



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

**Procedure for High Value Purchases
(Greater than €25,400)**

Procedure No. 407

	Print Name	Title	Date
Prepared by	Brian Long	Regional Materials Manager	01/03/05
Reviewed by	J.G. MacNamara	T.S.O	01/03/05
Corporate Authorisation	J.G. MacNamara	T.S.O	01/03/05

INTRODUCTION

The purpose of this procedure is to outline the guidelines for High Value Purchases (i.e. purchases over €25,400).

Scope

All purchasing authorities are required to familiarise themselves with all relevant procurement regulations. The regulations are intended to promote competition, secure value for money, give taxpaying suppliers equal access to publicly funded contracts, and ensure procurement process is open and transparent. If legal advice is required Health Service Executive, Mid-Western Area's law agents should be contacted via the appropriate channels.

Responsibility

It is the responsibility of the Line Manager.

PROCEDURE

1.0 Procedural Guidelines

The procedural guidelines are set out in a format intended to facilitate devolved purchasing authorities carry out their purchasing responsibilities in compliance with procurement regulations.

Key Requirement: Advertise requirement on government etenders website
www.etenders.gov.ie

1. Specify Requirement in terms of:

- Detailed generic description for each distinct good / service required;
- Estimate quantity of each distinct good / service required;
- Identify current unit costs;
- Decide term of contract (no. of months or years);
- Estimate contract value.

2. Assign Roles & Responsibilities, identify:

- Relevant budget holder;
- Internal customer representative(s);
- Clinical/technical evaluator;
- Commercial evaluator;
- Purchase approver.

3. Identify Potential Suppliers

- Obtain email contact details of existing and known suppliers

4. Prepare Tender Pack including;

- Cover letter;
- Special Instructions;
- Specification including Award Criteria;

Compulsory Tender Schedule;
Health Service Executive, Mid-Western Area Standard Instructions to Tenderers or equivalent;
Health Service Executive, Mid-Western Area Standard Conditions of Purchase;
Statement of Compliance.

5. Advertise Requirement;

Upload tender pack to www.etenders.gov.ie
Subsequent to advertisement advise known suppliers by email of advert
Allow three weeks for responses
Request all queries pre-closing date be submitted in writing and advise all candidates of any significant issues raised and responded to.

6. Opening Tenders

Tenders to be opened after the closing date with commercial data date stamped and initialled by two authorised Health Service Executive, Mid-Western Area staff. Late tenders cannot be accepted.

7. Evaluating Responses

Tenders to be evaluated against predefined award criteria only

8. Closing

Secure Sign-off by drafting formal Contract Approval request document
Issue Award Letter
Issue Regrets
Issue internal Contract Approval Notice to relevant stakeholders
Provide supplier debriefing as required

Note:

1. Appropriate records documenting all the above activities must be maintained.
2. When a procurement requirement is identified within the Health Service Executive, Mid-Western Area it is incumbent, before proceeding to purchase, to establish whether an existing contract is already in place and, if so, to utilise that contract.
3. Where there is deviation from the above guidelines approval is reserved to the next highest authority level.
4. Where the estimated contract value for goods and services contracts >€236,945 and for works contracts >€5,923,624) see Health Service Executive, Mid-Western Area Supply Management Policy & Procedural guidelines titled 'EU Public Procurement Directives'

References:

Relevant procurement reference documentation is available on Health Service Executive, Mid-Western Area Intranet Site (Go To Documents / Corporate Services / Materials Management)