## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Policy Statement</td>
<td>2</td>
</tr>
<tr>
<td>2. Guiding Principles</td>
<td>2 - 4</td>
</tr>
</tbody>
</table>
1. **Policy Statement**

The Procurement Policy of the Department is to achieve value for money while conducting procurement in a fair, open and transparent manner which is fully compliant with EU Directives and national guidelines.

2. **Guiding Principles**

The Department’s Procurement Policy is guided by the 4 principles of Fairness, Compliance, Accountability, and Sustainability.

**Fairness**

- In all its dealings with suppliers the Department will observe the EU Treaty Principles of Non-discrimination, Equal treatment, Transparency, Mutual recognition, Proportionality, Freedom to provide service and Freedom of establishment.
- The Department will encourage innovation and the participation of Small to Medium sized Enterprise (SME) by describing requirements in an open and neutral manner detailing the problem to be addressed without prescribing the solution and also by dividing requirements into smaller lots where possible.
- Competitive tendering will be used unless exceptional circumstances apply. In such circumstances prior approval of the Department’s Procurement Review Committee must be obtained by the relevant Business Unit.
- The basis for all decisions will be demonstrably clear and objective.
- Supplier and tender information will remain confidential as far as possible while respecting FOI regulations. Disclosure of supplier and tender information relating to the tender process prior to contract award, and in particular to another interested party, is strictly prohibited.

**Compliance**

- All procurement will be carried out in full compliance with EU and national requirements including EU Directive 2004/18/EC, EU Directive 2007/66/EC
Accountability

- An officer of the Department will inform his/her line management and excuse him/herself from any procurement competition where he/she or a relative has a personal interest.

- In keeping with the provisions of the Ethics in Public Office Act, an officer of the Department will not solicit or accept benefits of any kind from a current or potential supplier e.g. gifts, cash, gift cheques, vouchers, hospitality, discounts on private purchases etc.

- Business Units will appoint a contract manager, at the grade of HEO or above for each procurement contract. The role of the contract manager will be to ensure that a written record of the purchase is maintained, including the establishment of the need for the purchase, relevant sanctions, as well as documentation indicating that the good/service were delivered and satisfactory.. The contract manager will also monitor expenditure under the contract, certify (subject to relevant payment authorisation limits) invoices for payment, keep abreast of changes in the marketplace for potential future tenders and monitor the procurement process for signs of collusive tendering.

- A central principal of financial procedures is that there must be a separation of roles in the requisitioning of goods/services and in the processing of payments for those goods/services. This separation of roles is required in order to reduce the risk of error or fraud. The necessary arrangements can differ depending on whether the requisition to payment process is carried out within a single business unit or involves more than one business units, as follows,
(a) Requisition to Payment within a single business unit:
Where goods/services are requisitioned by a business unit and payment for those goods and services is made from a subhead managed by the same business unit, at least three officers must be involved (one to procure and two others to process payments) and no one individual should control all key aspects of the requisition to payment process notice.

(b) Requisition in one business unit and Payment made by another:
Where goods/services are requisitioned by one business unit and payment is made from a subhead managed by another business unit, the invoice for the goods/services delivered must be authorised as appropriate for payment in all respects by an officer of at least HEO level (the authorising officer) in the business unit that requisitioned the goods/services. A different officer of at least HEO level in the business unit that manages the subhead from which payment is made must subsequently approve the payment so that it may be processed on the FMS.
In addition to providing written authorisation to make a payment, the authorising officer must, on request, provide relevant supporting documentation to the officer with responsibility for approving the relevant payments.

Sustainability
- It is Department policy to purchase goods that are energy efficient and environmentally friendly whenever they are available and practicable unless there is a justifiable reason not to do so.