IE, QUICK QUOTES ON SUPPLYGOV.IE OR ON [WWW.ETENDERS.GOV.IE](http://WWW.ETENDERS.GOV.IE) .  
YOU CAN CONTINUE TO GET QUOTES, VERBALLY OR VIA YOUR OWN E-MAIL AS PER  
GUIDANCE.

THE E-MAIL ADDRESS OF [PROCUREMENT@LIMERICK.IE](mailto:PROCUREMENT@LIMERICK.IE) IS AVAILABLE TO YOU, IF REQUIRED,  
BY ARRANGEMENT WITH THE PROCUREMENT OFFICER.

WWW.ETENDERS.GOV.IE IS A SECURE PORTAL. FOLLOW PROCEDURES ON THIS SITE AND  
DOWNLOAD DOCUMENTS INTO OUR CUSTODY WHEN COMPLETE. IT IS OUR DUTY TO HAVE  
OUR OWN ARCHIVED ELECTRONIC DOCUMENTS FOR AUDIT AND RECORD PURPOSES.

TENDER RECEIPT AND OPENING PROCEDURES WILL DEPEND ON THE ESTIMATED VALUE OF  
THE CONTRACT.

**1:      OPENING OF ELECTRONIC OVER E.U. THRESHOLD TENDERS.**

TENDER OPENING IS TO BE ARRANGED BY THE SECTION RUNNING THE TENDER. A ROOM  
WITH TV AND INTERNET IS TO BE BOOKED. THE FOLLOWING PERSONNEL ARE TO ATTEND.

- (1) THE NOMINATED STAFF TO UNLOCK THE ON-LINE TENDER BOX AS NOTIFIED TO  
WWW.ETENDERS.GOV.IE
- (2) LIZ CREAMER, STAFF OFFICER, OR NOMINEE ([Liz.creamer@limerick.ie](mailto:Liz.creamer@limerick.ie) Extn: 7337)
- (3) COUNCILLOR

**2:      OPENING OF ELECTRONIC UNDER E.U. THRESHOLD TENDERS.**

- (1) THE NOMINATED STAFF TO UNLOCK ON-LINE TENDER BOX AS NOTIFIED TO  
ETENDERS.GOV.IE
- (2) LIZ CREAMER, STAFF OFFICER, OR NOMINEE ([Liz.creamer@limerick.ie](mailto:Liz.creamer@limerick.ie) Extn: 7337)

NO COUNCILLOR REQUIRED TO ATTEND. NAMES AND ADDRESSES OF ALL TENDERERS TO BE CIRCULATED TO ALL COUNCILLORS WITHIN 3 DAYS OF OPENING.

QUICK QUOTES FUNCTION ON [WWW.ETENDERS.GOV.IE](http://WWW.ETENDERS.GOV.IE), [SUPPLYGOV.IE](http://SUPPLYGOV.IE), EMAIL OR [PROCUREMENT@LIMERICK.IE](mailto:PROCUREMENT@LIMERICK.IE) TENDERING, UNDER €25000 EXEMPT FROM OPENING AND NOTIFICATION PROTOCOLS ABOVE.

## **12 INTERIM HARD COPY TENDER RECEIPTING AND OPENING POLICY**

**Permission to run a hard copy tender to be first obtained from the Procurement Officer, after October 2018 at [Procurement@limerick.ie](mailto:Procurement@limerick.ie).**

**The request to run a hard copy tender must be supported by the SEO or SE or analogous grade in the section.**

### **REQUEST TO OPEN TENDER BOX**

Section to contact Customer Services by e mail ([customerservices@limerick.ie](mailto:customerservices@limerick.ie)) to request that a physical tender box be opened. This will apply for Tenders/Expressions of Interest/Pre-Qualifications/Quotations.

