

Freedom of Information Financial Reporting

VCI publishes financial information in accordance with Freedom of Information requirements.

Financial Reporting

The VCI publishes annual financial statements in its Annual Reports, which are available on the Annual Reports page. Plans for major capital expenditure are outlined in VCI's Annual Reports.

Prompt Payments

The VCI adheres to the Prompt Payment Regulations and publishes prompt payment returns data quarterly.

Payments or Invoices for Goods and Services

VCI publishes details of payments for goods and services valued at €20,000 or above (excluding VAT), each quarter in arrears.

Procurement

VCI operates public procurement guidelines in our purchase of supplies and services, including how we award contracts for work and so that we secure the best value for money.

The VCI's procurement approach aims to ensure that all transactions:

- Deliver to the specified requirements
- Give VCI best value for money
- Are transparent
- Ensure equality of access to appropriately qualified suppliers
- Are formally contracted via service level agreements as proportionate to the goods or service required
- Fully comply with government guidelines and EU directives

The VCI's Procurement Policy incorporates the principles of equal treatment, transparency, proportionality and mutual recognition.

Contracts Awarded

VCI publishes details of recent contract awards.

Current Tender Competitions

For information on any current tender competitions, please email info@vci.ie

Prompt Payments Reporting

Quarter 4 2024; 1st October to 31st December 2024

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 312 | 878,966 | 100% |
| Payments made within 15 days | 309 | 658,336 | 99.0% |
| Payments made within 16 to 30 days | 3 | 220,630 | 1.0% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 3 2024; 1st July to 30th September 2024

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 276 | 690,496 | 100% |
| Payments made within 15 days | 275 | 607,595 | 99.7% |
| Payments made within 16 to 30 days | 1 | 82,901 | 0.3% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 2 2024; 1st April to 30th June 2024

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 286 | 699,040 | 100% |
| Payments made within 15 days | 285 | 683,312 | 99.7% |
| Payments made within 16 to 30 days | 1 | 15,728 | 0.3% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 1 2024; 1st January to 31st March 2024

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 241 | 575,167 | 100% |
| Payments made within 15 days | 240 | 551,102 | 99.6% |
| Payments made within 16 to 30 days | 1 | 24,065 | 0.4% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 4 2023; 1st October to 31st December 2023

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 268 | 582,865 | 100% |
| Payments made within 15 days | 268 | 582,865 | 100% |
| Payments made within 16 to 30 days | 0 | 0 | 0% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 3 2023; 1st July to 30th September 2023

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 246 | 563,970 | 100% |
| Payments made within 15 days | 245 | 526,364 | 99.6% |
| Payments made within 16 to 30 days | 1 | 37,606 | 0.4% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 2 2023; 1st April to 30th June 2023

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 204 | 520,601 | 100% |
| Payments made within 15 days | 203 | 498,041 | 99.5% |
| Payments made within 16 to 30 days | 1 | 22,560 | 0.5% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 1 2023; 1st January to 31st March 2023

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 341 | 430,885 | 100% |
| Payments made within 15 days | 341 | 430,885 | 100% |
| Payments made within 16 to 30 days | 0 | 0 | 0% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 4 2022; 1st October to 31st December 2022

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 260 | 644,742 | 100% |
| Payments made within 15 days | 260 | 644,742 | 100% |
| Payments made within 16 to 30 days | 0 | 0 | 0% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 3 2022; 1st July to 30th September 2022

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 197 | 408,437 | 100% |
| Payments made within 15 days | 197 | 408,437 | 100% |
| Payments made within 16 to 30 days | 0 | 0 | 0% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 2 2022; 1st April to 30th June 2022

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 159 | 365,878 | 100% |
| Payments made within 15 days | 159 | 365,878 | 100% |
| Payments made within 16 to 30 days | 0 | 0 | 0% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Quarter 1 2022; 1st January to 31st March 2022

| Details | Number | Value € | Percentage of total payments made |
|--|--------|---------|-----------------------------------|
| Total payments made in Quarter | 163 | 464,304 | 100% |
| Payments made within 15 days | 158 | 464,135 | 96.93% |
| Payments made within 16 to 30 days | 5 | 169 | 3.07% |
| Payments made in excess of 30 days that were subject to LPI and compensation costs | | | |
| Payments made in excess of 30 days that were not subject to LPI and compensation costs | 0 | 0 | 0 |
| Amount of late payment interest (LPI) paid in Quarter | N/A | | N/A |
| Amount of compensation costs paid in Quarter | N/A | | N/A |

Payments for €20,000 (excluding VAT) and above

Please note:

- Each payment amount is the total, including VAT.
- Some payment information may not be shown, if its publication would be precluded under Freedom of Information regulations.
- This report will be updated on a quarterly basis.

