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Department of Education

Tender Procedures and Record Keeping

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Public Procurement – Schools Guide

- The Guidance for Schools on Good Procurement Practices, has been prepared as a practical guide on public procurement for school personnel and Boards of Management in primary and post-primary schools.
<https://www.spu.ie/publications-2/procurement-guide/>.
- The guide takes a step by step approach to putting in place procurement processes for schools.





Public Procurement - Schools

- Set of procedures governing purchasing should be established by the school board of management
- All purchases must be in compliance with public procurement procedures, which ensures best value for money.
- Written quotes should be sought and a full record of the procurement retained for future reference and examination in accordance with public procurement rules.



Public Procurement - Thresholds

Less than €5,000	<ul style="list-style-type: none">• Minimum of 3 written quotes required• Select lowest price/most suitable
€5,000 - €25,000	<ul style="list-style-type: none">• Minimum of 3 written quotes required.• Issue documented specification, outlining timeframe, assessment and award criteria.• Use a scoring sheet to evaluate offers (MEAT).• Notify and provide written feedback to unsuccessful tenderers
Over €25,000 Must be advertised on www.etenders.gov.ie	<ul style="list-style-type: none">• Draw up tender documentation.• Set criteria for award giving a weighting to each.• Use the weighted scoring sheet to evaluate offers.• Select highest scoring offer (MEAT).• Notify and provide feedback to the winning unsuccessful tenderers



Request for Tender (RFT)

- Be clear in stating what you want (Specification and requirements)
- Award criteria - price, quality, customer care, delivery, supports
- Every tender must now include Green Public Procurement considerations
- Need to keep to timelines and deadlines set in RFT
- Issue required communications to tenderers, e.g. award of tender
- When the process is finished – check that the procurement file is complete and file it away



Supports available

- Schools Procurement Unit (SPU) through their website www.spu.ie or by email procurementsupport@spu.ie.
- The Office of Government Procurement also provides support and information at www.ogp.gov.ie.
- Procurement fact sheet available to schools
<https://www.gov.ie/en/publication/9aeb8-book-grants-2022/>