

## EARLY YEARS AND SCHOOL AGE CAPITAL 2018

### FACTSHEET ON PUBLIC PROCUREMENT AND CONFLICT OF INTEREST

If your application to Early Years and School Age Childcare Capital 2018 is successful, you must follow all public procurement guidelines for the purchase of equipment or services.

This document provides some broad information and easy to use references on public procurement. As a successful grantee, you will be expected to outline your organisation's procurement policies and to ensure that they are in accordance with current public procurement policy. (See the Office of Government Procurement's website: [ogp.gov.ie](http://ogp.gov.ie) for more information.)

#### Selecting your supplier

The thresholds below apply to all publicly funded goods and services.

#### BELOW NATIONAL VALUE THRESHOLDS (EXCLUDING VAT)

< €2,000	1 Written Quotation
> €2,000 and < €5,000	<b>2 Written Quotations</b>
> €5,000 and < €25,000	3-5 Written Quotations

#### ABOVE NATIONAL VALUE THRESHOLDS (EXCLUDING VAT)

> €25,000	<b>Must be advertised via a tendering process on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>
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#### ABOVE EU VALUE THRESHOLDS (EXCLUDING VAT)

> €209,000 (Goods & Services)	<b>Must be advertised on EU Journal (OJEU) via tendering process on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>
€5,186,000 (Works)	<b>Must be advertised on EU Journal (OJEU) via a formal tendering process using <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>

Please ensure that your organisation follows guidance on **advertising periods** that also apply.

When awarding a contract to a contractor, you must be able to demonstrate in writing that the procurement process demonstrates:

- Transparency i.e. it is a fair process that does not discriminate against competing contractors; and
- The desired quality of goods and services has been obtained at the best possible price.

Your organisation will be responsible for selecting the contractor.

## Conflicts of Interest

A conflict of interest is any form of personal interest, which may impact (or be perceived by others as impacting) upon your impartiality when selecting a supplier/contractor. **Personal interest includes cases where a relative or another person connected to your organisation tenders or quotes to provide goods or services to your organisation.**

It will be your responsibility as an organisation in receipt of public funding to make yourself aware of any potential conflicts of interest and you should take appropriate action to avoid conflicts of interest arising. If conflicts of interest arise, **these should be immediately declared** and steps should be taken to address the issue.