

Document Information

1. Document Details

Title:	Procurement Policy
Author(s):	Management Accountant's Office
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Status:	Approved

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Apr 2008	Creation of the Procurement Policy	-
2	Oct 2009	-	No
3	Feb 2010	-	No
4	Jun 2012	-	No
5	Feb 2014	<i>Inserted Par 15 Office of Government Procurement and renumbering. Updated Par 22 EU Limits 2014-2016</i>	No

3. Relevant Existing/Related Documents

Purchasing Procedures & Regulations
Official Circulars and Guideline issues by Departments of Finance and Education and Skills

4. Consultation History

This document has been prepared in consultation with the following bodies:

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5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
VP Finance	Jan 2014	Review by VP Finance & Administration
GB Finance Committee	Feb 2014	Recomendation to Govering Body for Approval
Governing Body	May 2014	Approval by the Govering Body

Procurement Policy

1. Basis for Policy

This policy is based on the National Public Procurement Policy Framework guidelines and EU Law as implemented in Statutory Instrument 329/06. It incorporates the EU Directives 2004/17 and EU 2004/18. EU Regulation EC 1251/2011 provides the basis for EU threshold limits. Circulars IT 02/09 and IT 02/11 have particular relevance for ICT procurement.

2. Applicability of Policy

The policy shall apply to all non-pay and capital procurement in the Institute, including items procured under financing arrangements such as rental agreements. It's aim is to achieve the best Value for Money for the Institute through its procurement process.

3. Purchasing Procedures

The Institute shall have a set of Purchasing Procedures, which shall be based on current best practice in the public sector and shall implement the Institute's Procurement Policy. The Purchasing Procedures shall be approved by the President.

All procurement shall be processed through the Institutes Purchasing function in the respective offices on the Bishopstown Campus, Cork School of Music, Crawford College of Art & Design and the National Maritime College of Ireland in accordance with the Institute's Purchasing Procedures.

This policy and the Purchasing Procedures apply to the CIT Innovation Company Ltd and Cosmos Education Ltd.

The Institute shall only recognize a commitment on foot of a validly issued Purchase Order from the Institutes Purchasing function, containing a Purchase Order Number, Description of the Goods or Services and the Amount of the commitment.

Where quotations are sought from suppliers, quotations should be in writing and appended to the requisition as a record of the process. Where quotations are sought from a number of suppliers, these quotation shall be sought at the same time.

4. Green Procurement

The Institute will consider the environmental impact of its procurement and may apply specific and objectively quantifiable environmental factors as part of the selection or award criteria where it can be directly related to the subject matter of the tender.

5. Compliance

Failure to comply with the Procurement Policy and Purchasing Procedures shall be notified to the Vice President for Finance and Administration and in the case of serious non-compliance to the President. There are also specific reporting requirements to the Governing Body via the Finance Committee

6. Approval and Modification of the Procurement Policy

Any modification to the Procurement Policy shall require the approval of the Governing Body.

Non Pay Tenders

7. Tenders

Tenders for Goods or Services shall be sought by the Institute in accordance with the limits set in this policy. All tenders will be published on the Government E-Procurement website: www.etenders.gov.ie

Where tenders are being sought, the tenders must be returned in sealed envelopes to the Purchasing Office, and endorsed with a title advised on the tender document. Tenders shall be opened in the presence of two officers and the details of each tender shall be recorded on a schedule of tenders.

8. Evaluation of Tenders

Tenders will be evaluated on the basis of the Most Economically Advantageous Tender. The criteria used for evaluating tenders shall be included in the published tender notice and listed in order of priority.

9. Confidentiality

The contents of a supplier's tender document are confidential and, in no circumstances should details of one tender document be disclosed or discussed with another supplier.

10. Communication with Suppliers before closing date

Clarifications from supplier requested before the closing date are published on the tender website.

11. Any communications with suppliers after the closing date must be in writing and recorded on the tender file (e.g. where clarification of tender submitted is requested.) Any communication must be sent to all suppliers who have submitted a tender.

12. EU Tenders

With regards to EU Journal Tenders receipts will be issued to all submitting tenderers. All unsuccessful tenderers will be notified after the award of the contract.

