

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Trinity Procurement Policy & Procedures

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- EU Public Procurement Directives will be followed where a project is wholly or partly funded by EU Institutions. This applies to all purchases, which occur as a result of research funding and capital projects.

Heads of School or equivalent should be aware that the Auditors of the University and the staff of the Comptroller and Auditor General's Office (C&AG) have full, free, and unrestricted access to the procurement records of the University. On receipt of any observations resulting from any such audit, the Head of School concerned will be responsible for ensuring that replies (if any) are furnished through the Financial Services Division to the relevant Audit Section. Heads of School or equivalent should satisfy themselves that any such replies are correct in every respect.

It should be noted that this document and details will be posted on the Procurement website.

Ben Hartnett

Procurement Manager

August 2026

1.2. PURCHASING OBJECTIVES

The objectives of the Procurement Office are:

1) To ensure that optimum quality and service and related Value for Money (VFM) are achieved across all non-pay expenditure while adhering to Trinity policies.

2) To purchase as efficiently as possible, while ensuring that the University deals with high quality vendors.

3) To ensure that the University operates in a fair, open, transparent, and non-discriminatory manner in the marketplace ensuring at all times it complies with the EU Treaty Principles of transparency, equal treatment, proportionality and mutual recognition along with supporting the freedoms of the European regime, namely freedom of movement, establishment, provision of services and capital.

4) To ensure that all dealings are carried out in accordance with best professional practices and ethical codes of conduct.

5) To ensure compliance with all relevant European and National legislation and government regulations.

1.3. UNIVERSITY PROCUREMENT POLICY

1. Heads of School or equivalent have authority to utilise their budget allocation subject to adherence to the contents of this Manual, EU directives and the relevant National Public Procurement Guidelines.

2. The University is keenly aware of the importance of the prudent administration of resources. It is University policy to co-ordinate the procurement requirements across the University, where possible, in order to achieve Value for Money.

3. Whenever possible, public sector collaboration will be supported, provided that additional 'value for money' can be demonstrated.

4. Each Head of School should nominate staff member(s) from that School who shall be responsible for all aspects of procurement within that School and shall also liaise closely with the person responsible for the operation of the fixed asset register within that School.

5. Designated approvers will authorise all requisitions. Alterations to approval hierarchies should be notified in writing to the FIS Team (fis-support@tcd.ie) for GL accounts or the Research Team (resadmin@tcd.ie) for project accounts.

6. All purchase orders must be issued via the University's Financial Information System (FIS) prior to the delivery of the goods/services.

7. Where exclusive contracts exist for goods, services or works in any category, the purchasers should place orders for such goods or services with that supplier only. These contracts will have been initiated centrally by the Procurement Manager using the designated procedures and optimising the composite value for money opportunities across the University. Where ***exceptional*** circumstances preclude the use of existing arrangements, orders placed with suppliers other than the designated supplier will require the authorisation of the Procurement Manager who will consult with the Chief Financial Officer (CFO) or Deputy CFO where appropriate.

8. Where goods/services/works requirements cannot be met by the current supply-base, a New Supplier Request form must be completed in advance of any proposed purchase. This form will be submitted to the Procurement Office for review, and they may choose to source the requirement from an existing supplier or accept the new supplier request. The form is available at the following link: ***https://www.tcd.ie/financialservices/procurement/forms/new_supplier_request_form.php***

   The Supplier Listing/Category Code should always be used as a point of reference for current suppliers to the University. Any queries in relation to current suppliers for any requirements can be directed to the procurement office for discussion.

9. The following process must be complied with, where possible:

Value	Method	Process
Up to €5,000 (ex VAT)	Quotation	Single quotation
Between €5,000 and €49,999 (ex VAT)	Quotation	Three written quotations to be sought
€50,000 and above (ex VAT)	Tender	Via eTenders platform

10. For single or cumulative purchases up to €5,000 (ex VAT), a single quotation should be sought from a competent party. While quotations may initially be obtained verbally, emailed, or written copies should be obtained and retained on record with the eventual purchase order.

