

MEDICAL AND DENTAL TRAINING AGENCY

STANDING ORDERS (SCHEDULE 4) TENDERING AND CONTRACT PROCEDURE

1. COMPETITIVE TENDERING

- 1.1 The Agency shall ensure that competitive tenders/quotations are invited for the supply of goods, services and works in accordance with the current issues of the Department of Health, Social Services and Public Safety Contract Procedure – Supplies Mini Code. The Public Supply Contracts Regulation and the Public Services Contract Regulation (other than specialist services sought from or provided by the HSSE) and for disposals except where any of the above is provided under existing contracts let by other Public Bodies which can properly be used by and are available to the Agency.
- 1.2 The Agency shall ensure that invitations to tender/quotation are issued in accordance with the minicode:

| Contract Value | Procedures |
|---------------------------------|--|
| Less than £2,000 | A single order for goods materials or services may be placed without seeking quotations |
| £2,001 to £10,000 | No order may be placed until tenders or quotations have been sought from not less than three suppliers |
| £10,001 to £30,000 | No order shall be placed unless tenders or quotations have been sought from not less than four suppliers |
| £30,001 to £153,376 | No order shall be made unless 10 days public notice has been given in at least two newspapers published in Northern Ireland expressing the nature and purpose thereof, inviting tenders for its execution and stating the closing time and date for the receipt of tenders |
| Contracts in excess of £153,377 | No order shall be made unless notice is published in the European Journal as required by the Public Service Contracts Regulations |

2. TENDER/QUOTATION PROCEDURE

- 2.1 Every tender/quotation for goods, services and works shall embody the Northern Ireland Health and Social Services Standard Conditions of Contract supplemented by special conditions as appropriate.
- 2.2 All tenders shall be addressed to the Chief Executive and all tenders/quotations received must be enclosed in a sealed envelope bearing only the special address label supplied by the Agency.
- 2.3 Each tender/quotation shall be endorsed on the unopened tender envelope/package with the date and time of receipt.
- 2.4 Tenders/quotations received after the closing time will not be considered.
- 2.5 Tenders/quotations which have been dispatched in good time but have been delayed through no fault on the part of the tenderer may be regarded as having arrived on time.
- 2.6 Officers designated by the Chief Executive shall be responsible for the receipt, opening, endorsement and safekeeping of all tenders/quotations and for the maintenance of required records.
- 2.7 Every tender/quotation received in accordance with the closing date shall be dated with the date and time of opening and initialled by two nominated officers present at the opening.
- 2.8 All tender/quotation pages in relation to pricing shall be initialled by the two nominated officers present at the opening of each tender.
- 2.9 A record shall be maintained to show for each tender/quotation dispatched:
 - (a) The names of all firms invited;
 - (b) The names of all firms from which tenders have been received,
- 2.10 A record shall be maintained of all price alterations on tenders/quotations, that is, when a price has apparently been altered, the final price shall be recorded and initialled by the two nominated officers present at the opening.
- 2.11 Discussions with a tenderer on the contents of his/her tender/quotation in order to clarify points before the award of contract, need not disqualify the tender for consideration.

3. ACCEPTANCE OF TENDERS/QUOTATIONS

- 3.1 Where only one tender/quotation is sought and/or received, the Agency shall as far as is practicable, ensure that the price is fair and reasonable.
- 3.2 The lowest tender/quotation which matches the award criteria as set out in the documentation shall be recommended for acceptance and shall be accepted unless there are good and sufficient reasons to the contrary. The reasons why the lowest tender or quotation which matches the award criteria, and is not accepted, shall be permanently recorded.

4. DISPOSALS

- 4.1 Competitive tendering (Section 1) shall not apply to the disposal of fixtures, fittings or old materials in respect of which a fair price can be obtained only by sale at auction or negotiated price.

5. OFFICIAL ORDERS

- 5.1 All stock and non-stock requisitions for goods and services must be signed and approved in accordance with delegated authority and financial limits as set down by the Chief Executive.
- 5.2 In respect of ordering goods, services and works for internal use by the Agency or when the Agency orders on behalf of Boards, Trusts, Agencies etc within the HSC, no goods, services or works (other than purchases from petty cash or via purchase card) shall be ordered except on official purchase order.
- 5.3 Official purchase orders shall be referenced, consecutively numbered, recorded and retained in accordance with the Agency's Disposal Schedule.
- 5.4 Official purchase orders shall not be placed in a manner devised to avoid the financial limits as specified in 2.1 above.
- 5.5 Signatory of official purchase orders must be in accordance with delegated levels which are incorporated in a Register of Signatories as approved by the Chief Executive.

7. HOSPITALITY

- 7.1 No orders shall be issued for goods and services for which an offer of gifts (other than low cost items, e.g. calendars, diaries, pens etc) or hospitality has been received from the potential supplier. Any officer receiving such an offer shall notify his/her Head of Department as soon

as possible who will decide on their acceptance.

- 7.2 Offers of gifts, awards and hospitality shall be recorded in the Agency's Hospitality Register regardless of whether the offer has been accepted, rejected or the item returned.