



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for EU Public Procurement

Procedure No. 408

	Print Name	Title	Date
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INTRODUCTION

The purpose of this procedure is to outline the guidelines to be followed for EU Public Procurement.

Scope

EU Public Procurement Directives must be used where thresholds are exceeded (currently €236,945 for goods and services and €5.923,624 for works).

All purchasing authorities are required to familiarise themselves with all relevant procurement regulations. The regulations are intended to be non-discriminatory, 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 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.

In addition to applying Health Service Executive, Mid-Western Area procedures relating to High Value Purchases Purchasing Authorities must complete and issue:

1. Periodic Indicative Notice
2. Issue a Call for competition
3. Contract Award Notice

All of the above should be completed online by accessing www.etenders.gov.ie

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. If legal advice is required Health Service Executive, Mid-Western Area's law agents should be contacted via the appropriate channels.

References:

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