



Tender Procurement Policy

Introduction

The goal of this procurement policy is to provide a centralised process for requesting the purchase of a product or service for company use and ensure the highest quality of desired goods and services at the best price possible. In addition, this policy aims to streamline the process to align and support company goals and values, while still providing the necessary due diligence with supplier selection.

This policy must be followed as it allows us to demonstrate transparency and accountability to our funders and their agents, Statutory Regulators, our members and to the people with whom we work.

Vender Selection

Careful selection of vendors should be done to ensure that best possible price, quality, and delivery time is obtained. A list of suitable vendors (the list of pre-qualified vendors), for each type of goods and services based on past performance shall be maintained. This will make the process of vendor identification much faster. The vendor list shall be reviewed and updated periodically to ensure that current known factors are taken into consideration. Once the list of vendors has been updated and approved by the procurement committee, procurement of goods, and services can be affected.

Vendor Selection Criteria

The following set of criteria is essential for deciding on choice of vendors:

- i) Price
- ii) Quality of goods/services.
- iii) Availability of goods/services within the required delivery time.
- iv) After sale services.
- v) Bidder's previous records of performance and service.
- vi) Ability of bidder to render satisfactory service in this instance.

Procedure

When a need for a new or replacement supplier is identified for work over €5,000 proposals and quotes will be sought and the following steps should be followed:

1. The procurement team will send an invitation to tender to each supplier listed to be invited.
2. The vendors will receive information specifying the goods/services and details or any relevant information needed to get accurate bids. All suppliers must receive the same information.
3. When the procurement team receive 3 proposals and quotes, they will review and assess these. Best quality *and* value work will always be prioritised.
4. When a final vendor has been selected, procurement is responsible for routing any contractual documents for signatures, engaging with accounts payable to facilitate the transaction and entering any agreements into the procurement system of record.

Procurement Policy Exclusions

There are some types of purchases that need not be reviewed or approved by procurement. General business expenses such as office supplies, do not need to use this procurement process. Expenses of this nature are subject to SLI's expense policy. Further, new hire and onboarding equipment purchases such as laptops and monitors are facilitated through the HR department.

Finally, any work under €5000 does **NOT** require this procurement process. Preference/first choice for work under €5,000 will be given to a vendor with a proven track record of good work and evidence of pervious good working relationships. This is especially relevant with regards to unusual project work that wouldn't have a large tender pool within the locality i.e. musicians, creative producers, etc.



The Equal Opportunities Policy will be reviewed in June 2025, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed:  (John Hawkes, SLI Board Chair)

This policy was approved by SLI's Management Committee, June 2023.