

Brief Overview of Hospital Procurement & Tendering Guidelines

The purpose of these guidelines is to promote best practice and consistency of application of the public procurement rules in relation to the purchase of goods and services throughout the hospital.

The tendering procedures in The National Maternity Hospital for various tendering values are summarised below;

Supplies & Services under €3,000.

A stock/nonstock requisition should be completed and returned to the Purchasing department, with either 3 written or verbal quotes, or a sole supplier statement; as relevant.

Supplies & Services (over a 3yr period) between €3,000 & 25,000 / €50,000 (works).

A stock/nonstock requisition should be completed and returned to the Purchasing department, with 3 written quotes or a sole supplier statement, as relevant, for presentation to the EMT. If available, drawdown from OGP, HBS, IEHG Tendering Function or other available Frameworks.

Supplies & Services €25,001 - €214,000 / Works €50,000 - €5,548,000.

Full tender process advertised on eTenders or if available drawdown from OGP, HBS or IEHG Tendering Function or other available Frameworks.

Supplies & Services Above €214,000 / Works Above €5,548,000.

Full tender process advertised on eTenders and the Official Journal of the European Union (OJEU), or if available drawdown from OGP, HBS or IEHG Tendering Function or other available Frameworks.

NOTE: The above thresholds are for a combined spend over a three-year period.

Accountability / Hospital Procurement Plan:

Each department manager is responsible for making sure that their goods/services are under contract. The Hospital will have in place a procurement plan for required contracts and renewal of existing contracts. It should be noted that an average tender process can take a minimum of 4 months from start to finish so make sure to plan ahead.

Before any tender process will take place the requesting manager must complete a Tender Approval Request form for presentation and authorisation to the EMT for financial approval. The request will then be added to the tendering plan and dealt with in accordance with the plan.

For contracts which encompass the activities of a number of sections in the hospital one department e.g. clinical engineering or Theatre, will take the role of lead purchaser and co-ordinate the preparation of specifications for tender, and will act as contract manager once the contract is in place. This will generally be a function devolved to staff outside of the tendering unit. However, on occasion, the tendering department may take the lead in the preparation of tenders for supplies/services e.g. medical surgical consumables, required by multiple departments, subject to availability of resources in the department.

NOTE:

As an organisation publically funded under Section 38 of the Health Act 2004 Hospital Procurement practices are subject to audit and scrutiny under the Comptroller and Auditor General (Amendment) Act 1993, and the Local Government Reform Act 2014, and Accounting Officers are publicly accountable for expenditure incurred. Procurement transactions and decisions must in all respects be fair, equitable and ensure value for money. Contracting authorities must be able to justify decisions made and actions taken. Contracting authorities are responsible for establishing arrangements for ensuring the proper conduct of their affairs, including conformance to standards of good governance and accountability with regard to procurement.