

Annex I

- 1.1 The Lead Partner must ensure that tenders are advertised proportionate to their value. For contracts of above €25,000 or £25,000, tenders must be advertised in either the regional press (i.e. those newspapers which are available across Northern Ireland, the Border Region and Western Scotland (INTERREG VA only) in which the project operates) and/or national public procurement websites (eTenders in Ireland, eSourcing NI in Northern Ireland and Public Contracts Scotland (INTERREG VA only)).
- 1.2 If the contracting body is based in Ireland, the eTenders website must be used for supply and services contracts above €25,000 and for works contracts above €50,000.
- 1.3 The contents of each tender must not be disclosed to any party outside of the formal evaluation process. Each tender should be viewed as restricted-commercial information until after the award decision.

ESTIMATED VALUE OF ORDER (excluding VAT) (Where a potential supplier is based in the sterling area, Lead Partners/Partners should use the sterling values quoted)	QUOTATIONS/ TENDERS REQUIRED	MINIMUM DOCUMENTATION TO RETAIN
BELOW EU THRESHOLDS		
Goods and services up to €200.00 (£200.00)	<p>Evidence of a price check or quotations is not required providing the costs incurred for the goods and services can be considered reasonable.</p> <p>Depending on the goods/services under question, the Lead Partner/partner procuring may still wish to obtain a price-check or quotes to satisfy itself that value for public money is being obtained, and it would be considered good practice to do this occasionally.</p> <p>Care should be taken to ensure that contracts for goods and services are not being deliberately disaggregated to bring them under the £200/€200 limit. If this is seen to be happening, the resulting expenditure will be deemed ineligible.</p>	
€200.01 to €5.000.00 (£200.01 to £5,000.00)	A price check in advance of the contract award with at least two competent suppliers who ordinarily supply the relevant service to ensure that value for money has been achieved.	<p>A price check can take the form of an oral or written quote, internet check, leaflet, or similar.</p> <p>Details of price checks should be documented and retained on file for audit purposes.</p>

€5,000.01 to €25,000.00 (£5,000.01 to £25,000.00)	A minimum of three written quotations sought ⁶ from competent suppliers who ordinarily supply the relevant service.	<p>Evidence that appropriate number of quotations were sought from prospective bidders/suppliers.</p> <p>Documentation and/or Terms of Reference sent to all potential bidders/suppliers.</p> <p>All tenders/quotes received and evidence they were received within the specified timeframe (date stamped).</p> <p>Documented evidence of assessment of quotes or where tenders were sought includes: signed scoring matrix, minutes of discussion and names of assessment panel members.</p> <p>Correspondence with the successful and unsuccessful bidders/suppliers.</p> <p>Contract or equivalent awarded to winning tender.</p> <p>Documented changes or addendums to contract.</p>
€25,000.01 to € EU threshold (£25,000.01 to £EU threshold)	<p>Full Tender Action:</p> <p>Advertisement as detailed at section 8 opposite.</p>	In addition to all documentation retained for lower values, the following must be retained:

⁶ In the event that only one quotation is received, SEUPB approval is required to award the contract to the sole bidder.

	In Ireland, tenders greater than €25,000 for supply and services contracts and greater than €50,000 for works contracts must be placed on eTenders website.	<p>Copy of advertisements in the following national procurement websites:</p> <p>NI – eSourcingNI⁷ Ireland – eTenders⁸ Scotland – Public Contracts Scotland⁹ and / or regional press.</p> <p>Contracting authorities should use the appropriate website which includes all the jurisdictions in which the project is operational.</p>
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EU THRESHOLDS AND ABOVE (excluding VAT) from 1 January 2016 (Euro values applicable to both Euro and Sterling areas)

	Supplies/ Services	Works		
Entities listed in Schedule 1 ¹⁰	• €135,000	• €5,225,000	Full Tender Action:	In addition to all documentation retained for lower values, the following must be retained:
Public Sector outside the Civil Service (e.g. Local Authorities)	• €209,000	• €5,225,000	Invitation to tender placed in Official Journal of EU.	<p>Copy of invitation to tender and Contract Award Notice placed in Official Journal of EU.</p> <p>Procurement Report.</p>

⁷ <https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

⁸ <http://www.etenders.gov.ie/>

⁹ <http://www.publiccontractsscotland.gov.uk/>

¹⁰ Schedule 1 of the public contracts regulations 2006 lists central government departments subject to the WTO GPA (World Trade Organization's Agreement on Government Procurement) and can be downloaded from http://www.legislation.gov.uk/ukSI/2006/5/pdfs/ukSI_20060005_en.pdf

Utility Sector	• €418,000	• €5,225,000		
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Annex II Principles for Implementing PEACE IV Projects

- 1.1 Projects must positively support the core aims and objectives of the PEACE IV Programme as it seeks to reinforce progress towards a peaceful and stable society through the promotion of reconciliation amongst all communities across Northern Ireland and the Border Region of Ireland.
- 1.2 Projects must positively support actions to improve relationships between communities by addressing issues of trust, prejudice and intolerance.
- 1.3 Projects must ensure that events and activities are organised in a manner that does not alienate or antagonise other sections of the wider community.
- 1.4 Projects should give careful consideration to the choice of venues; the design of publicity materials; the content of the event/activity. Projects will be expected to demonstrate that they have given due regard to the policy aims of the PEACE IV Programme when organising activities.
- 1.5 Office premises which are used by the Lead Partner/partner and that are funded by the Programme should reflect the objectives of the Programme. It is important that the design and décor of project premises (internal and external) which are funded by the Programme is consistent with the objectives of promoting good relations and understanding between communities.
- 1.6 All projects are required by their Letter of Offer to be strictly non-party political. Projects must take care to ensure party political neutrality in the manner which they go about their business. Examples of activity which are considered party political are: paid advertisements in party political newspapers; use of project resources (staff and offices) for election campaigns (including independent candidates); attendance at party conferences (unless all conferences are included as part of agreed activities in the Letter of Offer); project offices that are closely associated with the offices of a political party. This list is not exhaustive.
- 1.7 Projects must not produce or circulate any communications material that would lead to the gratuitous offence of people of different religious belief, political opinion, racial group, sex, age, marital status, sexual orientation or physical impairment.