11. All single or cumulative purchases over €5,000 (ex VAT) and less than €50,000 (ex VAT) will require three written quotations. In the event that purchasers are unable to access three quotations, evidence for this must be retained.

12. All single or cumulative purchases for €50,000 and above (ex VAT) will be subject to a written formal tender process. All tender documents and communications related there to will be dealt with through the Procurement Office. A member of the Procurement Office will examine all tender documents to ensure that they comply with current legislation ***prior*** to their issue to suppliers via the eTenders platform. The Procurement Manager will include a "return by date" for tenders, taking into account the constraints of current legislation allied to the need of the School or other relevant budget holder.

13. All single or cumulative purchases over the prescribed EU threshold, or any procurement involving the use, or partial use, of EU funding should be advertised in the Official Journal of the European Union (OJEU). All advertisements in the OJEU and communications related there to will be routed through the Procurement Office. The Procurement Office staff will manage all such documents to ensure that they comply with current legislation.

14. All documentation relating to tendering and formal ordering will be carried out on standard University pro-forma documentation.

15. Orders or contracts will **not** be raised for part requirements in such a manner as to avoid the provisions of this Manual.

16. Orders placed with suppliers other than the preferred supplier for the chosen category without pre-approval from the Procurement Office will incur a €500 Non-Compliance charge against the relevant account. In the case of a Research account the charge will apply to the discipline overhead account.

17. Where quotations or tenders are not being sought, on the basis that only one supplier source exists, orders for items or services will be authorised by the Procurement manager and a Sole Source justification will firstly be sought. A request to derogate from competition must be approved in advance and a "Derogation from Procurement Form" (Sole Source) completed. Such derogations are strictly interpreted at both EU level and also by the Auditors and should only be used in exceptional circumstances.

18. The criteria that will be applied in determining the award of a contract should be clearly stated in the tender documents. With the exception of Works contracts**,** all Goods and Services tenders should be evaluated using the most economically advantageous method. In particular, tenders for the purchase of capital equipment should, where possible, be evaluated using life cycle costing rather than initial price. Full details on the methodology of this method are available from the Procurement Manager. Life cycle costing is a key feature of supporting the University's commitment to sustainability of which sustainable procurement plays a major role.

19. For centrally managed contracts, the Procurement Office will work together with key users in monitoring the performance of the supplier against the contract. The user should be concerned with day-to-day operational issues, while the Procurement Office will review overall performance of the contract, supplier and user satisfaction, and developments in the marketplace.

20. The Board of the University requires the Procurement Manager to ensure that the procedures outlined in this manual are carried out across the University.

PART 2

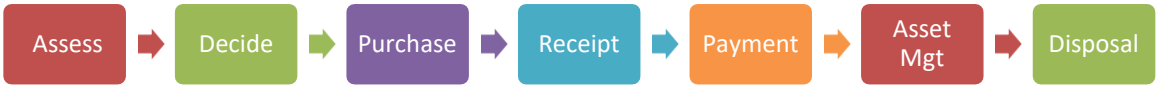
2.1 PROCUREMENT AUTHORITY AND ADMINISTRATION

2.1.1 Introduction

Any staff member engaged in a purchasing activity is acting as a legal agent of the University**.** In this capacity, Heads of School, or equivalent should ensure that all staff engaged in procurement are fully aware of the contents of this Manual, the National Public Procurement and EU Guidelines pertaining to procurement. Heads of School or equivalent are responsible for the administration of public funds, in the most cost-effective manner, and in the best interests of the University.

