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| **Description of Event** | **Date** | **Duration** |
| Strategy Meeting and  Build Procurement Documents | 01/09/2019 – 29/10/2019 |  |
| Tender Challenge and Review Meeting – OJEU (*Business Owner, Commercial Director (optional) Lega*l and Procurement Lead) | 29/10/2019 – 04/11/2019 | 2 Weeks – if changes are required |
| SO1 Approval | 04/11/19 – 07/11/2019 | 3 days |
| Issue contract notice | 15/11/2019 – 28/11/2019 | 10 days |
| Issue PQQ Ariba | 28/11/19 | Min 15 calendar days |
| Deadline for submission of PQQ | 12/12/2019 |
| Download PQQ submissions | 12/12/2019 | 0.5 days |
| Evaluation of PQQ submissions | 12/12/2019 – 19/12/2019 | 2 weeks |
| S02 Approval | 19/12/2019 – 23/12/2019 | 3 days |
| Notification to successful/unsuccessful bidders | 23/12/2019 | 1 – 2 days |
| Issue invitation to tender via Ariba | 02/01/2020 | 10 days minimum |
| Deadline for supplier clarification questions | 09/01/2020 |
| Deadline to circulate all suppliers Clarification questions | 13/01/2020 |
| Tender return date | 20/01/2020 |
| Download Returns from Ariba & circulate to stakeholders | 20/01/2020 | 1 day |
| Evaluations & Contract Clarifications | 20/01/2020 – 03/02/2020 | 2 weeks |
| Supplier Interviews / Presentations (*if required)* | W/C 03/02/2020 | 2 days |
| BAFO | 10/02/2020 |  |
| SO3 Approval | 10/02/2020 – 24/02/2020 | 1 – 2 Weeks |
| Issue Standstill Letters | 24/02/2020 – 05/03/2020 | **10 calendar days** |
| Send formal award letter to the successful bidder/s | 05/03/2020 |  |
| Contract Issue and Negotiations | 05/03/2020 – 23/03/2020 | Up to 4 weeks |
| SO4 Approval | 23/03/2020 – 30/03/2020 | 1 week |
| Send fully signed contract to bidder | 01/04/2020 | 1 day |
| Hand Over to Commercial | W/C 06/04/2020 | 1 day |
| Publish Contract Award Notice via OJEU | W/C 06/04/2020 | 1 day |
| Contract Start Date | W/C 06/04/2020 |  |
| Implementation | 4 months |  |

\*Subject to Change \*

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| **Notes:** |