2025

Payments for €20,000 (excluding VAT) and above

Quarter 2, 2025

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|---------------------------------------|-------------------------|---|
| 27/05/2025 | Revenue Commissioners | €23,868 | Monthly direct debit payment to Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 23/06/2025 | Revenue Commissioners | €23,700 | Monthly direct debit payment to Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 25/04/2025 | Revenue Commissioners | €23,568 | Monthly direct debit payment to Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 25/04/2025 | Federation of Veterinarians of Europe | €23,406 | Annual affiliation fee paid to Federation of Veterinarians of Europe; paid by VCI on behalf of VCI, Veterinary Officers Association ("VOA") and Veterinary Ireland ("VI"). Part reimbursed by VOA and VI. |

| | | | |
|------------|-------------------------|----------|---|
| 28/05/2025 | Merrion Contracting Ltd | €176,725 | Stage payment to Merrion Contracting Ltd for building extension and building refurbishment works. |
| 15/04/2025 | Fieldfisher Ireland LLP | €75,529 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 16/05/2025 | Fieldfisher Ireland LLP | €64,729 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 16/06/2025 | Fieldfisher Ireland LLP | €63,491 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 16/04/2025 | Fieldfisher Ireland LLP | €46,220 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

2025

Payments for €20,000 (excluding VAT) and above

Quarter 1, 2025

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|--|
| 26/03/2025 | Revenue Commissioners | €21,920 | Monthly direct debit payment to Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 26/02/2025 | Revenue Commissioners | €21,185 | Monthly direct debit payment to Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 13/03/2025 | Merrion Contracting Ltd | €123,999 | Stage payment to Merrion Contracting Ltd for building extension and building refurbishment works. |

| | | | |
|------------|-------------------------|---------|---|
| 10/03/2025 | Fieldfisher Ireland LLP | €49,680 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 18/02/2025 | Fieldfisher Ireland LLP | €63,155 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

2024

Payments for €20,000 (excluding VAT) and above

Quarter 4, 2024

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|--|
| 28/11/2024 | Fieldfisher Ireland LLP | €76,968 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 11/10/2024 | Fieldfisher Ireland LLP | €76,220 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 20/12/2024 | Fieldfisher Ireland LLP | €67,442 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 25/10/2024 | Revenue Commissioners | €20,753 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 27/11/2024 | Revenue Commissioners | €20,724 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |

2024

Payments for €20,000 (excluding VAT) and above

Quarter 3, 2024

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|--|
| 17/07/2024 | Fieldfisher Ireland LLP | €82,901 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 30/08/2024 | Fieldfisher Ireland LLP | €57,522 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 30/09/2024 | Fieldfisher Ireland LLP | €61,482 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 24/07/2024 | Revenue Commissioners | €20,910 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 27/08/2024 | Revenue Commissioners | €20,782 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |
| 20/09/2024 | Revenue Commissioners | €20,806 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |

2024

Payments for €20,000 (excluding VAT) and above

Quarter 2, 2024

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|---|
| 11/04/2024 | Fieldfisher Ireland LLP | €73,997 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 01/05/2024 | Fieldfisher Ireland LLP | €70,387 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 07/06/2024 | Fieldfisher Ireland LLP | €79,698 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

2024

Payments for €20,000 (excluding VAT) and above

Quarter 1, 2024

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|---|
| 11/01/2024 | Fieldfisher Ireland LLP | €42,046 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 08/03/2024 | Fieldfisher Ireland LLP | €24,064 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 22/03/2024 | Fieldfisher Ireland LLP | €47,871 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

| | | | |
|------------|---------------------------------------|---------|---|
| 25/03/2024 | Federation of Veterinarians of Europe | €22,464 | Annual affiliation fee paid to Federation of Veterinarians of Europe; paid by VCI on behalf of VCI, Veterinary Officers Association ("VOA") and Veterinary Ireland ("VI"). Part reimbursed by VOA and VI. |
|------------|---------------------------------------|---------|---|

