

GMIT Public Procurement Policy

Approval: This document is approved by the Governing Body of the Institute, which is committed to the pursuit of excellence and recognises the importance of good purchasing practice in obtaining value for money and in ensuring that the funds of the Institute are best optimised.

Purpose: The purpose of this document is to establish a framework for a common approach to Purchasing in the Institute and to document the objectives and principles of procurement. The procurement policy covers the management and control of all non-pay expenditure.

What is Public Procurement?

- Public Procurement can be defined as the acquisition, whether under formal contract or not, of works, supplies and services by public bodies.
- It ranges from the purchase of routine supplies or services to formal tendering.

Basic Principles of Public Procurements

- Equal treatment – All suppliers to be treated equally and with the utmost fairness at every stage of the process.
- Transparency – Information and rules and award criteria to be readily available.
- Proportionality – Demands placed on suppliers to be relevant to the contract being awarded.
- Mutual Recognition – Standards, specifications and qualifications in the EU receive equal treatment.
- It is not permissible to avoid the tendering procedures by issuing multiple orders.
- Copies of all quotations must be supplied to the Purchasing Office prior to release of purchase order.
- Purchasing arrangements should only be entered into with the agreement of the Purchasing Officer and via an official GMIT purchase order.

Procurement Policy Outline

- The GMIT, National and EU procurement rules must be adhered to.
- Every effort should be made to ensure value for money.

Procurement Objectives in GMIT

- To ensure value for money is achieved in all purchasing activities.
- To ensure that the Institute's procurement policies and procedures along with Irish and EU public procurement regulations are known and observed by all staff involved in purchasing goods and services.
- To streamline, consolidate and where possible, improve on purchasing practices.
- To provide support to academic units and improve their training and skills in the purchasing area.

What is the Value for Money Concept?

- Value for Money is not necessarily the cheapest option but rather the most economically advantageous.
- Effective planning, monitoring, appraisal and evaluation systems are critical to delivering on this objective.
- Goods/services less than €5,000 (vat exclusive) require one quote
Goods/services between €5,000 and €25,000 (vat exclusive) require a minimum of three written quotes
Goods/services in excess of €25,000 and EU Threshold must go to tender and are advertised on www.etenders.gov.ie
Above EU Threshold – formal advertising advertised on OJEU (via www.etenders.gov.ie)
- Works Contracts/Engineering Services:
Between €5,000 and €50,000 invite at least 5 Quotations
Between €50,000 and €250,000 Formal Advertising using open procedure – www.e-tenders.gov.ie (Non-OJEU Notice)
Between €250,000 and EU Threshold – Formal Advertising – Choice of Procedures – www.e-tenders.gov.ie (Non OJEU Notice)
Above EU Threshold – formal advertising inviting tenderers Advertised on OJEU (via www.e-tenders.gov.ie)
- Works are defined by reference to Annex 1 (NACE Coding) of the Directive and to the Common Procurement Vocabulary (CPV) Division 45 only. Note: Public Work Contracts are contracts having in their object either: the execution of works, or the design and execution of works. Note: All public sector works contracts must use the suite of contract issue by CWMF irrespective of value.

Approval Limits

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| ➤ Governing Body | > €250,000 |
| ➤ President/VP for Finance and Corporate Services | €250,000 |
| ➤ Head of School/VP for Academic Affairs and Registrar/Buildings Manager | €50,000 |
| ➤ Heads of Dept/CSM/iHub | €20,000 |
| ➤ Research Supervisor | €10,000 |
| ➤ Purchasing Officer/Buildings Administrator | €10,000 |
| ➤ Catering Company Manager | €10,000 |
| ➤ Catering Company Assistant Manager | €5,000 |
| ➤ School/Dept Administrator/Technicians | €2,500 |

Please refer to GMIT purchasing procedure for further information.