

Procurement & Tender Policy

Version history

Version	Date Adopted	Facilitator	Note
1.0			

Document controls

Action	Responsibility
Approval of document	Secretariat and Plenary
Implementation	Secretariat, Plenary, Staff and Supervisory Working Group, Members
Review	Secretariat
Date of next review	

South Dublin County PPN Procurement & Tender Policy

1. Purpose

This policy explains how South Dublin County Public Participation Network (SDC PPN) buys goods and services and how we invite organisations to tender for work.

The aim of this policy is to make sure that SDC PPN:

- uses public funds responsibly
- treats all suppliers fairly
- is open and transparent in how decisions are made
- achieves value for money
- meets our legal and funding obligations

Procurement means the process of buying goods or services.

Tendering is the formal process used to invite and assess competitive proposals.

This policy should be read alongside SDC PPN's Financial Controls and other governance policies, which set out how budgets are approved, monitored and reported.

2. Scope

This policy applies to:

- all procurement of goods, services or works by SDC PPN
- all staff, Secretariat members and anyone involved in procurement decisions
- all funding received by SDC PPN, including funding from the Department of Rural and Community Development (DRCD)

3. Procurement Principles

All procurement carried out by SDC PPN is guided by the following principles.

3.1 Fairness

All suppliers are treated equally and without discrimination.

3.2 Transparency

Procurement processes and decisions are clear, documented and open to review.

3.3 Value for Money

We consider both cost and quality to ensure the best overall outcome.

3.4 Accountability

Roles and responsibilities are clear, and decisions are properly recorded.

3.5 Ethics

Everyone involved in procurement must act honestly and in the best interests of SDC PPN.

3.6 Proportionality

The level of procurement process used will always be proportionate to the value, complexity and risk of the purchase.

This means that smaller purchases will follow simpler processes, while higher-value or higher-risk purchases will require more formal procedures.

4. Roles and Responsibilities

4.1 Secretariat

The Secretariat:

- provides oversight of procurement
- ensures this policy is followed
- reviews procurement decisions where required

4.2 SDC PPN Staff (Budget Holder)

The SDC PPN Staff:

- manages day-to-day procurement within approved budgets
- seeks quotes or tenders as required
- ensures procurement delivers value for money
- keeps appropriate records

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Authority to carry out procurement is delegated to PPN staff in line with SDC PPN's Financial Controls.

4.3 All Participants

Anyone involved in procurement must:

- follow this policy
- declare any conflict of interest
- act in the best interests of SDC PPN

5. Conflict of Interest

A conflict of interest arises where a person involved in procurement has a personal, financial or organisational interest that could influence their decision.

All conflicts of interest must be declared as soon as they arise.

Where a conflict is identified, the person concerned must not take part in the procurement decision-making process.

6. Procurement Thresholds and Process

6.1 Low-Value Purchases (up to €5,000)

- At least two competitive quotes should be sought where possible
- Quotes may be written or verbal
- The decision and reason for supplier choice must be recorded

6.2 Medium-Value Purchases (€5,001 – €25,000)

- At least three written quotes must be sought
- All quotes must be retained on file
- The supplier offering the best value for money will be selected

6.3 High-Value Procurement (over €25,000)

- A formal tender process must be used
- A clear Request for Tender (RFT) will be issued
- Selection criteria will be set out in advance
- Tenders will be assessed against published criteria

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- Full records of the process will be retained

Where national or EU procurement rules apply, SDC PPN will comply with those requirements.

7. Exceptional or Time-Critical Procurement

In exceptional or time-critical situations, where it is not reasonably possible to follow the standard procurement process, the SDC PPN Staff may proceed with an alternative approach.

Any such decision must be:

- clearly documented
- based on value for money
- reported to the Secretariat at the next available opportunity

This provision ensures continuity of operations while maintaining accountability.

8. Tender Evaluation

Tender responses are assessed based on criteria set out in advance, which may include:

- price
- quality and suitability
- experience and capacity
- ability to meet timelines

Where possible, at least two people will be involved in evaluating tenders to support fairness and transparency.

9. Records and Documentation

For all procurement, SDC PPN will retain appropriate records, including:

- quotes or tender submissions
- evaluation notes
- the decision rationale
- contracts or letters of appointment
- invoices and proof of payment

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Records will be retained for a minimum of three years, or longer where required by funders, law or audit requirements.

10. Contracts

Where appropriate, procurement will be formalised through a written contract or letter of appointment.

Contracts will clearly set out:

- what is being provided
- costs and payment terms
- timelines and deliverables

11. Review and Compliance

This policy will be reviewed at least every two years, or sooner if required by changes in legislation, funding conditions or best practice.

Failure to follow this policy may result in corrective action and could impact funding compliance.