

## INFORMATION FOR SUPPLIERS AND BUYERS

### WHO DOES THIS SCHEME APPLY TO?

The Cycle-to-Work scheme is open to all participating employers, however this particular interpretation and implementation relates to the supply of bicycles and bicycle safety equipment to **Civil and Public Servants only**. Civil Service and Public Sector officers may only purchase bicycles and bicycle safety equipment from approved providers. These officers are liable to repay the cost of the equipment to their employer, by way of salary sacrifice, over the course of one year.

### HOW DO SUPPLIERS QUALIFY TO SUPPLY GOODS UNDER THE SCHEME?

The ability to provide at least one item of the equipment noted in the table on the attached application form is necessary for a supplier to be included on the list. The exemption covers pedal bicycles, tricycles and pedelecs (an electrically assisted bicycle which requires some effort on the part of the cyclist in order to effect propulsion). Motorbikes, scooters and mopeds are not included in the scheme. Admittance of suppliers to this scheme does not grant an exclusive supply right to operate the cycle-to-work scheme on behalf of a Government Department, agency or public body participating in the scheme. Suppliers will not be publicised as the sole or nominated/approved supplier by any Government Department, agency or public body. The right of choice of supplier rests solely with the employees availing of the scheme.

### QUALITY OF GOODS

The supplier of the equipment (bicycles and bicycle safety equipment) must ensure that the equipment supplied complies with the relevant safety standards, and must provide instruction on the use of this equipment, maintenance and servicing arrangements to the officer.

### HOW DO SUPPLIERS APPLY TO PARTICIPATE?

Suppliers interested in participating should complete the application form in the Terms and Conditions Section and email or post to Bill Byrne, Office of Government Procurement, 2<sup>nd</sup> Floor Bishop's Square, Redmond's Hill, Dublin 2 or [support@ogp.gov.ie](mailto:support@ogp.gov.ie). The email or envelope should clearly state: **Cycle-to-Work Scheme**. There is no closing date for inclusion on the list.

### WHO OPERATES THIS SCHEME?

The **Department of Finance** manages this scheme. Queries, clearly labelled Cycle-to-Work Scheme, should be directed to [travel.policy@finance.gov.ie](mailto:travel.policy@finance.gov.ie). The list of approved suppliers is maintained by the **National Procurement Service (NPS)**, in the Office of Public Works. Queries, clearly labelled "Cycle-to-Work Scheme", should be directed to [support@ogp.gov.ie](mailto:support@ogp.gov.ie). Government Departments/Offices will be responsible for operating the scheme on behalf of officers and within the terms of the legislation, the general regulations set out by the Revenue Commissioners and the specific public service terms set out by the Department of Finance from time to time.

### TERMS AND CONDITIONS

For detailed information on the operation of the scheme please read **Circular 16** and the **Revenue Guidance Document** under Terms and Conditions. If you are importing a bicycle from outside the State please ensure you read the **VAT Advice Note** under Terms and Conditions.