13. Sole Supplier

Where a supplier is designated as sole supplier the budget holder shall complete and sign the appropriate form as provided for in the Purchasing Procedures.

14. Business Case

A Pro forma Business Case Form as provided in the Purchasing Procedures must be completed for all items with a total cost of ownership over €25,000. When calculating the cost this should include the purchase price, plus any installation, delivery charges, training, tied consumables to the same supplier and the ongoing maintenance over the life of the item.

15. Office of Government Procurement

The Institute may use national tender frameworks and other joint tenders as managed by the National Procurement Service / Office of Government Procurement, where they are applicable to the Institute, provided they are in compliance with National and EU Procurement requirements.

Miscellaneous Provisions

16. Specific Sub Contractor Requirements

All sub-contractors engaged by the Cork Institute of Technology to carry out services shall be required to forward insurance certificates, statements of compliance with safety and pension requirements and any tax reference number and/or other details as required by the Revenue Commissioners.

17. Sub Contractor Legal Compliance

Sub-contractors shall comply with all legal and statutory requirements in relation to the provision of the services and the sub-contractor shall hold all licenses required by law for the provision of services.

18. Hospitality

Hospitality should be:

- incurred wholly necessarily & exclusively for business purposes
- vouched by a detailed invoice

Whilst the Institute recognizes that providing hospitality to guests is important, a reasonable approach should be taken and numbers attending meals should be limited. Irrespective of the funding source all payments made by the Institute are deemed to be public funds and this should be borne in mind when offering hospitality.

In the case of invoices being submitted for meals or other hospitality, the claim should include a detailed invoice. A list of the names of those who participated should be attached to the invoice.

Examples

It is not reasonable to bring a large number of Departmental Staff for a meal with a single Visiting Lecturer / Research Scientist.

External examiners or visiting lecturers are claiming subsistence – it is not appropriate to provide evening meals as this represents a double payment.

Hospitality claims should only be provided to external visitors to the Institute. Hospitality or entertainment claims for staff – including, but not limited to: Christmas lunches, BBQ's or End of Year dinners for staff within a Department or Office will not be reimbursed by refund or invoice.

19. Prior Approval

Prior approval of the relevant IEB member is required, where the cost of hospitality to be provided is likely to exceed €250.

Requisition & Tender Limits

20. Requisition & Tender Limits

The following limits apply to the number of quotation to be sought, sending an items for tender and where the publicising of the tender need to be placed.

Procurement	EUR
One written quotation with details to be attached to requisition	Up to €2,000
Three written quotations required, to be attached to requisition.	€2,000 to €10,000
Five written quotations required, to be attached to requisition.	€10,000 to €25,000
Tender document advertised on www.etenders.gov.ie and Pro Forma Business Case prepared (see par 20)	Over €25,000
European Journal (OJEU) Advertisement (see par 21)	Over €200,000

21. Applicability of Tender Limits

€25,000 refers to the total cost of ownership and NOT the purchase price of the goods or services. The total cost of ownership includes the purchase price, delivery charges, installation, training, tied consumable cost and ongoing maintenance costs over the lifetime of the item being purchased. A Pro Forms business case form must be completed in advance.

22. EU Limits

EU notified limits per Directive 2004/17/EC as updated by Regulation EC 1336/2013 for sub-central contracting authorities) in place from 1/1/14 to 31/12/15 are €207,000 for services and supplies and €5,186,000 for works.

Reporting Requirements

23. Reporting Requirements

The Finance Committee of the Governing Body shall review a report on procurement containing the following information at each meeting:

List of all tenders awarded in excess of €100,000 for information purposes

List of all tenders awarded that are not compliant with this Procurement Policy accompanied by an explanation

List of all tender between €25,000 and €100,000 by exception, where a procurement issue may arise or that may not be fully compliant, accompanied by an explanation of the issue.

24. ICT Reporting Requirements

Circular IT 02/11 requires that all projected ICT expenditure should be compliant with the content of the circular and circular IT 02/09 and in particular a start of year submission must be compiled for all ICT expenditure and submitted to the Department of Finance.

25. Approval of Policy

This Procurement Policy was approved by the Governing Body on 1st May 2014

This document should be read in conjunction with the Institute's Purchasing Procedures