2.1.2 Procurement Activity

Procurement includes all the actions from the time a supply is deemed to be required until the material and/or service has been received and paid for at the University and in some cases may continue until the time of disposal. Purchasing activity includes:



a) Assessment of requirement, including full future proofing of need where possible.

b) The decision to purchase.

c) The process of making a purchase (including quotations/tendering and ordering).

d) The receipt and storage of goods (including matching of order, delivery docket and invoice).

e) Payment to suppliers within the terms of the European Communities (Late Payment in Commercial Transactions) Regulations 2012 - Statutory Instrument No. 580 of 2012.

f) Adding assets to fixed asset register.

g) Disposal of surplus or obsolete goods.

2.1.3 Purchasing Authority

Control of purchasing expenditure is part of the budgetary control process. Delegation of authority to others will not absolve the Head of School of ultimate accountability and responsibility for the proper execution of the purchasing process within available budgets. Appropriate professional guidance on general matters and those associated with purchasing legislation is available from the Procurement Office.

2.1.4 Control of Funds

Heads of Schools or equivalent have authority to utilise the full extent of their budget consistent with University policy and National and EU guidelines. Responsibility for expenditure by members of a School rests with the Head of that School. For all procurement-related actions, an internal procedure should be established within each School. This procedure should be subject to continual evaluation by the Head of School, consistent with overall University policy, National and EU guidelines.

Non-Pay Expenditure Approval Limit

Value	Approval Level
Up to €1,000 (exc. VAT)	Level 1 (HOS's nomination)
Up to €5,000 (exc. VAT)	Level 2 (HOS's nomination)
Up to €12,500 (exc. VAT)	Level 3 (GL: HOS's nomination/ Project: PI)
Up to €150,000 (exc. VAT)	Level 4 – Head of School
Above €150,000 (exc. VAT)	Level 4* & Level 5 – Head of Faculty

**Please note all orders over €150,000(excl. VAT) must include the appropriate level 4 approver.*

2.1.5 Purchasing Ethics

All staff members involved in procurement activity act as agents of the University and are bound under the terms of the Ethics in Public Office Act 1995. The fairness, courtesy, and integrity with which a member of staff undertakes a purchasing activity reflect on the public image of the University. Should a conflict of interest arise, members of staff engaged in procurement are legally bound to declare their interest to the relevant Head of School and to the Procurement Manager or CFO/Deputy CFO as appropriate. Information offered by a supplier must be treated with confidentiality. A member of staff may not seek or accept from a supplier engaged in business with the University, any pecuniary advantage, or personal gifts of more than a nominal value. If any doubt should arise as to the course of action regarding this policy, consultation with the Procurement Manager is advised.

2.1.6 Personal Purchases

Personal purchases are not permitted through the University purchasing system.

2.1.7 Leasing Agreements

Regardless of value, all leasing arrangements must have the prior written approval of the Chief Financial Officer (CFO). The Financial Services Division (FSD) has the responsibility for entering into any leasing agreement and no agent or employee of the University should enter into a commitment without prior approval.

2.1.8 Miscellaneous Methods of Purchasing

Heads of School or equivalent should not obtain or permit the use of hire purchase or direct debits for the purchase of goods or services unless they have the express authorisation to do so from the FSD. Placement of orders on the Internet will only be permitted through use of the University's Procurement Card. The University's standard order with the relevant terms and conditions noted thereon must be used.

PART 3

3.1 PURCHASING PROCEDURES

The Purchasing Procedures are based on the key steps/ tasks in the procurement activity from defining the need, right through to disposal, and in many cases renewal of a tender process.

3.1.1 Sourcing the requirement

All procurement activity relating to Goods and Services will be governed by the Office of Government Procurement 'Public Procurement Guidelines for Goods and Services' Version 3: October 2023.

All procurement activity relating to Works will be governed by the Capital Works Management (CWMF).

3.1.2 Placing Order / Signing a Contract

All external purchasing transactions must be the subject of an official Purchase Order, completed in full and authorised by the appropriate signatory.

In the case of a tender where the contract is straightforward and is based largely on the University's standard Terms and Conditions of Purchase, an official Purchase Order must be issued. Reference should be made to the tender submitted by the supplier and the prices and other information must be as in the tender submitted.

