

Wicklow County Council

Procurement Supplier Charter



Our Corporate Procurement Objective:

The Procurement Function of Wicklow County Council is committed to the procurement of supplies, services and works in the most efficient and effective way to achieve the lowest cost consistent with quality that meets or exceeds end user requirements in the delivery of services to the citizens of County Wicklow.

The Procurement Function of Wicklow County Council operates in accordance with the following values:

- Compliance with all relevant European, National and Local procurement legislation and guidelines.
- Value for Money – to achieve the optimum balance of quality and whole life cost to meet the business needs of the Council.
- All procurement shall have regard to the principles of European public procurement: freedom of movement, freedom of establishment and freedom to provide services; and the basic principles therein of transparency, equal treatment, proportionality and mutual recognition.
- To minimise the Authority's exposure to procurement risk by the adoption of the appropriate risk management strategies.

The Council's commitment to suppliers is to:

- Ensure appropriate contact points for procurement related enquiries are published in tender documentation and enquiries are responded to in a courteous and timely manner
- Simplify the tender process where possible; publish guidance; provide clear specifications; where possible avoid unnecessary onerous contract terms and only ask for information which is required for legal, monitoring and evaluation purposes
- Offer constructive feedback to suppliers
- Carry out procurement activity to the highest ethical standards; adhere to all relevant legislation and encourage a wide and diverse range of suppliers to compete for Council business
- Declare any conflicts of interest
- Be transparent on the level of risk transfer to suppliers
- Where possible and without compromising efficiency and value for money, the Council will consider breaking contracts into Lots, enabling smaller businesses to compete for these elements.
- Where invoices are not in dispute, strive to meet contractual payment terms, in accordance with the Prompt Payments of Accounts Act 1997 (as amended)
- Work with suppliers throughout the life time of contracts to deliver value to both parties
- Provide feedback mechanisms for current and potential suppliers to engage meaningfully with the Council.

The supplier's commitment to the Council is to:

- Seek to deliver value for money, continuous improvement and innovative solutions throughout the life of the contract
- Ensure compliance with all relevant legislation and recognise the Council's duties under EU and Irish Law in respect of procurement activity
- Operate with competency and efficiency and to the highest standards of professionalism and integrity, with particular regard to their employees and suppliers/sub-contractors, but also in their dealings with the Council's customers and staff
- Ethically manage all elements of their supply chain including protection of workers' pay & conditions, non use of child labour & commitment to environmental responsibility
- Engage with feedback mechanisms provided by the Council to promote collaborative non-adversarial approach to dispute resolution
- Inform the Council as early as possible when issues and problems arise, so that we can work together and find a mutually satisfactory solution
- Conduct communications with the Council in a courteous and timely manner
- Declare any conflicts of interest
- Avoid engaging in any activity which might reasonably be interpreted as an attempt to affect the impartiality of Wicklow County Council employees
- Work with the Council to achieve positive social, economic and environmental impacts on the community and wide environment in County Wicklow.

Together we will endeavour to:

- Deliver quality goods, services and works on time & within budget
- Reduce cost & eliminate waste through continued improvement of procurement practice.