



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## Procedure for Opening of Tenders

### Procedure No. 404

	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
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## **INTRODUCTION**

The purpose of this document is to outline the procedures to be followed when opening tenders.

### **Scope**

The procedure applies to all tenders opened by the Technical Services Department. All procedures, that must be followed, for the issue, receipt and opening of tenders are set out in the Public Procurement Guidelines, issued by the Irish Government.

### **Responsibility**

It is the responsibility of the Technical Services Department and those involved in the opening of tenders to ensure that Public Procurement Guidelines are being followed.

## **PROCEDURE**

### **1.0 Invitation to Tender stage**

**1.1** At the invitation to tender stage, the tender delivery instructions must be clear to all prospective tenderers. It should also be ensured that the tender receipt arrangements are made as fail-safe as is possible.

**1.2** For significant procurements it may be advisable to remind all interested parties as the closing date approaches. However, under no circumstances should the Health Service Executive, Mid-Western Area give a commitment to issue such reminders.

### **2.0 Opening of Tenders**

**2.1** All tenders should be opened together at the date and time set for receipt of tenders, or as soon as possible thereafter.

**2.2** No tenders should be opened in advance of the closing date.

**2.3** It is important that any tender information that may have become available during the tendering process should not be passed on to others.

**2.4** Tenders must be opened in the presence of at least two Health Service Executive, Mid-Western Area officials. One of these officials should be of at least Technical Services Supervisor rank or equivalent. The other should be at least of the rank of Staff Officer, and nominated by the budget holder or the General Manager.

**2.5** Upon opening, all tenders should be dated and signed by the opening officials. A form similar to that in appendix 1, should be completed, dated and also signed by the opening officials.

### **3.0 Late Tenders**

Late tenders should not be considered as they disadvantage the other tenderers and call into question the integrity of the tendering process. Tenders received after the closing time for receipt of tenders should not be opened and should be returned to the tenderer.

### **REFERENCES:**

Public Procurement (Eolai Solathair Phoibli); available in booklet form or online at [www.finance.gov.ie](http://www.finance.gov.ie)

Procurement reference documents available on the Health Service Executive, Mid-Western Area Intranet site (Documents / Corporate Services / Materials Management)

### **APPENDICES**

#### **APPENDIX 1:**

**TECHNICAL SERVICES DEPARTMENT**

**SCHEDULE OF TENDERS RECEIVED**

**Project:** \_\_\_\_\_

<b>Name of Firm Tendering</b>	<b>Gross Amount (€)</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

**Tenders opened on the \_\_\_\_\_ day of \_\_\_\_\_ 2003 by:**

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_