The following information should be clearly stated in request :

- Location where tender box is to be set up e.g. Dooradoyle or Merchants Quay;
- Exact Name of tender;
- Closing date and time of tender;
- Name of relevant staff member in the relevant department to be contacted with any enquiries relating to the tender;

Customer Services to open and type up label for tender box. Customer Services will notify the relevant department the number of the tender box and confirm it has been opened.

**The relevant department must also clearly inform the tenderer of the correct receipt address i.e. Customer Services, Dooradoyle or Customer Services, Merchant's Quay.**

It is good practice to include a pre-addressed label with the tender documents to ensure delivery to the correct location. The relevant department should also specify to the tenderer that the Form of Tender should be in a separate envelope cleared marked 'Form of Tender' within the overall tender envelope. The 'Form of Tender' should clearly state the tenderer's name, address, contact details and tender price exclusive of VAT.

Tenderers must be requested to mark the outside of tender envelopes clearly, i.e. the tenderer's company name and address and the name of the tender must be clearly marked on the envelope.

The specified date and time for receipt of tenders must not be extended unless the prior written approval of the appropriate Section Head/S.E./S.E.O. has been obtained.

The Section must advise Customer Services of the revised closing date and time via e mail address [customerservices@limerick.ie](mailto:customerservices@limerick.ie).

### **PROCEDURES FOR DEALING WITH TENDERS RECEIVED BY POST**

If envelope is marked clearly indicating 'Tender for .....,', do not open but forward it to relevant Customer Services who will date stamp and time record and place directly into relevant Tender Box at Customer Services.

If envelope is not marked, and is subsequently opened, a note of same should be made on the envelope and signed by the person who opened it. The envelope should then be resealed, date stamped, time recorded and forwarded to relevant Customer Services who will place it directly into relevant Tender Box at Customer Services.

### **PROCEDURE FOR DEALING WITH TENDERS DELIVERED BY INDIVIDUALS OR COURIERS TO CUSTOMER SERVICES**

The individual or courier will be directed to the location of the Tender box. It is their responsibility to insert the tender into the correct box. No receipt will be issued.

If a tender is received by Customer Services via post / courier **after** the closing date and time for receipt of tenders, Customer Services staff will mark the tender accordingly and immediately refer it to the contact person in the relevant department for return to the tenderer.

Late tenders should not be opened, unless we do not know the identity of the sender. If envelope is not marked, it may be opened, a note of same should be made on the envelope and signed by the person who opened it. The sender is identified and the envelope should then be resealed, date stamped, time recorded and returned to sender.

## **CLOSURE OF TENDER BOX**

Customer Services staff will ensure that tender box is closed at specified date and time. It is good practice for a staff member from the relevant section to be present when the tender box is closed.

## **REMOVAL OF TENDERS FROM CUSTOMER SERVICES**

Relevant Section is responsible for opening of box and collection of tenders, keys for boxes are kept by Customer Services.

A contents record of the number of envelopes/packages removed from tender box is completed by person removing the tenders and signed and counter signed by observer.

The relevant Section then takes away the tenders and places them in a secure locked area until official opening.

Selection Questionnaires, pre qualification questionnaires and expressions of interest are subject to the same receipt procedure as any other tender (i.e.)

- customer services requested to open a tender box
- customer services close tender box in presence of staff member from relevant department

However there is no requirement to have a Councillor or Corporate Services present at the opening.

Selection questionnaires, expressions of interest and pre qualification questionnaires can be opened by the Section Head and another staff member in the section. It is good practice to prepare and sign a written record of the applicants

## **OFFICIAL OPENING OF HARD COPY TENDERS**

### **OPENING OF HARD COPY OVER E.U. THRESHOLD TENDERS.**

TENDER OPENING IS TO BE ARRANGED BY THE SECTION RUNNING THE TENDER. A SUITABLE ROOM IS TO BE BOOKED. THE FOLLOWING PERSONNEL ARE TO ATTEND.

