



# LEADER – overview of the procurement process





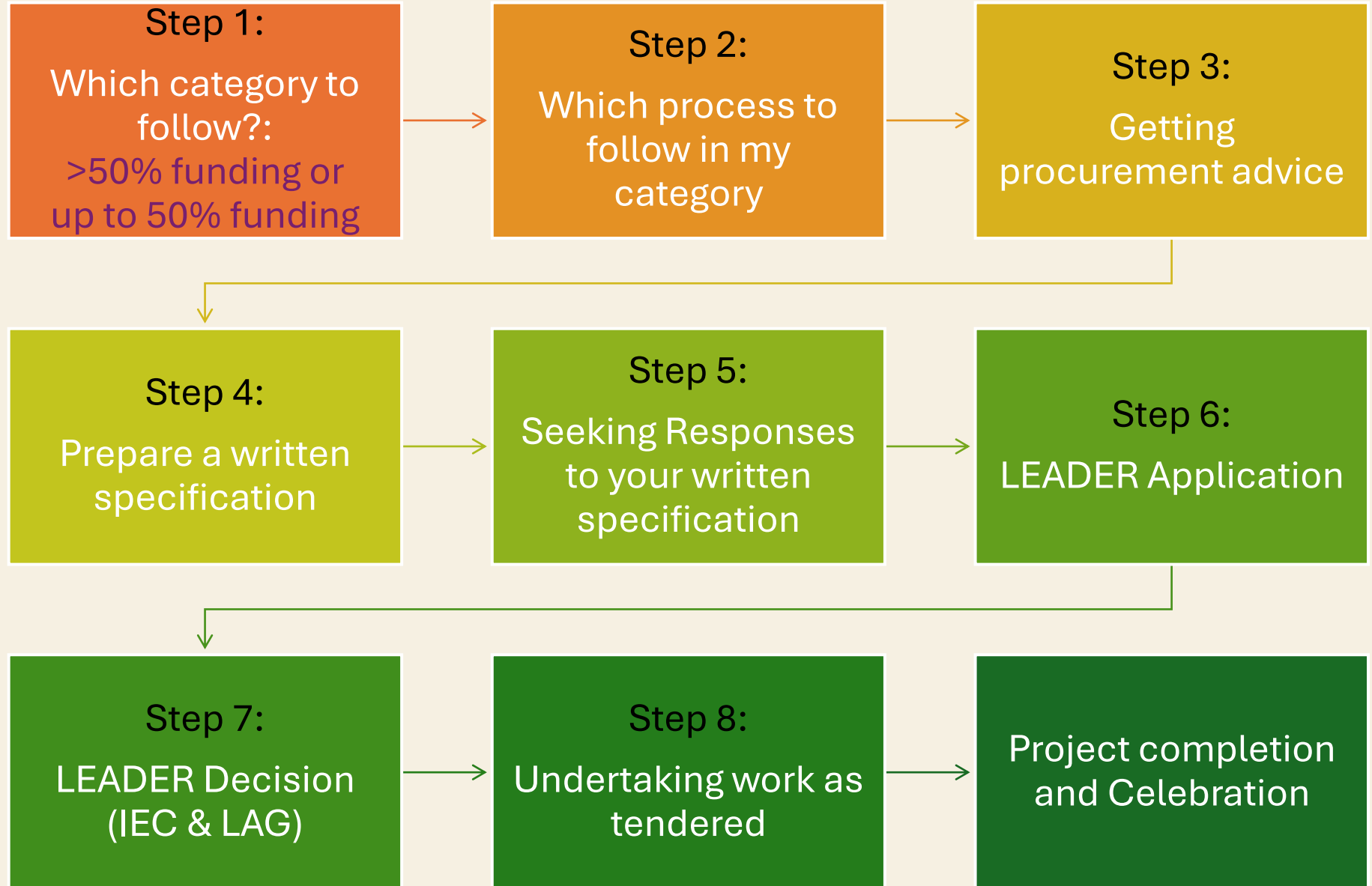


Dublin Rural  
**LEADER**  
*Growth, Sustainability & Inclusion*

# The role of Procurement in a LEADER Application

- As part of your Application, you need to undertake the Procurement.
- The Development Officer will help you with this.
- Have you done procurement in the past?

