

NUI Galway is fully compliant with the requirements of the Remedies Directives in this regard. Detailed letters issue to all unsuccessful suppliers covering entirely our obligations under this legislation. We DO NOT conduct verbal or face-to-face debriefing of any kind.

As a public sector organization we are obligated to comply with all relevant national and EU legislation regarding Public Procurement. The Remedies Directive is a piece of legislation that ensures we (as an awarding authority) give a detailed account to each unsuccessful supplier as to the reasons why they were unsuccessful.

For all quotation requests, Circular 10/14, has encouraged responses to all unsuccessful participants in writing. We recommend that email is ideal and that the content can be as simple as a single line stating that the supplier was unsuccessful based on:-

1. Price
2. Quality
3. Lead-time
4. Etc.

Once the email is issued, we would strongly recommend that no further communication is made in this regard, even if the unsuccessful supplier reverts with questions. Procurement can offer the appropriate advice in this regard.

In regard to a formal tender whether a national or EU process and specifically where there is cross-border interest, all debriefing must be in writing only. A detailed account under each of the Tender Award Criteria must be included.

The minimum mandatory information required, is as follows:-

- name of the winning bid
- standstill period
- reasons for rejection
- characteristics and relative advantages of tenderer selected

Standardized template letters are available and Procurement will agree and review content before issue.

For EU projects there is a mandatory 14 day standstill period that must be observed once the unsuccessful letters issue before any contract may commence with the successful supplier(s).

Benefits of debriefing:-

- Helps suppliers to improve their competitive performance for future projects.
- Assists new suppliers with guidance on doing business in the public sector.
- Encourages suppliers to continue to want to do business in the future, promoting competition.
- Reassures suppliers on the integrity of the process.
- Identifies ways of improving the tender process and communication for future cycles.
- Helps the buyer establish a reputation as a fair, open, ethical and value driven entity.
- Demonstrates commitment to good practice and openness.