Where a contract resulting from a tender is more complex, a special contract should be drawn up and signed by both parties. The contents of this contract will have been made clear in the "Contract Documents" section in the invitation to tender. A special contract is likely to be appropriate in the case of the purchase of services, or the purchase of goods, which have to be uniquely manufactured, assembled or modified to meet our requirements. A special "contract" (technically an agreement or arrangement, rather than a contract) is also required for framework (or call off) agreements where there is no commitment to purchase a given quantity. The Procurement Manager will also give additional advice and assistance in this instance.

The Purchase Order (or special contract) represents the legal commitment of the University to the purchase. It is authorised on behalf of the University by a buyer with an appropriate level of delegated purchasing authority and budgetary funding in place.

3.1.2.1 Terms and Conditions of Contract

The University has its own standard Terms and Conditions of Purchase. Their purpose is to provide more protection for the interests of the University than are likely to be provided by a supplier's terms and conditions of sale. It follows that the University's Terms and Conditions (T&Cs) should be used wherever possible. This is achieved by using the University's official Purchase Order form, or by referring to them in the invitation to tender and subsequent contract. If the supplier responds by referring to his own terms and conditions of sale (e.g., on the back of his quotation or order acknowledgement of order) the Buyer should respond in writing ensuring that the University's T&Cs apply to the transaction.

The University's standard Terms and Conditions of Purchase are available on the Procurement website.

Where a special contract has been drawn up, it is likely that extra terms and conditions will need to be added, some of which may replace some of the standard terms and conditions that apply to the purchase of services. However, it is even more likely that additions and changes will be required to ensure the proper delivery of a quality service and adequate redress in the failure to do so.

The Procurement Office should be consulted in case of any doubt over the use of, or changes to, the University's standard T&Cs of Purchase. The Procurement Office can also provide examples and suggestions for additional clauses for special contracts. However, under no circumstances should any member of staff agree to any change in the University's T&Cs without the prior written consent of the Procurement Manager.

3.1.3 Receiving and Accepting Goods/ Services

When goods are received from the supplier, they should be checked to ensure that they conform to the standard expected by the user at the time of ordering. All goods should be validated as received in a satisfactory condition before payment is made. The check should include quantity as well as quality. Where goods cannot be checked at time of delivery, the goods received note (GRN) should be clearly marked "not checked", and the goods should be checked as soon as possible. Wherever possible, receipt and inspection should be performed by someone other than the buyer or person authorising payment.

Similarly, the quality and quantity of the services rendered should be checked and validated before payment is authorised. Wherever possible, this should be done by someone other than the buyer or the person authorising payment.

When the goods received fall into the categories which are required to be recorded in the Assets Register, appropriate entries should be made in that register. This is the responsibility of the Purchaser / School.

3.1.4 Authorising Payment

All invoices will be received and processed centrally by the Accounts Payable function. Payments will be initiated after a three-way match i.e., where the invoice, GRN and PO match.

Heads of School or equivalent should familiarise themselves with the terms of the European Communities (Late Payment in Commercial Transactions) Regulations 2012 - Statutory Instrument No. 580 of 2012.

Any interest payments under the terms of the act shall be charged to the cost centre responsible for incurring the charge.

3.1.5 Retention of Records

Records pertaining to a transaction should be kept in the School. These records will include, but will not necessarily be limited to:

- Invitation to Tender
- Requests for Quotation
- Copy of the Purchase Order or special contract
- Invoices

Unless retained on the Financial Information System, copies of all the above documentation relating to each order should be maintained at each School for a period of **seven** years after the placement of the order. This is a requirement under National legislation and auditors, either internal or external, may check documents.

Staff members placing orders are reminded that persons who have tendered for the supply of goods or services to the University may seek to have the details of any tender competition released to them under current National or EU legislation. All requests for such information should be referred unanswered to the Procurement manager immediately after receipt.

