



Cyclegrove Limited, 29 Monalea Wood, Firhouse Road, Dublin 24

PROCUREMENT POLICY



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Objectives

At Cyclegrove Limited (hereafter “Cyclegrove”), procurement of supplies, works and services are carried out in a manner which meets our commercial and business needs.

All decisions are commercially focussed and aim to ensure the best value for money is obtained for Cyclegrove.

Practices & procedures

Projects from Euro 1 to Euro 500 in value

Where a project needs to be carried out, but is less than Euro 500 in value, then this must be approved at a Board meeting (or via formal written correspondence). In the event of an emergency situation, it is permissible for the cost to be approved by telephone with the Procurement Director, or another Director if the procurement Director is not available, but this must then be documented by email to maintain formal records, confirming who was involved in said authorisation.

Projects over Euro 500

Our normal procurement practice is competitive tendering for projects with a value over Euro 500. We will seek a minimum of three tenders, and will include any Owners in Pebble beach who have requested to be included in writing, and have supplied a valid up to date Public Liability insurance and tax certificate.

Procurement procedures are in place to ensure openness to all compliant offers, non-discriminatory award procedures and transparency and fairness in dealing with suppliers.

Terms & conditions

Conditions will be agreed at the start of any project. Cyclegrove usually aims to pay suppliers within 30 days.



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Cyclegrove's requirements for Third Parties

Cyclegrove expects all suppliers/contractors providing goods, services or works to Cyclegrove and/or on behalf of Cyclegrove to conduct their business in an honest and ethical manner, in accordance with all applicable laws, and to respect internationally recognised human rights.

Procurement Officer

Cyclegrove's current Procurement Director is Grainne Culliton, Director, who will oversee and drive all tender processes of the company.