

### **1.0 WHAT WE BUY**

Libraries NI procures a wide range of supplies, services and works. The main categories of spend are:

- Physical books
- Audio books
- eBooks
- eMagazines and Newspapers
- binding and conservation of books
- catalogue records
- Purchase of Mobile Libraries, Delivery vans,
- Vehicle Maintenance
- ICT - (Audio Visual, IT equipment, IT Support, Business Applications. telecoms)
- Furniture and Equipment
- Construction works
- Maintenance works – planned and response
- Business Services – (eg Asset Valuation, Marketing, Events, Catering, Office requisites, programming )
- Temporary Agency workers
- Facilitators for events
- Utilities – oil, gas, electric
- Professional services – legal, accounting, procurement

## 2.0 HOW WE BUY

Libraries NI purchases the majority of its supplies from a range of public sector frameworks. Where no suitable framework is available, we will seek where possible to obtain best value for money by conducting a procurement exercise, as follows:

Estimated Value of order (excl VAT)	Requirements
Up to £1,500	Quotation/Price check carried out with at least two suppliers
Between £1,501 and £5,000	Quotation/Price check carried out with at least 3 suppliers
Between £5,001 and £10,000	Written quotations from three selected suppliers
Between £10,001 and £50,000	Three selected tenderers through a procurement tendering process conducted by DfC's Commercial Business Unit on eTendersni
Between £50,001 and UK Public Procurement Threshold	Administered by the EA as COPE) - Publicly advertised open or restricted tender competition on eTendersni
Over UK Threshold	Administered by EA or PCD as COPE - Publicly advertised open or restricted tender competition.

The NI public sector currently publishes tenders for goods and services over £10K on the eTendersni system. Potential suppliers can register on eTendersni, and check this site for tender opportunities. Once registered they can access tender documents and submit responses online.