



O'Dwyers GAA Club

Procurement Policy

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INTRODUCTION

Procurement is defined as the act of obtaining or buying goods and services. The process includes the preparation and processing of a demand as well as the end receipt and approval of payment. This policy outlines the procedure to be followed by O'Dwyers GAAA Club when procuring goods and services.

PRINCIPLES

Procurement is about ensuring the “best value for money”. While “best value for money” will be the primary objective of the procurement policy, there are other principles which must be adhered to.

- **Competitive Supply:** procurement should be carried out by competition unless there are convincing reasons to the contrary.
- **Efficiency:** procurement processes should be carried out as cost effectively as possible.
- **Impartiality:** suppliers should be treated fairly, including commercial confidentiality where required.
- **Integrity:** there should be no corruption or collusion with suppliers or others.
- **Informed Decision Making:** decisions should be based on accurate information.
- **Transparency:** there should be an openness and clarity on procurement policy and its delivery.

O'DWYERS GAA CLUB POLICY

O'Dwyers GAA Club is committed to the development and maintenance of an equitable, fair and transparent procurement policy for the procuring of goods and services.

ROLES AND RESPONSIBILITIES

The Executive Committee will ensure that the proper purchasing/ procurement procedures are followed. Any suspected deviation from the correct procedures should be investigated by the Executive Committee.

GOODS AND SERVICES

Before placing an order for any goods and services, O'Dwyers GAA Club should obtain the requisite number of quotations/ tenders from potential suppliers/ contractors. O'Dwyers GAA Club should adhere to the following procurement/ purchasing guidelines.

ESTIMATED VALUE OF ORDER

Estimated Value Tender Action Required

- Below €200 - No quote required.
- €201 to €500 - A single oral quote.
- €501 to €1,500 - A single written quote.
- €1,501 up to €5,000 - A minimum of three written quotes.
- > €5,001 - A minimum of three written quotes, based on a clear written specification of requirement.

Each Executive Committee Member or Club member of O'Dwyers GAA Club must adhere to the above guidelines. Any person who does not follow this policy may be the subject to disciplinary action by O'Dwyers GAA Club Executive Committee.