2023

Payments for €20,000 (excluding VAT) and above

Quarter 4, 2023

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|---|
| 06/10/2023 | Fieldfisher Ireland LLP | €42,148 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 29/11/2023 | Fieldfisher Ireland LLP | €57,228 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 08/12/2023 | Fieldfisher Ireland LLP | €28,036 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

2023

Payments for €20,000 (excluding VAT) and above

Quarter 3, 2023

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|--|
| 20/07/2023 | Fieldfisher Ireland LLP | €25,937 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 28/08/2023 | Fieldfisher Ireland LLP | €37,606 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 15/09/2023 | Fieldfisher Ireland LLP | €58,426 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 21/09/2023 | Revenue Commissioners | €20,359 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |

2023**Payments for €20,000 (excluding VAT) and above**

Quarter 2, 2023

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|--|
| 18/04/2023 | Fieldfisher Ireland LLP | €27,058 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 14/06/2023 | Fieldfisher Ireland LLP | €31,407 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 26/04/2023 | Revenue Commissioners | €20,290 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |

2023**Payments for €20,000 (excluding VAT) and above**

Quarter 1, 2023

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|---------------------------------------|-------------------------|---|
| 15/03/2023 | Fieldfisher Ireland LLP | €40,828 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 14/03/2023 | Federation of Veterinarians of Europe | €20,498 | Annual affiliation fee paid to Federation of Veterinarians of Europe; paid by VCI on behalf of VCI, Veterinary Officers Association ("VOA") and Veterinary Ireland ("VI"). Part reimbursed by VOA and VI. |

2022**Payments for €20,000 (excluding VAT) and above**

Quarter 4, 2022

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|---|
| 11/11/2022 | Fieldfisher Ireland LLP | €41,238 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 02/12/2022 | Fieldfisher Ireland LLP | €89,247 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 20/12/2022 | Fieldfisher Ireland LLP | €35,316 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

2022**Payments for €20,000 (excluding VAT) and above**

Quarter 3, 2022

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|---|
| 18/07/2022 | Fieldfisher Ireland LLP | €26,539 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 08/08/2022 | Fieldfisher Ireland LLP | €30,086 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |

| | | | |
|------------|-------------------------|---------|---|
| 15/09/2022 | Fieldfisher Ireland LLP | €25,189 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
|------------|-------------------------|---------|---|

2022

Payments for €20,000 (excluding VAT) and above

Quarter 2, 2022

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------------------------|-------------------------|--|
| 08/04/2022 | Fieldfisher Ireland LLP | €42,968 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 11/05/2022 | Fieldfisher Ireland LLP | €39,476 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 25/05/2022 | Revenue Commissioners | €21,136 | Monthly direct debit payment by Revenue Commissioners, calculated on monthly payroll returns submitted to Revenue Commissioners. |

2022

Payments for €20,000 (excluding VAT) and above

Quarter 1, 2022

| Payment Date | Payee | Payment (including VAT) | Details |
|--------------|-------|-------------------------|---------|
|--------------|-------|-------------------------|---------|

| | | | |
|------------|---------------------------------------|---------|---|
| 20/01/2022 | Fieldfisher Ireland LLP | €72,054 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 03/02/2022 | Fieldfisher Ireland LLP | €33,135 | Legal services related to fitness to practice and sanction hearings cases and other legal services. |
| 22/02/2022 | Federation of Veterinarians of Europe | €25,090 | Annual affiliation fee paid to Federation of Veterinarians of Europe; paid by VCI on behalf of VCI, Veterinary Officers Association ("VOA") and Veterinary Ireland ("VI"). Part reimbursed by VOA and VI. |



Veterinary Council of Ireland Procurement Policy

Effective Date: 18th July 2024

Version 3

To be reviewed in July 2025

Responsibility: Finance Manager

Approval: by ARFC and VCI Council

Statement of Policy

The Veterinary Council of Ireland ("VCI"), as an independent statutory body strives to ensure value for money in all goods and services availed. The Veterinary Council will strive to comply with the best practice when procuring goods and services on a day-to-day basis.

The Veterinary Council as a statutory body is governed by Public Procurement Guidelines, Regulations and Directives. Public procurement can be defined as the acquisition, whether under formal contract or not, of works, supplies and services. It ranges from the purchase of routine small value supplies and services via quotations to formal public tendering and placing of contracts for larger value services and infrastructural or ICT projects.

Public procurement must be discharged with probity, transparency and accountability and in a manner that secures best value for money for the VCI.

