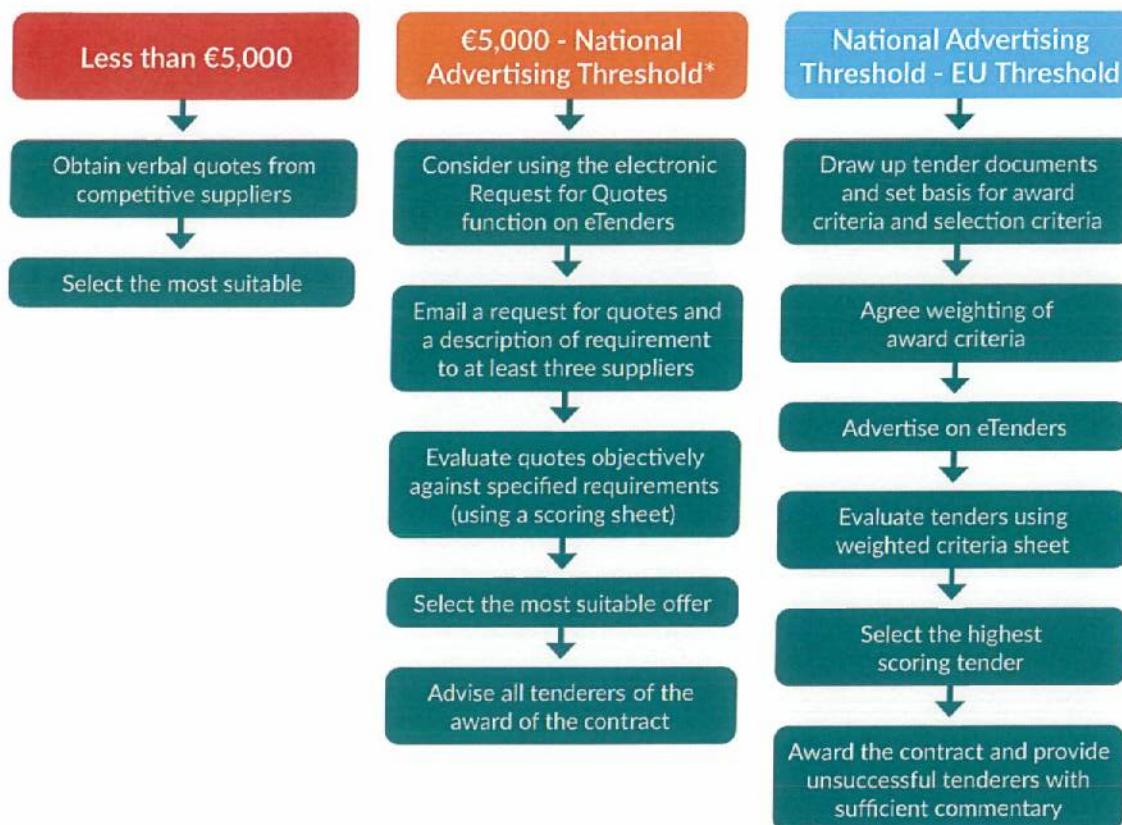


## STEPS IN BELOW THRESHOLD PROCUREMENT



\*The national advertising threshold as set out in Circular 05/2023 can be found on the OGP website.

## CHECK WITH THE OGP

81. Before undertaking any procurement procedure, public service bodies should contact the OGP to see if there are any existing or planned procurement arrangements which may meet their needs. The OGP is also available to provide procedural advice and administrative assistance with procurement processes.

- Contracts for goods and/or services with an estimated value between €5,000 and the national advertising threshold (exclusive of VAT) can be awarded on the basis of responses to written specifications (for example – issued via email) to at least three suppliers or service providers. The Quick Quotes facility on eTenders allows contracting authorities to search for appropriate suppliers using the CPV codes which match their particular procurement needs and may facilitate this process.

82. For contracts or purchases below threshold (which are not call-off contracts under a Framework Agreement or DPS) the specific procurement procedures set out in the 2016 Regulations do not apply and, contracting authorities should be guided by the following less formal procedures:

- Contracts for goods and/or services with an estimated value of less than €5,000 (exclusive of VAT) can be purchased on the basis of verbal quotes from one or more competitive suppliers (best practice is to seek a minimum of three quotes confirmed by email).
- Contracts for goods and/or services, with an estimated value at or above the national advertising threshold (exclusive of VAT) and up to the value of the EU thresholds should normally be advertised as part of a formal tendering process on eTenders using the open procurement process in line with [Circular 05/2023](#).