



*The National*  
**PROCUREMENT**  
*Awards 2010*

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# Excellence in Private Procurement SME

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*High performance. Delivered.*

**The National Procurement Awards (NPA's) are a new way to celebrate innovation and excellence in public and private procurement in Ireland.**

## **These awards are both timely and important**

Timely, because never before has such focus been given to the skills and disciplines that comprise the procurement process - *project management, negotiation, supplier management, cost reduction, process improvement, individual and team achievement.*

Important, because recognising excellence in the profession will highlight the direct and far reaching benefits which accrue to the economy and society as a whole as a result of best procurement practice.

These awards will encourage teams and individuals to constantly raise the bar, to innovate and maintain their commitment to achieving excellence in procurement in their day-to-day endeavours.

The award categories reflect the main areas of excellence in the industry and we hope that you enter the ones most appropriate to you.

You may enter more than one category.

Winning one of these prestigious awards will give your business a competitive advantage in the market place.

The awards night on **Tuesday, November 16th, 2010** at the **Burlington Hotel** promises to be a great night when the achievements of the procurement industry will be celebrated.

**Entry is free, simple and open – so please enter: we'd love to see you there!**



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## How to Enter

It is free to enter the National Procurement Awards. All entrants must submit a document of no more than 500 words that covers the key criteria set out for the category they are entering. Carefully read the section that describes the criteria the judges will be using to assess each category and make sure you cover all of these in the submission you prepare. Make sure you focus on good hard information, backed up by solid facts and figures.

### While assembling your entry please follow these rules:

- Submission should be no longer than 500 words.
- All projects cited in support of your entries must have been staged within the 12 months prior to the closing date of these awards.
- Please complete the last page of this entry form and insert it as the cover page of your submission.
- Please complete the Trophy Form and return along with your submission.
- Please try to address each of key points that the judges will be looking for and lay out any supporting information – text, tables, graphics etc so that it is easy and clear to understand.

- Please email 2 high quality electronic format (300dpi jpegs) landscape photos relevant to your entry to [info@procurementawards.ie](mailto:info@procurementawards.ie), ensuring that there no logos or text visible.
- Please ensure your submission fits onto 5 pages of A4 format (including supporting materials such as pictures, graphs, tables etc) AND the entry form.
- Please send 10 copies of your submission by post to: **The National Procurement Awards, 69 Main Street, Blackrock, Co Dublin.**
- Please do **NOT**: staple or bind your submission, use paper sizes that are not A4, include other materials such as brochures, CDs, DVDs etc. Such additional material will not be accepted.
- Closing date is **September 24<sup>th</sup>, 2010**- submissions after the closing date may not be accepted.
- You may enter as many categories as you like, however you must submit a separate entry each time.

Check out our website [www.procurementawards.ie](http://www.procurementawards.ie) **Categories and Entrance Criteria** page and entry guide for further tips on entering the awards.

## Judging

Judging for the awards will be under the auspices of the Irish Institute of Purchasing and Material Management, the longest established and largest Institute of procurement professionals in Ireland.

A distinguished panel of Judges will be drawn from state, academic and private sectors and will be co-ordinated by the Institute. **The judges decision is final.**

A number of finalists will be short-listed in each category, and these will be unveiled on our website [www.procurementawards.ie](http://www.procurementawards.ie) and in the Irish Independent. The awards night will be covered by the Irish Independent with photographs of all winners published.

You can enter as many categories as you like, but you must complete a form for each category (last page of this leaflet) and attach 500 word entry for each category you enter separately.

For each submission, please post us 10 copies of your entry. Provide clear, quantitative evidence to support your entry. Please do not submit any additional promotional literature for any of the awards, as your entry will be assembled into packs that are sent to our judges to review before they make their recommendations.

**Don't forget: the deadline is September 24<sup>th</sup>, 2010**



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## Categories & Criteria

**IMPORTANT NOTE:** The judges will not be influenced by the size of the firm that enters; small firms are just as likely to win as large multi-nationals.

**PLEASE REMEMBER:** All activity described in your submission should have happened during the past 12 months from the closing date of these awards.

### Excellence in Private Procurement SME

This category, limited to Small to Medium Enterprises, recognises organisations that display excellence and/or innovation in procurement. We define a SME as having fewer than 250 employees, or a turnover of less than €50million.

When making your 500 word submission, please consider the following points:

- The challenge
- What was achieved
- How innovation and/or excellence in your procurement strategy and/or or execution helped the outcomes



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## Entry Form

One form to be completed for each category entered – please provide 10 copies of this page when you send in your entry. Please note that entries should be 500 words long.

First Name:

Surname:

Position:

Company:

Number of Employees:

Address:

Tel:

Fax:

Email:

Sending the entry for **The National Procurement Awards 2010** means that you agree to awards Terms & Conditions (please familiarise yourself with them on the CATEGORIES AND ENTRANCE CRITERIA page of the website)

I wish to enter the following category in The National Procurement Awards 2010:

Send your entry materials to: **The National Procurement Awards 2010**, 69 Main Street, Blackrock, Co Dublin.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline 5.00pm on the 24th September 2010**

Any queries about entering the awards should be directed to the **National Procurement Awards** team who can be contacted on 01 27 88 032 or [info@procurementawards.ie](mailto:info@procurementawards.ie)

**Sponsorship opportunities:** If you are interested in sponsoring one of the awards categories please contact the team on 01 27 88 032 or [sponsor@procurementawards.ie](mailto:sponsor@procurementawards.ie)

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## AWARDS PRESENTATION REPRESENTATIVE

**Event:** The National Procurement Awards

**Date:** November 16th 2010

**Venue:** The Burlington Hotel, Dublin 4

**Please complete the required fields carefully and return to:**

**Fax:** 01 507 86 80  
**Email:** info@procurementawards.ie  
**Mail:** Event Strategies Ltd  
69 Main Street  
Blackrock  
Co. Dublin

**For further information:**

**Tel:** 01 27 88 032  
**Visit:** www.procurementawards.ie

### IMPORTANT INFORMATION

1. It is important that you advise us immediately if any details change as the information supplied will form part of the script which will be read at the awards ceremony.
2. Please ensure all details are entered accurately.
3. Please state name as is most commonly used, i.e. Christopher or Chris, Edward or Ted etc.
4. Please return this form with your entry.

**FIRST NAME:** \_\_\_\_\_

**SURNAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**AWARDS CATEGORY:** \_\_\_\_\_

Please specify how you require your company name to be engraved onto the trophy in wording only (no logo/special fonts):

\_\_\_\_\_

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