We are governed by public procurement guidelines in our purchase of supplies and services, including how we award contracts for work and so that we secure best value for money.

Procurement will be governed by the following principles:

- Achieving efficiency, effectiveness and best value for money in terms of life-cycle cost
- Dealing with quality suppliers, contractors and service providers
- Operating in a fair, open, transparent and non-discriminatory manner in the marketplace
- Properly managing risk and potential conflicts of interest
- Complying with all relevant European, national legislation and Government rules and regulations
- Operating the highest ethical standards Procurement objectives

This policy and the VCI approach aims to ensure that all transactions:

- Deliver to the specified requirements
- Give VCI best value for money
- Are transparent
- Ensure equality of access to appropriately qualified suppliers
- Are formally contracted via service level agreements as proportionate to the goods or service required
- Fully comply with government guidelines and EU directives

When awarding contracts we are governed by the following principles:

- **Equal Treatment:** All suppliers will be treated equally and with the utmost fairness at every stage of a contract award procedure.

- **Transparency:** Any information and rules regarding forthcoming contracts and the rules to be applied should be readily available to all interested candidates.
- **Proportionality:** Any demands placed upon suppliers should be both relevant and directly related to the contract being awarded.
- **Mutual Recognition:** Standards, specifications and qualifications in use throughout the EU should receive equal recognition, on condition that the products or services are suitable for their intended purpose.

Irish Government Contract Regulations apply to all of the above principles and require that competitive tendering should be used. European Procurement Directives apply for contracts above the EU thresholds.

Office of Government Procurement

We will avail of the benefits and expertise of the Office of Government Procurement (“OGP”) frameworks, where practicable, in relation to day-to-day operational matters, in line with national procurement thresholds.

This approach will be adopted for all out of the ordinary goods and services, noting however, that the value offered for specialised and nuanced services is not confined alone to price and that other factors must also be taken into account.

Tender appraisal panels

Tender appraisal must be carried out by an evaluation team (comprising at least 3 persons, who are required to confirm no conflict of interest exists) and consensus scores and reasons are documented in a ‘tender evaluation form’ against the stated selection criteria (pass/fail criteria which test the financial and technical competence of the tenderers) and the stated award criteria and weightings (which enable the identification of the most economically advantageous tender). The tender evaluation team will be supported by the OGP where appropriate.

Evaluation teams for contracts of total value of **€50,000** (exclusive of VAT), or above should comprise at least one person who is independent of, and external to, the executive of the VCI. Contract award recommendation is subject to approval by the Registrar. Notification letters to successful and unsuccessful tenderers will be issued with reasons for success/unsuccess.

Thresholds for approach for procurement of Goods and Services

These thresholds are set out in Table A below.

In line with national procurement guidelines and thresholds, updated in March 2023 and reflected in Circular 5/2023 titled ‘Initiatives to assist SME’s in Public Procurement’, all contracts **for goods and services** above the value of **€50,000** (exclusive of VAT) will be advertised on eTenders.gov.ie or procured via the Office of Government Procurement frameworks where practicable.

Note that where the value of goods and services being procured is expected to be greater than €215,000, then the EU **OJEU** rules apply, in addition to the eTenders.gov.ie rules which apply for goods and services with a value of up to €215,000.

Quotation process

Services with a value of **€25,000** (exclusive of VAT) up to **€50,000** (exclusive of VAT), will be obtained following a request for written quotes invited from a minimum of three service providers.

For **services** with a value of **€5,000-€24,999** (exclusive of VAT), three written (email) competitive quotations will be sought.

Common sense, value driven approach

Goods and services, for amounts below this value, will be obtained based on a common sense, practicality and value for money analysis, to include obtaining verbal quotes where practicable.

Thresholds for approach for Contracts of Work

These thresholds are set out in Table **A** below.

Contracts for **works** with an estimated value of greater than **€200,000** (exclusive of VAT) will be advertised as part of a formal tendering process on eTenders.gov.ie

Open Procedures vs Restricted Procedures

These thresholds are set out in Table **B** below.

For goods and services from €50,000 to €139,999 (exclusive of VAT), an open procedure procurement process may be applied. An open procedure process is where all interested parties may tender a single fully priced offer in response to an advertisement.

