



Irish Development Education Association

# Procurement Guidelines

IDEA's policy for procurement of all supplies, services and works

## IDEA Procurement Policy

IDEA, the Irish Development Education Association, follows procurement guidance on specific timescales and procedures in accordance with national non-profit guidelines and relevant EU Procurement Directives.

This document outlines IDEA's policy for all procurement of Supplies, Services and Works. It is the minimum standard for all procurement activities. The policy is mandatory and must be followed at all times.

Our purchasing decisions aim to:

- Positively enhance IDEA's professionalism and reputation
- Provide cost effective 'through-life' expenditure
- Be perceived, by the public and members, to be an efficient use of funds

Our purchasing decisions will not at any time:

- Compromise IDEA's vision and values
- Negatively affect IDEA's reputation
- Incur greater costs, in money, time or labour resource than is necessary

### Donor Compliance

This policy incorporates many of the requirements that donors insist upon, however, before any contract awards, specific donor policy must be compared with this policy. Any differences must be identified and their consequences should be incorporated into actions taken. Donor specific requirements relating to procurement will be followed as a supplement to this policy. In cases where IDEA's own requirements are stricter than an individual donor's policy, then IDEA's policies take precedence.

### IDEA value criteria

| Value of purchase € | Action required             |
|---------------------|-----------------------------|
| 750 and under       | Minimum of 1 quote.         |
| 751 - 12500         | Minimum of 3 written quotes |
| 12501 and above     | Formal tender required      |

### **Process of choosing suppliers**

For each quotation, proposal or formal tender received from an interested supplier IDEA must, in order to satisfy it is getting best value for money, evaluate and compare:

- quality of what is offered (which might include, for example, date of delivery, the skills of the contractor's staff, their approach) as well as:
- The whole-life cost (including, for example, the cost of consumables, training, licences, disposal) over the life of the contract or asset.
- We will set out clearly in our tender documentation how the proposal will be evaluated by a panel made up typically of 2 or 3 staff representing Procurement and the end users.

Exceptions to this process:

- Small Petty Cash purchases and some expenses for staff such as subsistence and travel.
- Items purchased from a Preferred Supplier Agreement (PSA). This is an agreement with a supplier that has been awarded through a competitive procurement procedure. It is normally established whenever ongoing requirements of the same type are required in a location. It has a time and a value limit. Once established, IDEA can approach the supplier for a purchase without the need to obtain additional competitive quotes. PSA's must be reviewed on a regular basis to ensure that best value for money is being obtained.
- Items purchased under a Limited Source Procurement. This is an exceptional case in the procurement process that may apply to procurements that would normally require Negotiated Procedure with 3 quotations or Open Tender. It is a fully documented process of procurement where limited or no competition was available at the time, or waivers exist in the initial grant identifying specific suppliers.

All procurement activities outlined must be fully documented for transparency purposes.

### **Diversity policy statement**

IDEA will proactively encourage diverse suppliers to participate in our procurement exercises. In accordance with EU and national legislation and best practice our procurement process will be transparent, objective and non-discriminatory in the selection of its suppliers.

### **Ethical & Sustainable procurement**

IDEA is committed to promoting sustainability, the conservation and improvement of the environment, and ethical purchasing in line with IDEAs aims and ethos.

Our policy on Sustainable Procurement is:

- To comply with environmental legislation and regulatory requirements
- To promote ethical and environmental awareness amongst suppliers and contractors
- To minimise purchase of environmentally damaging products and services
- To consider ethical and environmental factors when making procurement decisions and
- To develop awareness of ethical and environmental issues within IDEA

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