



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Awarding Contracts

Procedure No. 412

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INTRODUCTION

The purpose of this procedure is to outline the procedures followed when awarding contracts.

Scope

Contracts should be awarded on the basis of objective criteria which ensure compliance with the principles of transparency, non-discrimination and equal treatment and which guarantee that tenders are assessed in conditions of effective competition. As a result, it is appropriate to allow the application of two award criteria only 'the lowest price' and 'the most economically advantageous tender'.

Responsibility

It is the responsibility of the relevant Line Manager.

PROCEDURE

1.0 Procedural Guidelines

1. It is the responsibility of the Health Service Executive, Mid-Western Area's purchasing authorities to indicate the criteria for the award of the contract and the relative importance given to each of those criteria in sufficient time for tenderers to be aware of them when preparing their tenders.
2. The criteria selected should adequately address:
 - Quality of product or service;
 - Total lifecycle cost of proposal;
 - Capacity and capability of service provider;
 - Environmental impact of proposal.
3. Contracts should only be awarded to suppliers who have extensive and substantial qualifications, capabilities and experience including successful provision of similar contracts to comparable institutions.
4. Wherever possible, the contract should be awarded on the basis of product ranges or groups of products rather than individual products and should be tendered for accordingly.
5. The length of contracts should not, as a general rule, exceed three years.

Note:

1. Appropriate records documenting all the above activities must be maintained.
2. 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 Health Service Executive, Mid-Western Area Intranet Site (Go to Documents / Corporate Services / Materials Management)