**INTRODUCTION TO PROCUREMENT TRAINING MEETING QUESTIONS AND ANSWERS 05.10.23**

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|  | **Questions** | **Answers** |
| 1 | *Will the slides be available to attendees later? Thanks* | Yes, the slides will be made available |
| 2 | *If there is a tender in place, can you still order goods from a different supplier for under 5k with a quote?* | If the procurement arrangement in place does not meet your requirements, then you can go to an alternative supplier in accordance with TUS procurement procedures. If you have any doubt please contact the procurement office. |
| 3 | *Are the thresholds still different for ICT purchases?* | The threshold at which contracting authorities are required to advertise all contracts for goods and services on eTenders is now €50,000 (exclusive of VAT). |
| 4 | *What happens when someone from a different campus has already reached the 25000 spend with a company, what does the next person have to do?* | The Procurement thresholds apply to all of TUS irrespective of campus or department.  Once the threshold of €25k ex vat is exceeded with an attempt to raise a requisition, that requisition will be referred to the procurement office to determine how to proceed. |
| 5 | *Are the quotes not stored on agresso with the order electronically? Do we have to keep our own electronic copies and for how long?* | All Purchase Orders on Agresso must have the required number of quotes attached. There is no requirement to keep your own electronic copies on file. |
| 6 | *If there are current quotes on e-tender sought by another section, can they be used rather than going back out?* | Quotes will typically be for a specific requirement and cannot be relied upon by other buyers. However as always, please contact the procurement office for specific guidance if you have any doubt. |
| 7 | *Are those thresholds vat exclusive, my understanding is they are, but perhaps you might confirm,* | All thresholds mentioned are exclusive of vat |
| 8 | *It would be great to get more information on frameworks/access to list of suppliers approved on e-tenders. in research our budgets are small so we have to be cost conscious, but we have also been asked to changed supplier as the university had gone over 25K (now at 50K). specifically speaking about chemical orders* | It is hoped that the procurement team will run a further session covering frameworks at a later date. In relation to chemical orders, there is a current framework in place for Laboratory/Research Chemicals & Reagents which TUS has signed up to.  There are clear instructions available on the use of this framework and this can be requested by email to [procurement@tus.ie](mailto:procurement@tus.ie).  The procurement office will collate a list of procurement arrangements and will upload these to the new TUS website in due course. In the meantime , please contact the procurement office for guidance. |
| 9 | *What can I do If I am unable to get 3 quotations for items costing €10 K approximately. I have two quotations. The third supplier is not interested in applying for an Irish Tax clearance cert.* | If you can show you have made reasonable efforts to get 3 quotes from 3 different suppliers, that is acceptable provided there is written evidence available and uploaded with the purchase order. |
| 10 | *Chemical suppliers like Lennox also supply equipment. Are equipment & consumables treated separately as different projects all under the same 50K.* | There is currently a framework in place for the Supply of Laboratory/Research Consumables and Equipment’ Any equipment falling outside the remit of these frameworks may have to be tendered for, depending on the estimated values. Please email procurement if you have any further queries. |

If you have any further queries or any feedback on this session, please email procurement@tus.ie