

NTA8 – Tender Procedures

Purpose

In order to ensure that procurement within the NTA 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 of the NTA:

Current Procurement Thresholds

Total Value (excl. VAT)	Process
Less than €5,000	One Written Quote.
€5,000 - €25,000	Three written quotes required.
€25,000 - €207,000	Must be advertised nationally on www.etenders.ie . Approved documents must be used.
Above €207,000	Must be advertised on www.etenders.ie as an EU level competition. Approved documents must be used.

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 Director of Finance & Procurement or the Chief Executive or his designated replacement.
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, before final approval for publication by the head of department or Director / Director of Finance / CEO.
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 CEO.
7. The Appointment Recommendation for the preferred tenderer must be approved and signed by the head of department or Director, 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 CEO, or in his absence, the Deputy CEO.
10. A purchase order will **not** be raised by the Finance Function until a signed contract is in place.
11. Invoices will not be paid until an approved Purchase Order is in place.
12. A copy of this document is available in the Policy and Procedures Finance Section of the NTA's Intranet.
13. The NTA's Governance Document relating to procurement is set out in **Appendix I** below.
14. Detailed guidance on EU Public Procurement Procedures (for National and EU level competitions) is available on www.etenders.gov.ie/.

Appendix 1-Governance Document No. 12 - Procurement

All National Transport Authority (NTA) procurement shall be undertaken in compliance with stated Government policy and EU Directives.

Policy on Procurement Procedures

The NTA shall follow the public procurement guidelines, The Department of Finance Public Procurement Guidelines, (and other applicable guidelines, for example, those on eTenders), issued by the National Public Procurement Policy Unit and shall comply as appropriate with:

www.etenders.gov.ie/

1. Department of Finance and other applicable circulars in relation to procurement.
2. EU Directive 2004/18/EC as transposed into Irish law by the European Communities (Award of Public Authorities Contract) Regulations 2006 (S.I. No. 329 of 2006).

NTA Service, Supply and Works Contracts

Supply & Service Contracts

The Chief Executive Officer will be responsible for dealing directly with the award of contracts up to and including €1.0 million in value (excluding VAT).

Contracts in excess of €1.0 million (excluding VAT) will be referred to the Authority for approval in advance of execution by the Chief Executive Officer.

Works Contracts (Other than PPP Contracts)

The Chief Executive Officer will be responsible for dealing directly with the award of contracts up to and including €5 million (excluding VAT) in value.

Contracts in excess of €5 million (excluding VAT) will be referred to the Authority for approval in advance of execution by the Chief Executive Officer.

PPP Contracts

- All PPP contracts will be referred to the Authority for approval in advance of execution by the Chief Executive Officer.