

National Qualifications Authority of Ireland Procurement Appeals Process

Process

The Authority has established the following as a procurement appeals process

1. A tenderer will appeal in writing to the Director of Corporate Affairs and Communications or the Chief Executive of the Authority within 14 days of receipt of a decision not to award a contract.
2. Matters that are deemed to be frivolous will not be reviewed.
3. Tenderers who claim to have suffered or risk suffering, loss or damage due to the breach of the Public Procurement Guidelines process may seek to have the tender process reviewed.
4. The right to request a review is in addition to any other legal remedy a person may have.
5. Specific information must be supplied by the appellant detailing and explaining how the appellant considers that the ground(s) for appeal arise. All supporting documentation should be provided with the appeal application.
6. The executive of the Authority will provide a copy of the specific information to the Chairperson of the procurement panel and seek the views of the panel on the appeal within fifteen working days from the date of receipt by the panel of the appeal.
7. The Director of Corporate Affairs and Communications or the Chief Executive will put in place a committee of no fewer than three people to consider the appeal application.
8. The executive of the Authority will ensure that there is no conflict of interest in the membership of the committee
9. The committee will review the appeal and may seek further information or views from the procurement panel or the appellant.
10. The committee will make a decision within 10 working days of the date of the final meeting of the appeals committee.
11. The appellant and the procurement panel will be informed of the decision.