

## **How we Buy**

Contracts for capital projects required by Libraries NI are procured on our behalf either by Central Procurement Directorate or the Education Authority.

Libraries NI procurement for Goods and Services contracts over £30,000 is currently administered by the Education Authority.

Libraries NI can make use of any Education Authority contracts in place for works, goods and services, NI Civil Service collaborative contracts put in place by Central Procurement Directorate (CPD), Crown Commercial Services and other Public Sector Purchasing organisations (such as YPO and ESPO).

The Education Authority currently publish tenders for goods and services over £30K on the eTenders NI website <https://etendersni.gov.uk/epps/home.do>

For contracts between £5,001 and £30,000, tenders are invited by Libraries NI and administered by Department for Communities (DfC) via eTendersNI. The process is restricted to tenderers who have registered on eTendersNI.

### **eTendersNI**

This electronic procurement system is used by almost all Public Sector organisations throughout Northern Ireland, including the Education Authority and Libraries NI.

Potential suppliers are advised to register on eTendersNI and opt for as many relevant CPV (common procurement vocabulary) codes as possible.

eTendersNI will email notifications about current opportunities to suppliers based on their CPV profiles.

Full guidance for suppliers is available through the eTendersNI website.

Any queries about registering on eTendersNI or using the system should be directed to the eTendersNI helpdesk on 0800 240 4545 or by email to [ni-eproc-helpdesk@eurodyn.com](mailto:ni-eproc-helpdesk@eurodyn.com).