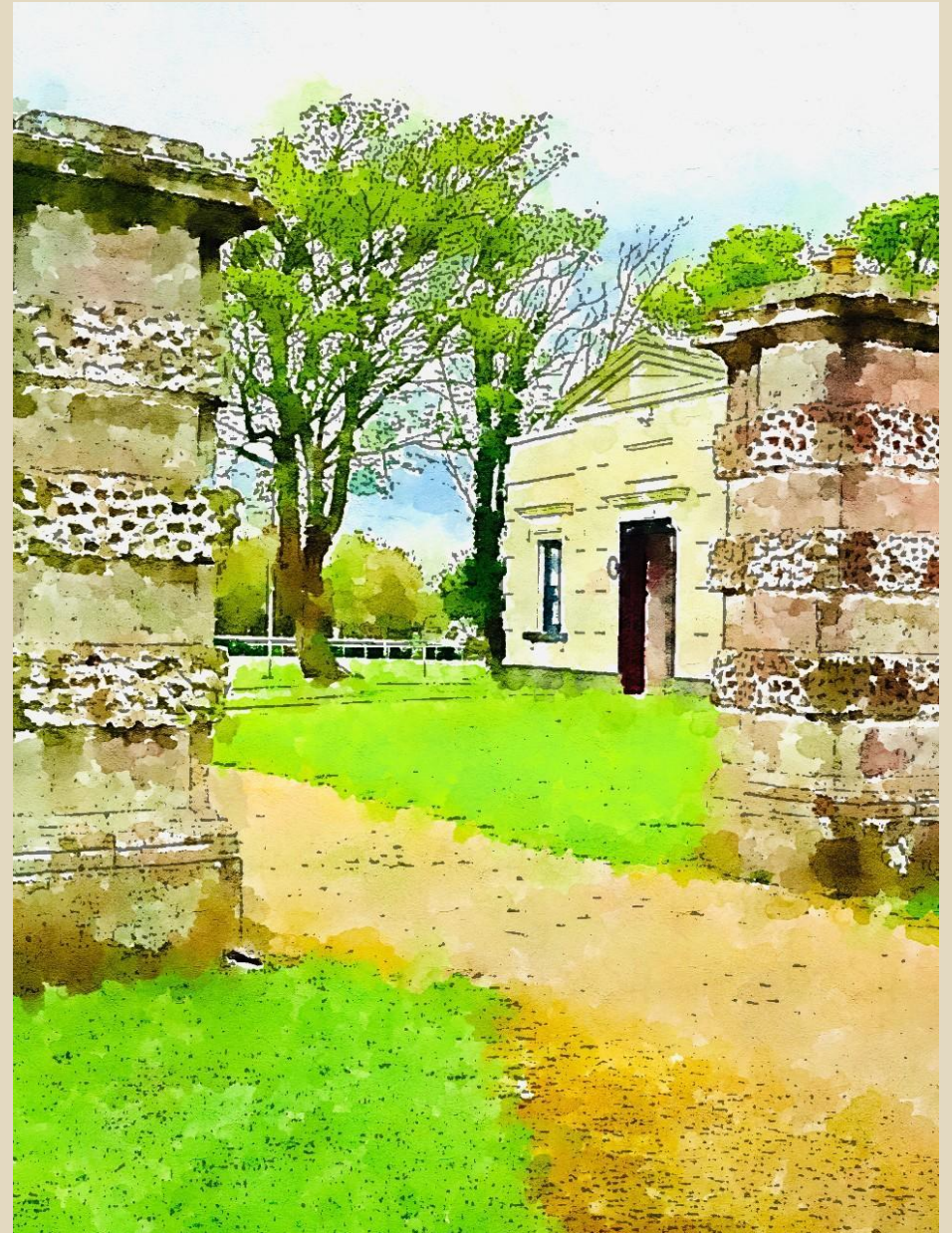
# Steps to carrying out Procurement as part of your LEADER Application





# Public Funding

- LEADER Funding involves the distribution of **public money** for the purpose of Rural Development.
- All LEADER funding is therefore subject to **Public Procurement Regulations**
  - Open
  - Fair
  - Transparent Process
  - Full compliance
  - At the best value for money



# Procurement Route

**The Development Officer will guide you on which Procurement route is appropriate for your project**

## **National Public Procurement Guidelines. (>50% Funding)**

- Project promoters that may be awarded total funding of more than 50% of the project costs (from LEADER and/or other public sources), regardless of the levels of support from LEADER

## **LEADER Specific Procurement Guidelines. (up to 50% Funding)**

- Project promoters that may be awarded total funding of 50% or less of the project costs (from LEADER and/or other public sources) may choose not to follow the National Procurement Guidelines.



