

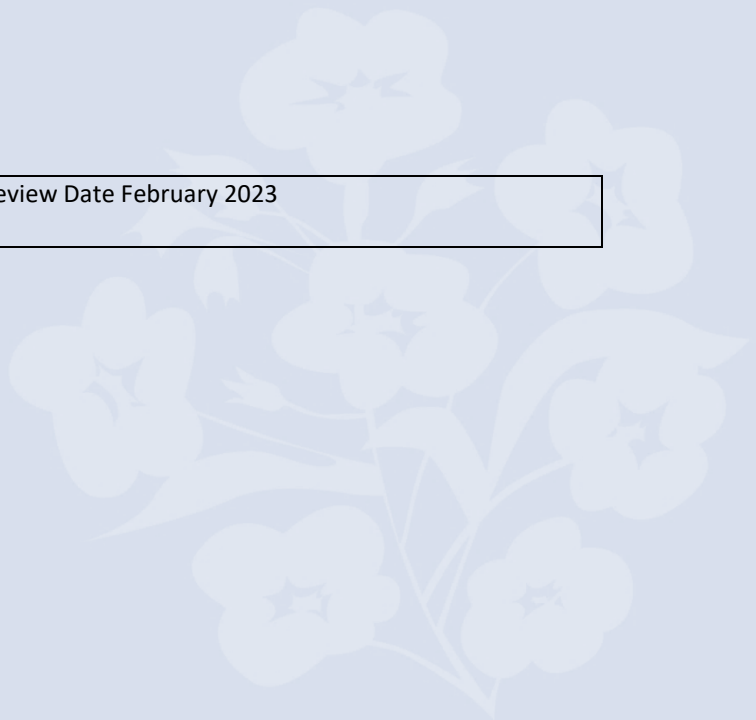


THE ALZHEIMER  
SOCIETY *of* IRELAND

# Alzheimer Society of Ireland Procurement Policy

Approval Date:  
February 2022

Review Date February 2023



# 1. What is “Procurement”?

Public Procurement can be defined as the acquisition, whether under formal contract or not, of works, supplies and services by public bodies. It ranges from the purchase of routine supplies or services to formal tendering and placing contracts for large infrastructural projects.

It is a basic principle of public procurement that a competitive process should be used unless there are justifiably exceptional circumstances. At The Alzheimer Society of Ireland (The ASI) we aim to ensure high standards of openness, transparency and compliance with all relevant public procurement Directives, legislation and guidelines in all our procurement.

## 2. Purpose

In order to ensure that procurement within The ASI is carried out in a manner consistent with EU and National Procurement Law and that we comply with procurement reform policy objectives set out in the National Procurement Policy Framework, the following procedures must be adhered to by all staff and consultants of the ASI:

### 2.1 Current Procurement Thresholds

Total Value (excl. VAT)	Process
Less than €5,000	One Written Quote.
€5,000 - €25,000	Three written quotes required (quick quotes, e tenders)
€25,000 - €215,000	Must be advertised on <a href="http://www.etenders.ie">www.etenders.ie</a> as an EU level competition. Approved documents must be used.
Above €215,000	Must be advertised on <a href="http://www.etenders.ie">www.etenders.ie</a> as an EU level competition. Approved documents must be used.

## 3. Doing Business with The ASI

We utilise many of the national contracts put in place by the Office of Government Procurement (OGP) and HSE, as well. We also issue requests for tenders and quotations as business needs require in line with all relevant public procurement Directives, legislation, and guidelines.

Upcoming tender opportunities are advertised on [www.eTenders.gov.ie](http://www.eTenders.gov.ie) or [www.supplygov.ie](http://www.supplygov.ie). We also use these websites to seek quotations. Quotations may also be sought via email or over the phone (if low value)

### 3.1 How to Register on eTenders

To compete for tenders advertised, a supplier must be registered on eTenders to avail of any business opportunity. An email alert is sent every night if any new tenders are published that match selected categories based on Common Procurement Codes (CPV). As a supplier you need to select all the CPV codes that your company is interested in, so that you receive notification of relevant tenders as they are advertised. Further information is available by clicking on the following guidance documentation [here](#)

If you need assistance in registering please contact the eTenders helpdesk at [etenders@eu-supply.com](mailto:etenders@eu-supply.com) or 021 243 92 77

### 3.2 How to Register on SupplyGov

SupplyGov is a procurement system which facilitates the Local Authorities and other state agencies to run mini-tenders (from frameworks and dynamic purchasing systems that have already been advertised on eTenders) and requests for quotations. It primarily deals with categories relating to Plant Hire; Minor Building & Civil Works and related training.

All new frameworks and dynamic purchasing systems are published as a contract notice on eTenders, therefore, it is vital that you are registered on eTenders if you wish to receive notification of relevant frameworks or dynamic purchasing systems relating to Minor Building & Civil Works, etc. You cannot join an existing framework until it is re-advertised but applications can be made to join a dynamic purchasing system at any time during the period of validity. More information [here](#)

## 4. Steps in the Tender Approval Process

Note: All the rules regarding approval sign-offs also apply to framework agreements and the drawdown of services from such agreements.

1. Consultant/Adviser Engagement: Regardless of value, no external consultant or adviser may be engaged by any member of staff of the Authority, without first obtaining the consent of the relevant manager.
2. The Procurement Function should be consulted, and its approval received, in relation to 'Tender Response Times' to be set in the tender documentation, as minimum response periods vary according to the nature and expected value of competitions.
3. All tender documentation must be reviewed by the Procurement Function.
4. All requests for goods / services over the value of €25,000 (excl. VAT) will be carried out / published by the Procurement Function only.
5. The final Requests for Tenders will be published in PDF format.
6. A Procurement Report must be completed by the Procurement Function before the Appointment Recommendation is presented to the SMT or relevant delegated authority
7. The Appointment Recommendation for the preferred tenderer must be approved and signed by the head of department/Procurement Officer/ Director of Finance and CEO, prior to any tenderer being informed of the outcome of any procurement competition.
8. A contract / service level agreement will not be issued to a contractor / consultant by the procurement function until all procurement procedures have been completed and any relevant standstill period has been adhered to.
9. All contracts, amendments to contracts, service level agreements, amendments to service level agreements, or any other contractually binding documents may only be signed by the relevant delegated authority.

## 5. Contact Us

For general enquiries concerning procurement, contact us at [tendersubmissions@alzheimer.ie](mailto:tendersubmissions@alzheimer.ie)