**THIS INTERNAL FORM MUST BE COMPLETED IN TYPEFACE ONLY**

|  |  |
| --- | --- |
| **ACCORD**  **Contract Ref No**  **For PCO use only** |  |



**CONTRACT AWARD NOTIFICATION FORM (CAN)**

This form must be completed and uploaded to the AGRESSO Requisition for all purchases

greater than €5,000 (excl. VAT) and less than €50,000 (excl. VAT)

In order to comply with the Government Circular 05/2023, as a public sector body, University of Galway have an obligation to publish the award details of all contracts >€25,000 (excl. VAT). The information provided on this form will enable the Procurement and Contracts Office to comply with the institutional requirements around transparency as the contents will be published on the eTenders website.

NOTE: The CAN applies to the Total Contract Value, not the value of the Requisition/PO. I.E. Where a number of POs relate to a single CAN, then the same CAN should be uploaded to each Requisition.

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| **PART A: Purchasing Unit Information** | | | | | | | | | | | | |
| **Date** | | **College/School/Centre/Unit** | | | | | **E-mail Address** | | | **Phone No/**  **Ext No** | | |
|  | |  | | | | |  | | |  | | |
| **Budget Holder** | | | | | | **Approved Purchaser** | | | | | | |
|  | | | | | |  | | | | | | |
| **PART B: Details of Purchase** | | | | | | | | | | | | |
| **Type of Contract** | | | | | **Relevant CPV Codes** | | | | | | | |
| Choose an item. | | | | | *Please select from the list provided below* | | | | | | | |
| **General description of the goods / services**  **Minimum 50 Words** | | | | |  | | | | | | | |
| **PART C: Details of Procurement Process Undertaken – please tick the most appropriate option** | | | | | | | | | | | | |
| 1) | **Award from a Centralised Contract on PCO Website:** | | | | | | | | | | | |
|  | Title of Centralised Contract | |  | | | | | | | | | |
|  | University of Galway Ref No: | |  | | | | | | | | | |
|  | Direct Drawdown | | | | | | | | | | |  |
|  | Mini Competition/ SRFT | | | | | | | | | | |  |
| 2) | **Quotation Process**:(where no procured/centralised contract is already in place) Goods & Services Threshold : Values > €5k, less than €50k (ex VAT)  Works Only Threshold: Values < €200k | | | | | | | | | | |  |
|  | Please confirm how many quotations were sought? | | | | | | | | | | |  |
|  | Please provide the names of all supplier(s) invited to quote. | | | | | | |  | | | | |
|  | How many quotes were received? | | | | | | | | | | |  |
| 3) | **Sole Source Process:**  Greater than €5k (ex VAT) Approved by Procurement and Contracts Office. | | | | | | | | | | |  |
|  | Sole Source Ref No  (assigned upon approval | | | SS | | | | | Date Approved | |  | |

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| 4) | **Other Drawdown Process** *(from contracts not on PCO Website)* | | | | | | | | |
|  | Title of Contract/Framework/DPS | | | | |  | | | |
|  | University of Galway Contract Reference Number | | | | |  | | | |
|  | Third Party Contract Reference Number, if applicable | | | | |  | | | |
|  | 1. Direct Drawdown/NASF/NAGF | | | | | | | |  |
|  | 1. Mini Competition/SRFT | | | | | | | |  |
| 5) | **Procurement Process Exempt** | | | | | | | | |
|  | Professional Membership | | | | | | | |  |
|  | Transfer of Funds to Public Sector Collaborator | | | | | | | |  |
|  | Attendance at Conference/Seminar | | | | | | | |  |
|  | Other …. | | Please Detail: |  | | | | | |
| **PART D: Details of Award** | | | | | | | | | |
| **NOTE: It is a mandatory requirement that each of the fields below be completed as the university is required to gather this information, per government policy.** | | | | | | | | | |
| **Supplier Name** | | | | | **Address** | | | | |
|  | | | | |  | | | | |
| **Contact Name** | | | | | **Supplier Reference/ Quotation Number** | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
| **Company Registration Number (VAT or PPS)** | | **Telephone No** | | | **E-mail Address** | | **Web Address** | | |
|  | |  | | |  | |  | | |
| **Total Contract Value**  (Ex Vat) | | **VAT RATE** | | | **Term of Contract** | | **Date of Award** | | |
| € | |  | | |  | |  | | |
| **Expected number of Requisitions to be processed pertaining to the Total Value of this CAN** | | | | | | | |  | |

**Guidance Notes:-**

* This Form is for “INTERNAL” use only. Please do not issue to suppliers.
* The purpose of this document is to meet the new Government requirements for greater transparency with regard to contracts awarded for values >€25,000 (excl. VAT) and <€50,000 (excl. VAT).
* Please complete all fields on this Form in typeface for all purchases >€5,000 (excl. VAT).
* This Form should then be uploaded to the relevant Agresso Requisition.
* Specifically for purchases >€25,000 (excl. VAT) and <€50,000 (excl. VAT) - a “word version” of this document must also be sent to [procure@universityofgalway.ie](mailto:procure@universityofgalway.ie) so that the new Government requirement of publishing these details on the eTenders Website can be satisfied.