3.1.6 Contract Management

Contracts where there is a continuing commitment by the supplier (further deliveries, services to be rendered, maintenance agreements etc.), must be properly managed. The absence of contract management, or responsibility being placed with unskilled staff, increases the risk of inefficiency and ineffectiveness with consequential loss in value for money.

In some instances, it may be appropriate to agree a Statement of Service Standards using a Service Level Agreement with the supplier, so that the responsible School and all end–users know what standards to expect and what remedies are available.

3.1.7 Confidentiality

Confidentiality on all aspects of the process is an essential feature of procurement. This includes tenders received, pricing, evaluation, and award decisions. This applies to ensuring that only those directly involved in the tender process have access to procurement related information. Members of an evaluation team should be required to sign a confidentiality declaration in addition to a conflict of interest declaration – it is recommended that this be signed for all tender processes. Copies of the Conflict of Interest form may be obtained from the Procurement Office.

Equally, suppliers are obliged to ensure that any privileged information regarding the operations of the University is kept strictly confidential and divulged only on a need-to-know basis. Successful suppliers and their employees, agents, and sub-contractors should sign a confidentiality agreement. Where confidentiality is not covered by tender documentation, the use of an NDA (Non-Disclosure Agreement) must be considered. The NDA is administered by the contract's office within Trinity Innovation.

3.1.8 Training in Purchasing

All members of staff with delegated purchasing authority, and others who manage such staff, are expected to undergo an appropriate level of training in purchasing. As a minimum, this will mean attending one of the in-house courses hosted by the Procurement Office. Details will be circulated from time to time and will be on the Procurement Office web page. The Procurement Office also holds details of additional, external, training opportunities.

3.1.9 Sustainable/Green Procurement

Sustainable procurement at Trinity is a strategic and value-driven approach to purchasing that integrates environmental stewardship, ethical sourcing, and social responsibility into every procurement decision. In this context, value for money is not defined by cost alone, reflecting the optimal balance of whole-life cost, environmental impact, and social value. This includes careful consideration of carbon emissions, resource efficiency, circularity, and responsible supply chain practices alongside financial outcomes.

All staff members are expected to familiarise themselves with the Sustainable Procurement Policy and embed its principles into day-to-day decision-making, ensuring a consistent and responsible approach across the University.

The Sustainable Procurement guidelines and tools are available on the Procurement website, In addition, the dedicated Sustainable Procurement webpage provides practical guidance to support informed, consistent, and accountable procurement decisions that deliver long-term environmental, social, and financial value.

3.1.10 Changes to this document

All changes to the policies and procedures contained herein will be subject to the approval of the Procurement Manager.

PART 4

4. PUBLIC SERVICE REVENUE REQUIREMENTS

4.1. Introduction:

Various Finance Acts have provided regulations relating to procurement which are specific to the public sector. The public sector includes all Government, Schools and offices, local authorities, health boards and other health agencies, educational bodies, and all semi-state bodies whether commercial or non-commercial. The University is affected by regulations concerning withholding tax, tax clearance and the construction industry.

4.2. Withholding Tax:

Withholding tax on professional services is a deduction of tax at source (at standard rate) by accountable persons in respect of *"relevant payments"* made by them to specified persons in respect of *"professional services"*. Relevant payments are all payments in respect of professional services.

Professional services are defined for the purpose of withholding tax as including:

(a) Services of a medical, dental, pharmaceutical, optical, aural, or veterinary nature.

(b) Services of an architectural, engineering, quantity surveying or surveying nature and related services.

(c) Services of accountancy, auditing or finance and services of financial, economic, marketing, advertising, or other consultancies.

(d) Services of a solicitor or barrister or other legal services.

(e) Geological services.

(f) Training services

The University is obliged to deduct withholding tax at the standard rate of income tax from the total payment due, including any amount of expenses, but excluding VAT where a relevant payment is made to a specified person. Trinity's Accounts Payable section carries out this deduction. The University remits monthly withholding tax deducted to the Collector-General. Where no payments are made in a particular month a "Nil" return will be submitted.