- (1)THE NOMINATED STAFF MEMBER AS NOTIFIED TO ETENDERS.GOV.IE AS CONTACT.
- (2)LIZ CREAMER, STAFF OFFICER, OR NOMINEE ([Liz.creamer@limerick.ie](mailto:Liz.creamer@limerick.ie) Extn: 7337)
- (3)COUNCILLOR

COUNCILLORS TO BE CIRCULATED WITH DETAILS VIA E-MAIL WITHIN 3 DAYS

OPENING OF HARD COPY UNDER E.U. THRESHOLD TENDERS.

(1)THE NOMINATED STAFF MEMBER AS NOTIFIED TO ETENDERS.GOV.IE AS CONTACT

(2)LIZ CREAMER, STAFF OFFICER, OR NOMINEE ([Liz.creamer@limerick.ie](mailto:Liz.creamer@limerick.ie) Extn: 7337)

COUNCILLORS TO BE CIRCULATED THE NAMES AND ADDRESSES OF THE TENDERERS VIA E-MAIL WITHIN 3 DAYS

QUICK QUOTES FUNCTION ON ETENDERS.GOV.IE, SUPPLYGOV.IE, EMAIL OR [PROCUREMENT@LIMERICK.IE](mailto:PROCUREMENT@LIMERICK.IE) TENDERING IS EXEMPT FROM OPENING AND NOTIFICATION PROTOCOLS ABOVE.

## **13 Assessment/Adjudication Boards**

The members of any assessment/adjudication Board must always adhere to vindicating the principles of fairness, equity and transparency.

They should always be requested to complete a Confidentiality and Conflict of Interest Declaration.

## 14 Agresso MS4 Requisition Approval Levels

<b>Agresso MS4 Requisition Approval Levels</b>			
<i>Existing Agresso Purchase Order Approval Levels</i>		<b>To Be Approved by Management Team</b>	
<i>Approver Grade</i>	<i>Euro Approval Limit Ex VAT</i>	<i>Recommended Requisition Approval Limits from 01 July 2016 - Euro (Ex. VAT)</i>	<i>Agresso MS4 Approval Level</i>
<i>Chief Executive</i>	€ 30,000,000	> € 1,000,000	<i>Job code Approval Level 6</i>
<i>Director of Service</i>	€ 1,000,000	€ 1,000,000	<i>Job code Approval Level 5</i>
<i>Senior Engineer, County Librarian, Senior Executive Officer</i>	€ 100,000	€ 100,000	<i>Job code Approval Level 4</i>
<i>Senior Exec. Engineer/Project Admin Officer</i>	€ 70,000	€ 70,000	<i>Job code Approval Level 3</i>
<i>Senior Staff Officer Exec. Engineer/Exec Scientist</i>	€ 40,000	€ 40,000	<i>Job code Approval Level 2</i>
<i>Senior Exec. Technician Staff Officer</i>	€ 10,000	€ 15,000	<i>Job code Approval Level 1</i>
<i>Assistant Staff Officer</i>	€ 7,500		
Supervisor / Superintendent	€1,000 - €3,000 on a case by case basis	€ -	-



**15: FORM TO BE SUBMITTED PRIOR TO WORKS CONTRACT AWARD**

To: Ms. Geraldine Dollard  
Facilitator-Workplace Partnership  
Human Resources

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I wish to inform you that Limerick City & County Council is considering awarding a contract to \_\_\_\_\_.

**The details are as follows:**

- 1. NAME & ADDRESS OF CONTRACTOR**
- 2. CONTACT PERSON(S) & TELEPHONE NO. (LCCC & Contractor)**
- 3. NATURE OF THE CONTRACT**
- 4. LOCATION OF THE CONTRACT**
- 5. START DATE OF PROJECT**
- 6. END DATE OF PROJECT/DURATION OF THE CONTRACT**
- 7. CONFIRMATION OF COMPLIANCE OF ALL RELEVANT STATUTORY PROVISIONS & REGULATIONS  
(must be in written format)**

Industrial Relations Acts 1946-2015