



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Opening Tenders

Procedure No. 409

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INTRODUCTION

The purpose of this procedure is to outline guidelines to be followed when opening tenders.

Scope

The process of receiving, opening and recording tenders must be conducted in a manner that ensures the integrity of the tendering process. Late tenders have the potential to:

- Bring into question the integrity of the tendering process especially where the 'late tender' is received after bids have been opened;
- Disadvantage other tenderers by affording the 'late tenderer' additional time to prepare a bid;

And accordingly cannot be considered.

Responsibility

It is the responsibility of

Definitions:

PROCEDURE

1.0 Procedural Guidelines

1. The tender delivery instructions must be clear to all prospective tenderers at the invitation to tender stage and the tender receipt arrangements are to be made as 'failsafe' as possible.
2. Tenders are to be opened after the closing date by two authorised officers of the Health Service Executive, Mid-Western Area. Tenderers price sheets are to be date stamped and signed by each authorised officer.
3. For significant procurement it may be prudent to remind all known interested parties as the closing date approaches. However the Health Service Executive, Mid-Western Area must not undertake or give any commitments to suppliers to issue such reminders.

Note:

1. Where there is deviation from the above guidelines approval is reserved to the next highest authority level.

REFERENCES : Relevant procurement reference documentation is available on the HSE Mid-Western Area Intranet Site (Go to Documents / Corporate Services / Materials Management)

APPENDICES