4.3. Tax Clearance:

Suppliers are obliged to demonstrate tax compliance in the case of all public sector contracts where the value or cumulative value exceeds €10,000 (Inc. VAT) within any 12-month period. The Procurement Manager will ensure that any contractor who wishes to be included on the list of registered suppliers to the University provides evidence of tax compliance to the Accounts Payable section prior to placing their name on the list. It is incumbent on Heads of School or equivalent to ensure that suppliers, other than those on the registered list, provide evidence of

tax compliance prior to placing an order with the supplier. The Accounts Payable section will not pay any invoices until such a certificate has been provided.

4.4. Public Spending Code:

The Public Spending Code applies to both Capital and Current expenditure. The Code sets out to explain what is required of public service managers at different points of the expenditure lifecycle and offers advice on how to fulfil those requirements. All Government Departments and public bodies and all bodies in receipt of public funding must comply, as appropriate, with the relevant requirements of the Public Spending Code. In the case of State Companies, the Board of each must satisfy itself annually that the Company is in full compliance with the Code.

A link to the code is available at: *https://www.gov.ie/en/publication/public-spending-code/*.

The Public Spending Code came into effect in September 2013 as provided for in Circular 13/13. Circular 18/2019: Update of the Public Spending Code - Central Technical References and Economic Appraisal Parameters and Circular 25/2021: Update of the Public Spending Code: Guidelines for the External Assurance Process for Major Public Investment Projects have been published as updates to the Public Spending Code.

Public Bodies in receipt of public funding are obliged to comply with the requirements of the Code.

PART 5

5. ASSET MANAGEMENT

Purchased Assets

(a) Assets Register

The Financial Services Division is responsible for the administration of the asset register in conjunction with School/Department/Support area local administrators, who are responsible for recording and updating individual asset records. All assets valued over a threshold of €1,270, or which are otherwise "attractive" from the point of view of theft, should be maintained on the register. All asset movements should be entered on a timely basis and high value items (€50,000 or greater) purchased during the year should be reported separately to Estates and Facilities by email for the purposes of insurance cover. Interfaces with Accounts Payables are run to facilitate this timely and accurate updating of the register and quarterly reminders are issued to the user population to further support this process, as well as an annual declaration process. A number of internal and external bodies have a continuing interest in these items: Financial Services Division, auditors, grant bodies, Health and Safety, Insurance, fire officer etc. The Asset register should also be used as part of their system of internal control (lending, borrowing, finding, replacing, counting, guarding, disposing etc.)

The criteria for items to be entered on the Register are:

(a) Items with a value exceeding €1,270 value (including vat)

(b) Items below that value which are considered to be attractive/easily portable.

As soon as items which meet the above criteria have been purchased, full details should be entered into the Asset Register.

(b) Lending Assets

Intra and Inter School Loans

Short or long-term loans, whether free or otherwise, should be encouraged as, amongst other things, they can effectively reduce the demands on competing financial resources. All loans must be authorised by the Head of School. Care must be exercised however to ensure that any loan which might entail a change of use or application does not compromise the University in terms of vat, import duty, safety, or other legislation. The asset register should be updated to reflect the current location etc.

When the asset in question is covered by a centralised service contract (e.g., computers), details should be sent to the relevant School to allow updating of the institutional record.

Loans to external Organisations / Bodies

Loans of assets to external establishments or individuals require written assurances on the title of goods, commercial risks, liabilities etc. Such loans must be justified to, and authorised by, the head of School.

Loans to staff working off the premises

Loans of this type are acceptable if they are for the furtherance of University business. When such a need arises, the head of School must ensure that the checks and controls are fully met.

(c) Stock Control

All Schools/Support areas with stores sections are required to maintain stock control records, which meet audit requirements. The Procurement manager can provide advice on this matter.

