



Engineers Without Borders Ireland Procurement Policy

1. General

1.1. The purpose of this document is to set out Engineers Without Borders Ireland (EWB-Ireland) procurement policy to ensure;

- Efficient use of its resources for the procurement of supplies, services and works in order to obtain best value for money without compromising on quality and standards.
- Transparency in our procurement procedures and expenditure.
- Ethical & Sustainable procurement
- Compliance to donors & granting bodies procurement standards.

2. Ethical & Sustainable procurement

- 2.1. One director of EWB-Ireland has undergone training in ISO20400 standard in Sustainable Procurement. The principles of this standard will where possible be incorporated into our procurement process including;
- 2.2. Making purchasing decisions that meet the needs of EWB-Ireland in a way that benefits not only the organization but society as a whole, while minimizing its impact on the environment.
- 2.3. Ensuring that the working conditions of its suppliers' employees are decent, the products or services purchased are sustainable, where possible, and that socio-economic issues, such as inequality and poverty, are addressed.

3. Cost Criteria;

3.1. The following table contains the cost thresholds

Cost	Action Required	Authorisation
Less than €250	Minimum of one quote	Purchaser
€250 - €1000	Minimum of three quotes	Purchaser plus director
€1000 - €5000	Restricted tender with at least three suppliers	Evaluation committee with at least three members

3.2. All goods/services of a similar nature required in the same time frame should be considered together when calculating whether they exceed the monetary threshold that determines the type of procurement procedure to be used.



4. Process of choosing suppliers

- 4.1. For each quotation, proposal or formal tender received from an interested supplier EWB-Ireland must, in order to satisfy it is getting best value for money:
- 4.2. Exceptions to this process include small purchases and some expenses for staff such as office stationary or subsistence and travel and Items purchased from a Preferred Supplier Agreement (PSA) which has been awarded through a competitive procurement procedure.

5. Tender Process

- 5.1. Where a restricted tender procedure is launched EWB-Ireland shall justify the choice of tenderers that are invited to submit an offer.
- 5.2. The tenders shall be provided with tender documentation detailing the supplies, services or works being sought and all submission requirements.
- 5.3. The offers received shall be evaluated by an evaluation committee against objective criteria which enable measuring the quality of the offers and which take into account the price and quality of the tender.
- 5.4. Documentation and records shall be kept which justify the decision on the selection of tenderers and the award decision.

6. Evaluation Committee Responsibilities

- 6.1. The tender evaluation committee shall comprise at least three members with the technical and administrative capacities necessary to give an informed opinion.
- 6.2. Where necessary the committee may include independent representation to provide advice or recommendations on the technical aspects of the tenders to the committee.
- 6.3. A record must be kept of the meeting attendance along with minutes of the meeting.
- 6.4. Terms of Reference must be provided to enable evaluation of the preferred bidder and an evaluation report produced to document the decision.
- 6.5. Any clarifications requested by tenderers shall be answered in writing and notification of results shall be provided to successful and unsuccessful candidates

7. Conflict of Interest

- 7.1. Members of the evaluation committee must declare any potential conflict of interest which may impinge on their impartiality in evaluating the tenders.