

## **LFI Tendering & Purchasing Guidelines**

The following guidelines should be adhered to at all times when purchasing, or putting out to tender for, goods, supplies or services for Ecole Franco-Irlandaise Limited (t/a Lycée Français d'Irlande).

- Goods, supplies or services of **less than €100** in value: quotes should be obtained from at least two competitive suppliers.
- Goods, supplies or services of **between €100 and €5,000** in value: **written** quotes (e-mail; faxed/posted quote on headed paper) should be obtained from at least two competitive suppliers or service providers.
- Goods, supplies or services **between €5,000 and €50,000** in value: **written** quotes (e-mail; faxed/posted quote on headed paper) in response to **written** specifications should be obtained from at least three competitive suppliers or service providers.
- Goods, supplies or services **over €50,000** in value: should be referred to the Board of Management to initiate a formal competitive tendering process.
- These thresholds apply equally to goods, supplies or services that are subject to multiple orders that collectively reach the limits in any one calendar year.