**Any Requisition that does not meet this requirement will have to be rejected.**

* All background documentation to this purchase including the full Request for Quotation (RFQ) process (Request for Quotation, Quotation Evaluation, and Supplier Notifications) must be kept on a local SharePoint Folder for auditing purposes.

**CPV CODING**

The CPV Code (Common Procurement Vocabulary) is a set of standard codes used through the EU to categorise purchases when adverting to the marketplace. Listed below are the main category headings. Each code heading contains several sub-codes. Please select the main heading appropriate to this contract and include Question 27.

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| |  |  | | --- | --- | | MAIN VOCABULARY | | | CPV Code | Description | | 03000000-1 | Agricultural, farming, fishing, forestry, and related products. | | 09000000-3 | Petroleum products, fuel, electricity, and other sources of energy. | | 14000000-1 | Mining, basic metals and related products. | | 15000000-8 | Food, beverages, tobacco, and related products. | | 16000000-5 | Agricultural machinery. | | 18000000-9 | Clothing, footwear, luggage articles and accessories. | | 19000000-6 | Leather and textile fabrics, plastic, and rubber materials. | | 22000000-0 | Printed matter and related products. | | 22800000-8 | Paper or paperboard registers, account books, binders, forms, and other articles of printed stationery. | | 24000000-4 | Chemical products. | | 24100000-5 | Gases. | | 24200000-6 | Dyes and pigments. | | 24300000-7 | Basic inorganic and organic chemicals. | | 24400000-8 | Fertilisers and nitrogen compounds. | | 24500000-9 | Plastics in primary forms. | | 24600000-0 | Explosives. | | 24900000-3 | Fine and various chemical products. | | 30000000-9 | Office and computing machinery, equipment and supplies except furniture and software packages. | | 30200000-1 | Computer equipment and supplies. | | 31000000-6 | Electrical machinery, apparatus, equipment and consumables; Lighting. | | 32000000-3 | Radio, television, communication, telecommunication and related equipment. | | 33000000-0 | Medical equipment, pharmaceuticals, and personal care products. | | 34000000-7 | Transport equipment and auxiliary products to transportation. | | 35000000-4 | Security, firefighting, police, and defence equipment. | | 37000000-8 | Musical instruments, sport goods, games, toys, handicraft, art materials and accessories. | | 38000000-5 | Laboratory, optical and precision equipment (excl. glasses). | | 39000000-2 | Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products. | | 41000000-9 | Collected and purified water. | | 42000000-6 | Industrial machinery. | | 42100000-0 | Machinery for the production and use of mechanical power. | | 42200000-8 | Machinery for food, beverage and tobacco processing and associated parts. | | 42300000-9 | Industrial or laboratory furnaces, incinerators, and ovens. | | 2400000-0 | Lifting and handling equipment and parts. | | 42500000-1 | Cooling and ventilation equipment. | | 42600000-2 | Machine tools. | | 42700000-3 | Machinery for textile, apparel, and leather production. | | 42800000-4 | Machinery for paper or paperboard production. | | 42900000-5 | Miscellaneous general and special-purpose machinery. | | 43000000-3 | Machinery for mining, quarrying, construction equipment. | | 44000000-0 | Construction structures and materials; auxiliary products to construction (except electric apparatus). | | 45000000-7 | Construction work. | | 48000000-8 | Software package and information systems. | | 50000000-5 | Repair and maintenance services. | | 51000000-9 | Installation services (except software). | | 55000000-0 | Hotel, restaurant, and retail trade services. | | 60000000-8 | Transport services (excl. Waste transport). | | 63000000-9 | Supporting and auxiliary transport services; travel agencies services. | | 64000000-6 | Postal and telecommunications services. | | 65000000-3 | Public utilities. | | 66000000-0 | Financial and insurance services. | | 70000000-1 | Real estate services. | | 71000000-8 | Architectural, construction, engineering, and inspection services. | | 71600000-4 | Technical testing, analysis, and consultancy services. | | 71700000-5 | Monitoring and control services. | | 71800000-6 | Consulting services for water-supply and waste consultancy. | | 71900000-7 | Laboratory services. | | 72000000-5 | IT services: consulting, software development, Internet, and support. | | 73000000-2(3) | Research and development services and related consultancy services. | | 75000000-6 | Administration, defence and social security services. | | 76000000-3 | Services related to the oil and gas industry. | | 77000000-0 | Agricultural, forestry, horticultural, aquacultural and apicultural services. | | 77800000-8 | Aquaculture services. | | 79000000-4 | Business services: law, marketing, consulting, recruitment, printing and security. | | 80000000-4 | Education and training services. | | 85000000-9 | Health and social work services. | | 90000000-7 | Sewage-, refuse-, cleaning-, and environmental services. | | 92000000-1 | Recreational, cultural and sporting services. | | 92700000-8 | Cybercafé services. | | 98000000-3 | Other community, social and personal services. | |