# Consider What Type of Project it is:

Project / Contract Type	Description
Works	The build of renovation works required on projects. i.e. Construction Projects
Works related services	Professional Services required to deliver a successful Construction Project
Services	Where the Project needs the input of service providers e.g. professional services or vocational type services e.g. training, feasibility studies.
Supplies	Where equipment or other goods are to be purchased as part of a project.

- **Do you know the estimated project value?**
- **The project type and value will determine the tendering procedure (as follows).**
- **Your Development Officer will advise**



# National Procurement Guidelines: >50% Funding

## Supply and Services

Contract Type	Amount (excl. VAT)	Procedure
Supplies & Services	Less than €5,000	<b>Seek</b> verbal quotations from one or more interested and competent suppliers/service providers - these can be sought verbally but responses must be obtained in writing. (Best Practice – Seek a minimum of 3 written quotes; a record of verbal requests must be kept on file)
	€5,000 - €50,000	<b>Seek</b> written quotations from a minimum of 3 suppliers on the basis of responses to written specifications.
	€50,000 - EU Threshold (currently €215,000)	Publish Contract Notice on eTenders <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> – Open Procedure.

# National Procurement Guidelines: >50% Funding

## Works Related Services

Contract Type	Amount (excl. VAT)	Procedure
Works Related Services	Less than €50,000	<b>Seek</b> written quotations from at least 5 firms on the basis of responses to written specifications, or follow the eTenders process
	€50,000 – EU Threshold (currently €221,000)	Publish Contract Notice on eTenders <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>



# National Procurement Guidelines: >50% Funding Works

Contract Type	Amount (excl. VAT)	Procedure
Works	Less than €200,000	Seek written quotations from at least 5 firms on the basis of responses to written specifications, or follow the eTenders process
	€200,000 - EU Threshold (currently €5,538,000)	Publish Contract Notice on eTenders <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> – Open or Restricted Procedure*

\*Open Procedure - In an open procedure, anyone may submit a full tender. This procedure is used most frequently.

\*Restricted Procedure - Anyone may ask to participate in a restricted procedure, but only those who are pre-selected may submit tenders.

It is a 2-stage process, firstly, seek EOI to shortlist candidates on a qualitative assessment and then invite the specified number (typically 5) to tender, e.g. for conservation works to buildings, need to be able to select competent contractors.

# LEADER Procurement Guidelines: up to 50% Funding

## Supply and Services

Contract Type	Amount (excl. VAT)	Procedure
Supplies & Services	Less than €10,000	<p><b>Seek</b> verbal quotations from one or more interested and competent suppliers/service providers - these can be sought verbally but responses must be obtained in writing.</p> <p>(Best Practice – Seek a minimum of 3 written quotes; a record of verbal requests must be uploaded to the LEADER IT System document repository).</p>
	€10,000 - €50,000	<p><b>Seek</b> written quotations from at least 3 suppliers on the basis of responses to written specifications.</p>
	Above €50,000	<p><b>Seek</b> written quotations from at least 5 suppliers on the basis of responses to written specifications and place notice on local or National Newspaper.</p> <p>Alternatively publish Contract Notice on eTenders.</p>



# LEADER Procurement Guidelines: up to 50% Funding

## Works & Works Related Services

Contract Type	Amount (excl. VAT)	Procedure
Works & Works Related Services	Less than €10,000	<b>Seek</b> written quotations from at least 2 firms (these can be sought verbally but responses must be obtained in writing).
	€10,000 - €100,000	<b>Seek</b> written quotations from at least 3 firms on the basis of responses to written specifications.
	Above €100,000	<p><b>Seek</b> written quotations from at least 5 firms on the basis of responses to written specifications and place notice in local or National Newspaper. Alternatively, publish Contract Notice on eTenders.</p> <p>It is recommended that tenderers should complete pre-qualification document – Works Declaration LEADER (WDL) – as circulated by the Department.</p>

# Public Procurement Information and Contacts

- Public procurement guidelines for supplies and general services are available on the OGP website [www.ogp.gov.ie](http://www.ogp.gov.ie)
- Guidance on works and works-related services are available on the Capital Works Management Framework website <https://constructionprocurement.gov.ie/>
- Project promoters that require assistance in relation to public procurement should contact the Office of Government Procurement at:

