

Libraries NI Procurement Policy and Procedures for Goods and Services

Libraries NI (LNI) follows NI Public Procurement Policy, the associated guidance issued by Central Procurement Directorate (CPD), and best practice in public procurement.

Current policy and best practice can be accessed [here](#) (Department of Finance public procurement policy Northern Ireland).

The recommended Procurement Control limits for quotations and tenders are set by the Northern Ireland Procurement Board. Using this as guidance Libraries NI applies thresholds as follows in order to gain best value for money:

Estimated Value of order (excl VAT)	Requirements
Up to £1,500	Quotation/Price check carried out with at least 2 suppliers as a minimum
Between £1,501 and £5,000	Quotation/Price check carried out with at least 3 suppliers as a minimum. Two may be accepted where the market is limited.
Between £5,001 and £30,000	Administered by Department For Communities (DfC) - The process is restricted to selected tenderers only. Normally three tenders are invited using eTenders NI. Two may be accepted where the market is limited.
Between £30,001 and European Union (EU) Public Procurement Threshold (https://www.finance-ni.gov.uk/articles/information-about-eu-procurement-thresholds)	Administered by Education Authority (EA) – Tenders are openly advertised on eTendersNI. The process is open to all potential tenderers.
Over EU Threshold (https://www.finance-ni.gov.uk/articles/information-about-eu-procurement-thresholds)	Administered by Education Authority (EA) - Tenders are openly advertised on eTendersNI and within OJEU. Tenders shall comply with the regulated EU public procurement process.