

# Model Publication Scheme Procurement Process for the Muiriosa Foundation

## **Section (E) - Procurement**

All procurement by the Muiriosa Foundation is carried out as per the public procurement guidelines, details as follows:

### **A. Goods and Services:**

1. Less than €5,000:  
Obtain written quotes from competitive suppliers.
2. €5,000 - €25,000:  
Supply a specification of work required and obtain at least three written quotes. The normal tender process is following in rewarding the contract.
3. Over €25,000:  
Advertise on [www.etender.ie](http://www.etender.ie)

### **Tenders that were completed in 2015**

The following tenders were completed during the year as per the public procurement guidelines, details as follows:

1. Contract cleaning for Barrowmill Office in South Kildare, March 2015  
€9,398.48 ex vat, duration 2 years.
2. Painting tender for St Joseph's unit in Moore Abbey, February 2015  
€10,385.00 ex vat, duration 2 weeks.
3. Painting tender for MRC in South Kildare, May 2015  
€4,493.00 ex vat, duration 3 weeks.
4. Ground maintenance for South Kildare, February 2015  
€17,200 ex vat, duration 3 years
5. Fire alarm maintenance for Moore Abbey, November 2015  
€4,3165.35 ex vat, duration 3 years.

### **B. Building Works**

1. All building works under €50,000 goes through the tender's process where 5 contractors are sent specification of work that needs to be carried out and they are requested to tender on same. Architectural services maybe required at this level.
2. All building works that is over €50,000 are advertised on [www.etender.ie](http://www.etender.ie) Architectural services is required at this level.

### Tenders that were completed in 2014/ 2015

The following tenders were completed during the year 2014/2015 as per the public procurement guidelines, details as follows:

- a. Internal building works at Cullion House, Mullingar, Co. Westmeath – 2014  
€25,252.00 24/11/15, duration 8 weeks
- b. Extension at Ashtrees, Stradbally, Co. Laois – 2014  
€63,778.00, 06/02/14, duration 12 weeks
- c. Renovations to shower room, Ashtrees, Stradbally, Co. Laois – 2014  
€8,881.38, 14/07/14, duration 4 weeks
- d. Renovation works at Ballingar, Geashill – 2014  
€22,580 ex vat, 23/07/14, duration 4 weeks.
- e. Internal building works at Iona House, Tullamore – 2014  
€13,029.80 ex vat, 18/02/14, duration 4 weeks
- f. Renovation works at Effernock, Trim – 2014  
€40,861 ex vat, 13/01/14, duration 10 weeks
- g. Internal building works at Tanyard, Tullamore – 2015,  
€25,160.26 ex vat, 31/08/15, duration 4 weeks.

### **C. Annual Contracts**

1. All contracts are managed through the tenders process, where a specification is sent with the tender documentation to suppliers.
2. Contracts durations vary from contract to contract, depending on the type of contract.
3. OGP/ HSE frameworks/contracts are used where possible.

### **D. Maintenance contracts**

1. A list of electricians, plumbers, builders, local garages etc is held for general repairs where contracts are drawn up stating costs, terms and conditions and requirements.
2. This list is reviewed every three years where the market place is tested to ensure that we are getting value for money.
3. Maintenance of medical equipment is managed under the HSE contract suppliers.

**E. OGP/HSE Frameworks/contracts joined**

1. Supply of petrol/ diesel fuel cards.- Joined OGP contract in 2014.
2. Supply of ICT consumables - Joined OGP contract in 2012.
3. Supply of heating oil contract – Joined OGP contract in 2014.
4. Supply of Static security services – Joined HSE contract in 2015.
5. Supply of Janitorial contract – HSE contract to be joined in April 2016.
6. Supply of Electricity contract – Joined OGP contract in 2012.
7. Supply of Gas contract – Joined OGP contract in 2013.
8. Supply of Incontinent products – Joined HSE contract in 2012.
9. Supply of Medical equipment maintenance – Joined HSE contract in 2012.
10. Supply of Curtains/Bed linen – Joined HSE contract in 2013.
11. Supply of Waste Disposal – OGP contract to be joined in July 2016.

Regards,

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Muiriosa Foundation