



EOPD.ie Procurement Policy

Procurement Policy and Procedures

Document Control: Version No. 1.0
Authorised by: Board of Directors.
Date Authorised: 18 May 2021
Distributed to: Board
Review date: April 2022

Introduction & Scope

EOPD.ie's core purpose is to deliver on its mission and vision for people who use its services. Procurement supports EOPD.ie to achieve its core purpose. In the context of achieving its mission EOPD.ie will strive to achieve value for money so that its funds are put to the best use.

This document relates to acquisition of goods, services, and works across Ireland.

1.1 Procurement Objectives and Procedures

Procurement should always be undertaken with the objectives of:

- Securing maximum Value for Money (VFM).
- Complying with the Public Procurement Guidelines to the extent that these are applicable.
- All purchases should be approved by the Board or by a duly appointed sub-committee of the Board.

In pursuing these objectives, EOPD.ie also requires that procedures and processes are in place to ensure that:

- More than one quote is obtained in each case.
- Suppliers are appropriately selected.
- Suppliers are monitored for performance.
- Goods/services and works are purchased only with proper authorisation.
- Goods/services and works received are correctly recorded.
- Payments are only made for goods / services / works received and authorised.

1.2 Application of Policy

This policy applies to the following purchases:

Supplies - purchases of goods and supplies

Services – purchases of all of the most commonly procured services, including advertising, property management, cleaning, management consultancy, financial and ICT related services.

1.3 Record keeping

A written record of all procurement contracts and agreements entered into must be maintained within EOPD.ie for audit purposes. All contracts / agreements will be stored on SharePoint.

It is noted that the Public Procurement Guidelines do not apply to EOPD.ie as it has not received and is not due to receive Government funding towards any purchases. However, should this change, this policy will be updated to summarise the Public Procurement Guidelines in place at that time.