

Cork Education & Training Board

Procurement Requirements & Procedures

This document is relevant for any person involved in the process of purchasing goods/services and the processing of invoices for payment from funding secured under the Mitigating Against Educational Disadvantage (MAED) Fund 2021

1. Grant Payment Request to Cork Education and Training Board

Grant payments request submitted to CETB must organisations funded under the Mitigating Against Educational Disadvantage (MAED) Fund must comply with the following:

1. All payment requests to be made to CETB by submission of a single invoice from the funded organisation detailing the payment requested.
2. Payment request must be in accordance with the grant funding application proposal submitted and no payment for amounts in excess of the grant approved will be authorised or provided.
3. Any single item costing in excess of €1,000 cannot be funded through this grant.
4. Payment will only be made for the items specified in the grant proposal and approval, no alternatives or amendments will be funded, irrespective of whether or not the amount requested in accordance with the grant amount.
5. Records of Request for Quotations, Orders placed, Invoices and Delivery records must accompany the payment request – **please follow CETB procedures as outlined below.**
6. No payment will be approved for items or services delivered after the 31st December 2021.

CETB retains the right to withhold payment pending further clarifications and/or submissions if required.

It is a condition of the grant funding that the recipient organisation retain copies of all records relating to funding sought through this grant funding mechanism and make such records available to CETB at its request, if deemed necessary.

2. Request for Quotations (RFQs)

This process is used where you are required under CETB Procurement Policy, Procedures and Financial Authority Levels to obtain quotations for purchasing services/equipment.

A competitive process is the best method of securing value for public money and the thresholds below are the minimum standards required.

The current thresholds for quotations are as follows:

Threshold	Procedure
€0 - €500	No quotation required
€500 - €5,000	One or more competitive quotation(s) – in writing, e-mail will suffice.
€5,000 - €15,000	Seek 3 written quotations by specified closing date.
€15,000 - €25,000	Seek 5 written quotations by specified closing date. Follow clear process e.g. specification, evaluate, notify.

The administrative person invites suppliers/vendors to submit a quotation. This request can be sent electronically.

The following checks should be done before the RFQ is sent to suppliers:

- Check the supplier name and address details on the RFQ for accuracy.
- Goods/Services items should be entered individually on separate line items
- Ensure that VAT is provided for

Please allow for adequate timeframe for suppliers/vendors to issue a quotation.

When more than one quotation is received from the suppliers/vendors the [Evaluation of Quotations Form – Appendix 1](#) must be completed, and this is to be signed by person approving the order.

The administrative person can now award the winning supplier, this will in turn enable you to create a purchase order.

3. Placing Orders

The following checks should be carried out by the administrative person before the order is sent for approval.

- Check the supplier name and address details on the Order for accuracy.
- Goods/Services items to be entered individually on separate line items
- Ensure that VAT is correctly provided for

When the purchase order is completed the administrative person sends it for **approval** to the person approving the order.

4. Deliveries

When goods/services are delivered they should be checked against the delivery docket and should be signed by the person who has received the goods/services.

It is important that the signed delivery docket should be retained for audit purposes to provide proof of delivery and should be filed with the invoice.

5. Invoices

When the invoice arrives by post or email it needs to be date stamped by the administrative person.

The line items on the invoice are matched against the line items delivered on the Purchase Order.

The following checks should be carried out by the administrative person before the invoice paid.

- Invoice is date stamped on the date received.
- The invoice must quote the correct purchase order number.
- Check the supplier name and address details on the invoice for accuracy.
- Goods/Services items to be matched against line items on purchase order.
- Check the VAT is accurately recorded
- Value of invoice must match value of purchase order
- Statements are not to be used instead of an invoice.

The administrative person sends the invoice for approval to the person approving the order.

N.B. Quotations, evaluation form, order, delivery note, and invoice documents must all be retained for review by CETB for the purpose of audit.

Appendix 1– Evaluation of Quotation form

Cork ETB Evaluation of Quotations (EOQ) Request Form

- Request 3 written quotations (RFQ Process) for goods/services costing €5,000 to less than €15,000 ex VAT
- Request 5 written quotations (RFQ Process) for goods/services costing €15,000 to less than €25,000 ex VAT
- Please ensure that you source quotations from suppliers who are in the market for the supply of the goods/services being sourced.

Name of Organisation: _____

Specification (detailed) for Goods/Services sought:

Request for Quotations issued on: _____ Closing date: _____

Quotation received from (supplier name/address):	€ Cost	€ VAT	€ Total
1			
2			
3			
4			
5			

The following suppliers did not supply a written quotation following our request.

1. _____
2. _____

As the person authorised to approve orders, the supplier chosen has met the specification and I am recommending the order be issued to:

Supplier Name as above: _____

Reason for selection: _____

Signature: _____

Date: _____

Conflict of Interest Declaration

I declare that to the best of my knowledge; I do not have any business/personal relationship with any officers of the above listed Suppliers.

Signature: _____

Date: _____