Website - <https://www.gov.ie/en/organisation/office-of-government-procurement/>

- Tel - (01) 7738000
- OGP Support (Supplies and General Services)
- Construction (Works and Works-related Services)

E-mail - [support@ogp.gov.ie](mailto:support@ogp.gov.ie)

E-mail - [construction@per.gov.ie](mailto:construction@per.gov.ie)





# Where to Start?



Identify the elements of your Project



Research the market for an indicative cost of each element (For construction works obtain an estimated costs from a Quantity Surveyor/qualified expert)



Make a list of specialised suppliers that might tender for your element (only if you are using Direct Tender)



Get advice from the Development Officer to determine the Procurement category to follow

# Writing a Tender Specification



Know the details of your Project element.  
(If not, ask for advice)

Describe your project to give a context to the supplier

Name the Contracting Authority  
(The LEADER grant Applicant)

Include deadline of receiving the quotations back

Include Scoring Criteria  
(Score Card)

For how long you wish the quote to be valid  
(3mts, 6mts)

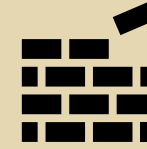
Include the email address for receiving quotations

No post tender negotiation

No quotations will be considered after the deadline



# Writing a Tender Specification for a Construction Project (Etenders)



We recommend to get additional advice from an Architect/ Engineer/ Quantity Surveyor

The Applicant must use the suite of documents recommended by E-Tenders (The Development Officer will advise you which documents to use and how to obtain the templates)

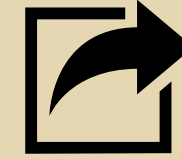
The correct Common Procurement Vocabulary (CPV) code must be assigned.

For Works-Related Services, the winning tender must be identified on the basis of Most Economically Advantageous Tender (MEAT).

For Supplies and Services Contracts, project promoters may award contracts on the basis of either lowest price tendered or MEAT.

Place a notice in a local or national newspaper  
(if required)

# Sending the request for tender/ publish the tender on Etenders



A minimum of 21 calendar days must be allowed for responses following the publication date of the advertising notice.

The time period should reflect the nature and complexity of the proposed project.



No tenders/quotations should be opened before the deadline of the tender process.



# Tender Evaluation



- Depending on the nature and complexity of the proposed project- Minimum of two people to be part of the evaluation for transparency
- Evaluate the tenders based on the criteria set in the Tender specification
- Complete the scorecards
- Prepare and send the letters to notify all the suppliers involved in the tender
  - Successful letter to the winning tender
  - Unsuccessful letters to the rest

\*Where a tender amount is considered to be abnormally low, written evidence should be sought from the tendering contractors to demonstrate that the price is sustainable.

# Paper trail to support your Application



All project files must contain a Tender Report for all actions, including direct quotations. This report should include (as appropriate) the following:

- Request for tender
- Evidence of publication of tender notice and seeking tenders where required
- Responses to those tender requests
- Tender scoring sheets used
- Notification of intention to award
- Copies of letters notifying unsuccessful tenders of the result of the tender process
- Copy of letter notifying the successful tender

\*Where the procurement process results in less than required responses/tenders being obtained, the applicant must demonstrate the additional steps taken to ensure that the project costs are reasonable.

The LEADER application will include a detailed financial breakdown of all elements of the project from the figures provided in your tender.