The stock control system, whether automated or manual, must be monitored and reviewed on a regular basis and stock levels adjusted to reflect current needs. Errors in forecast requirements (over or under stocking) can be very costly and early corrective action should be taken to remedy such occurrences. Good housekeeping helps to reduce financial loss and other risks.

At the end of each financial year, a physical stocktaking exercise must be carried-out. Any variance between computed and physical values should be investigated and satisfactory reasons for the differences obtained and recorded. The internal or external auditors, or the Financial Services Division, may request details of the end of year check, including the stock valuation. Details of this check must be kept safely by the School/Support area for a minimum of 4 years for possible future audit.

(d) Disposal of Assets

Schools/Support areas should keep under review their holdings of assets and consumables. Subject to any necessary authorisation, surpluses should be disposed of as quickly as possible. Schools/Support areas should ensure that they get the best price consistent with other value for money considerations such as the cost of time and effort required to arrange the disposal. As a general rule, surplus assets should be sold on the open market by means of an auction or tender.

Occasionally, it may be in the interest of the University to present surplus items to other bodies (e.g., schools,) without charge. This decision should be made by the Head of School/Support area and should be recorded in writing.

Care must be taken to protect the University against possible claims by the recipients of the disposed assets or third parties (claims can vary for reasons like damage, failure to work, electrical faults). Wherever possible a sold note containing the University's conditions of sale should be used. Where the surplus asset clearly does not work or might be dangerous or hazardous, it should be safely and legally scrapped.

Disposing of an asset, for which the University is deemed to be the owner or keeper, must be carefully controlled. Since all disposal transactions are liable to both internal and external audit, documentary evidence associated with the sale, be it gifted, sold, or scrapped, must be held on file for a minimum period of four years.

Where a purchase was originally made using School/Support area budgetary funds, the Head may authorise disposal and update the asset register. When the asset forms part of a centralised asset register used in the context of a servicing contract (e.g., computers), copies of the correspondence must be sent to the appropriate office to allow updating of the institutional record.

If the asset in question has been the subject of a record in the assets register, then details of the disposal must be recorded in the register.

PART 6

6. ACCESSIBLE PROCUREMENT GUIDELINES

Trinity is committed to a policy of equal opportunity in education, and to ensuring that students and staff with a disability have as complete and equitable access to all facets of university life as can reasonably be provided.

Request for goods or services should demonstrate relevant experience of applying Universal Design principles and providing solutions that are accessible to the widest user audience, including older users and users with disabilities.

It is essential that the tool or service fulfil the following criteria:

- Be technically accessible, in that it is possible for all users to access all information and functionality.
- Be equally usable, in that it is not prohibitively difficult or time consuming for users with disabilities to carry out normal tasks.
- Be capable of being adapted or configured by individual users to meet their specific needs and preferences.
- Be capable of interfacing with appropriate, widely available assistive technologies employed by users.

6.2. Accessible Policy - Trinity College Dublin

- Accessible Information Policy of Trinity College Dublin published in conformity with the requirements of the Disability Act 2005, Universities Act, 1997, the Employment Equality Act, 1998-2004 and Equal Status Acts, 2000-2004.
- To view the policy in full - https://www.tcd.ie/about/policies/university-policies/

PART 7

7. RECORD KEEPING

Trinity ensures that retention of documents and records are in line with the Office of Government Procurement (OGP) guidance which states that *"Appropriate records should be maintained by the contracting authority throughout the purchasing process and beyond for a minimum of three years. Records should provide an audit trail of the reasons for making a particular procurement decision. The type and detail of the record keeping will depend on the value of the procurement and the complexity or sensitivity of the particular purchasing issue. eTenders provides a detailed audit trail of the procurement process from Contract Notice through to Contract Award Notice."*

Detailed information can be found at Public Procurement Guidelines for Goods and Services. (https://www.tcd.ie/financial-services/procurement/assets/OGP%20Procurement%20Guidelines_2023.pdf)