



## LONGFORD AND WESTMEATH EDUCATION AND TRAINING BOARD

# Quotations/Tendering Quick Guide

**NB** Purchases which are not made in accordance with the requirements set out hereunder, will be deemed to be irregular and will not be processed for payment through the head office accounting system. In these circumstances the legal liability for the payment of any invoices will rest with the person who entered the contract with the supplier.

### 1. Purchases with a value $\leq$ €500

- **Quotation** – No quotation required
- **Authorisation**- by the Principal/Centre Head

### 2. Purchases with a value $>$ €500 $\leq$ €5,000

- **Quotations** – One written quotation using RFQ module
- **Authorisation** - by the Principal/Centre Head

### 3. Purchases with a value $>$ €5,000 $\leq$ €15,000

- **Quotations** – Three written quotations using RFQ module
- **Evaluation** - evaluation by the purchaser using RFQ module
- **Authorisation**

<b>Up to €5,000</b>	<b>:</b>	<b>by the Principal/Centre Head</b>
<b>€5,000 - €50,000</b>	<b>:</b>	<b>by Director with CE Approval</b>
<b>€50,000 upwards</b>	<b>:</b>	<b>by Chief Executive</b>

### 4. Purchases with a value $>$ €15,000 $\leq$ €25,000

- **Quotations** – Five written quotations using RFQ module
- **Evaluation** - evaluation by the purchaser using RFQ module
- **Authorisation**

<b>€5,000 - €50,000</b>	<b>:</b>	<b>by Director with CE Approval</b>
<b>€50,000 upwards</b>	<b>:</b>	<b>by Chief Executive</b>

### 5. Purchases with a value $>$ €25,000 (via Head Office Only)

- **Competitive Tendering** – See Public Procurement Guidelines Competitive Process
- **Authorisation** -

<b>€5,000 - €50,000</b>	<b>:</b>	<b>by Director with CE Approval</b>
<b>€50,000 upwards</b>	<b>:</b>	<b>by Chief Executive</b>

**Note:** Section 3.11 of the Code of Practice for the Governance of ETBs outlines the requirements for the Boards approval of ‘Major items of expenditure’.

See LWETB Procurement Policy for further and more detailed guidance.