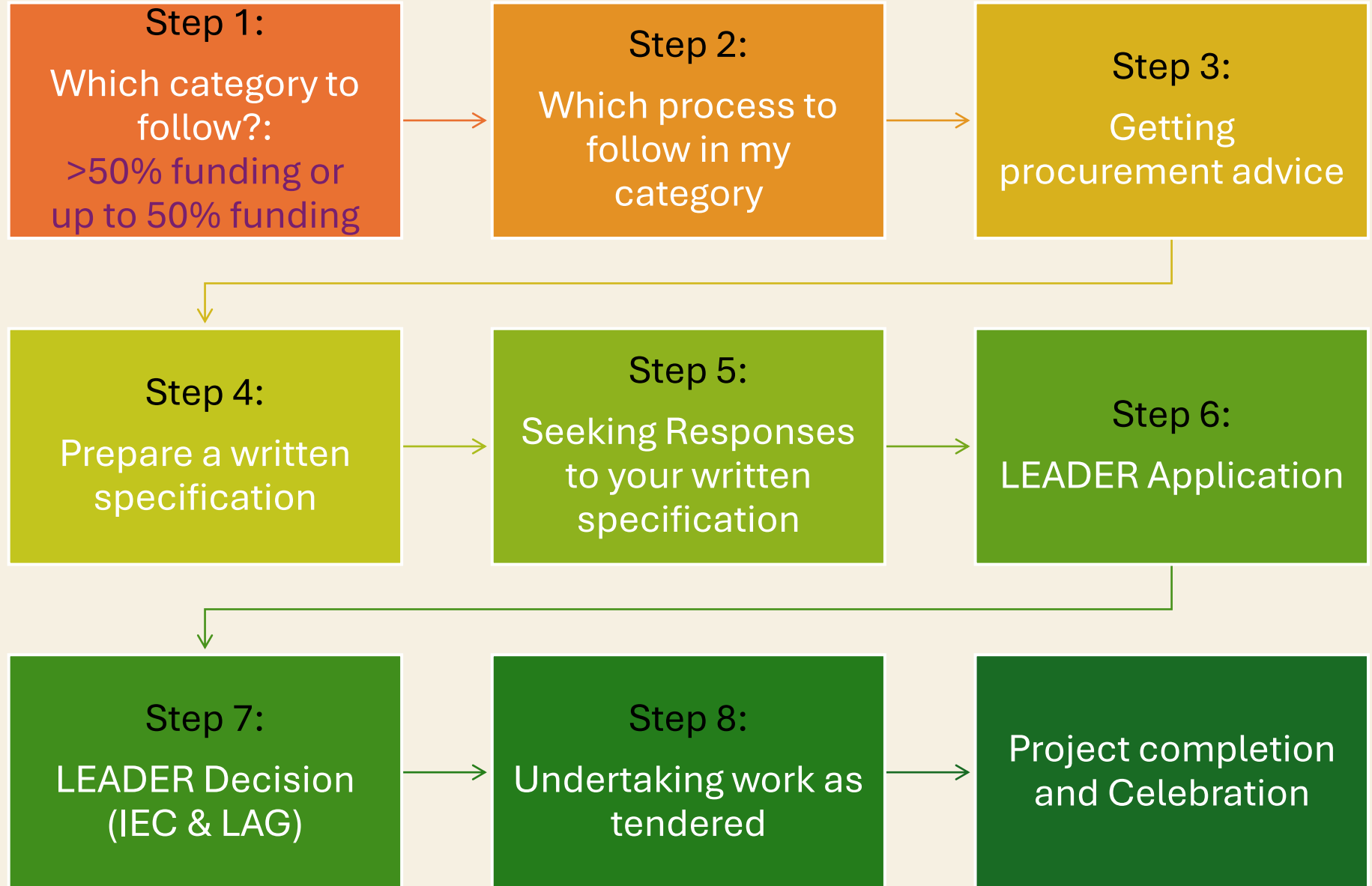
## Completing your Application

### SECTION H: FINANCIAL

<b>44</b>	<p>Please provide a detailed financial breakdown of all elements of the project from the figures provided in your tender report / most competitive quotes / schedules for voluntary labour / contribution in kind etc. and valuations for donations.</p> <p><i>All applicants must complete the individual project item cost in the table below.</i></p>		
Nature of Contract / Goods / Item / Donations / Voluntary Labour	Supplier	Cost excluding VAT (€)	Cost including VAT (€)
Total cost of project:		€	€
<b>45</b>	<p><b>Sources of Funding</b> <i>(Please provide details, including supporting documentation, of all sources of funding for the project. If necessary, use a separate sheet)</i></p>		
Sources of funding		Value €	% of overall cost
LEADER Programme			
Donation of property <i>(where applicable)</i>			
Voluntary labour <i>(where applicable)</i>			
Own resources:	Cash / money in account		
	Loan / bridging finance		
Other Public funding from non-EU Sources, e.g. Local Authority, Fáilte Ireland, etc. <i>(List the sources and the value of funding provided by each source)</i>			
Total cost of project:		€	
Please confirm the total percentage of public funding this project will receive from all sources. <i>(The percentage received will determine the procurement process to be followed)</i>			%



# Steps to carrying out Procurement as part of your LEADER Application





# Thank you!



[rdinfo@fingalleaderpartnership.ie](mailto:rdinfo@fingalleaderpartnership.ie)



01 807 4282



[www.dublinruralleader.ie](http://www.dublinruralleader.ie)

***The LEADER Team***

**Angela Manoli:** Rural Development Programme Coordinator

**Hazel Maxwell:** Rural Development Project Officer