



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

**Procedure for Intermediate Value Purchases
(Greater than €1,300 and less than €25,400)**

Procedure No. 406

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INTRODUCTION

The purpose of this procedure is to outline the guidelines for Intermediate Value Purchases (i.e. purchases greater than €1,300 and less than €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.

Responsibility

It is the responsibility of the relevant 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: To inform intermediate value purchase decisions a minimum of three competitive quotes are required.

- 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. Advertise Requirement;**
 - Email at least three known suppliers or advertise requirement on www.etenders.gov.ie
 - Allow sufficient and reasonable amount of time for interested candidates to respond.
- 3. Evaluating Responses**
 - Tenders to be evaluated against predefined award criteria (most economically advantageous) or on the basis of lowest cost award criteria is not predefined.
- 4. Closing**
 - Issue official Health Service Executive, Mid-Western Area Purchase Order to chosen supplier.
 - Advise unsuccessful candidates of outcome.

Note:

1. Appropriate records documenting all the above activities must be maintained.

2. When a procurement requirement is identified it is incumbent, before proceeding to purchase, to establish whether an existing contract is already in place, and if so, that contract must be used.
3. Where it is not practical to develop generic specifications brand names may be used provided the term 'or equivalent' accompanies each branded description.
4. Authority levels as detailed in HSE Mid-Western Area Financial Procedures Guidelines apply to all purchase approvals.
5. Where there is deviation from the above guidelines approval is reserved to the next highest authority level.

Reference:

Public Procurement Guidelines 1994 (Green Book) available via www.finance.gov.ie (policy areas & publications) outlets

Health Service Procurement Policy document and other procurement reference documentation is available on HSE Mid-Western Area Intranet Site (Go to Documents / Corporate Services / Materials Management)