For goods and services from €140,000 to €214,999 (exclusive of VAT), there is a choice of procedures; An open procedure process or a restricted procedure process can be applied. Under a restricted procedure process anyone may ask to participate in a restricted procedure, but **only** those who are **pre-selected may submit a tender**.

Thresholds Summary Table A

| Description of what is being procured | Threshold Minimum Amount € | Threshold Maximum Amount € | Minimum requirements re number of bidders | Requirements re competition size to Advertise / Publicise | Who appraises the proposals / bids received |
|---------------------------------------|----------------------------|----------------------------|--|---|---|
| All goods and services | €0 | €4,999 | None; common sense to be used, based on practicality and a value for money analysis, to include obtaining verbal quotes where practicable. | no legal requirement to advertise/publicise | Finance Manager; with input from Registrar where appropriate |
| All goods and services | €4,999 | €24,999 | 3 written email quotations will be sought | no legal requirement to advertise/publicise | Evaluation team of at least 3 people |
| All goods and services | €24,999 | €49,999 | 3 written proposals will be sought | no legal requirement to advertise/publicise | Evaluation team of at least 3 people |
| All goods and services | €49,999 | €214,999 | n/a; the number of bidders will be determined by whoever responds to the eTenders notice | eTenders.gov.ie or procured via the Office of Government Procurement if applicable | Evaluation team of at least 3 people; one of whom is to be independent of VCI Executive |
| All goods and services | €214,999 | Any amounts above €215,000 | n/a; the number of bidders will be determined by whoever responds to the OJEU notice | OJEU | Evaluation team of at least 3 people; one of whom is to be independent of VCI Executive |
| Contracts for works (construction) | €0 | €4,999 | None; common sense to be used, based on practicality and a value for money analysis, to include obtaining verbal quotes where practicable. | no legal requirement to advertise/publicise | Finance Manager; with input from Registrar where appropriate |
| Contracts for works (construction) | €4,999 | €49,999 | 3 written (for example by email) proposals will be sought | no legal requirement to advertise/publicise | Evaluation team of at least 3 people. |
| Contracts for works (construction) | €49,999 | €199,999 | 5 written proposals will be sought | no legal requirement to advertise/publicise | Evaluation team of at least 3 people. One of whom is to be independent of VCI Executive for contracts with a total value of more than €50,000 |

| | | | | | |
|------------------------------------|----------|--|--|-----------------|---|
| Contracts for works (construction) | €200,000 | (note as VCI will not reach the €5.4 million OJEU threshold, OJEU will not apply to VCI) | n/a; the number of bidders will be determined by whoever responds to the eTenders notice | eTenders.gov.ie | Evaluation team of at least 3 people; one of whom is to be independent of VCI Executive |
|------------------------------------|----------|--|--|-----------------|---|

Thresholds Summary Table B re Open Procedure or Restricted Procedure

| Description of what is being procured | Threshold Minimum Amount € | Threshold Maximum Amount € | Minimum requirements re number of bidders | Requirements re competition size to Advertise / Publicise | Open / Restricted Procedure Process Used Yes or n/a | Who appraises the proposals / bids received |
|--|----------------------------|----------------------------|--|---|---|---|
| All goods and services (excluding Contracts for Works) | €49,999 | €139,999 | n/a; the number of bidders will be determined by whoever responds to the eTenders notice | eTenders.gov.ie | Open Procedure may apply | Evaluation team of at least 3 people; one of whom is to be independent of VCI Executive |
| All goods and services (excluding Contracts for Works) | €140,000 | €214,999 | n/a; the number of bidders will be determined by whoever responds to the eTenders notice | eTenders.gov.ie | Choice of procedures; generally Open or Restricted | Evaluation team of at least 3 people; one of whom is to be independent of VCI Executive |

This policy was considered by the Audit and Risk Committee on 18th July 2024 and endorsed by the Veterinary Council on 25th July 2024.

Effective Date: 18th July 2024
Version 3
To be reviewed in July 2025
Responsibility: Finance Manager
Approval: by ARFC and VCI Council

Contracts awarded

2024, Quarter 4

| | |
|---|--|
| Reference | Scanning & Archiving Request for Quotation |
| Single contract or an award from a framework | Single contract |
| Contractor | Kefron |
| Contractor's address | 53 Park West Road, Dublin 12 |
| Type of contract | Services |
| Description | Scanning and archiving services |
| Date contract awarded | 18 th November 2024 |
| Value | Approx. €31,560 (excluding VAT) |
| Duration | 12 months |