PROCUREMENT TIMETABLE

|  |  |  |
| --- | --- | --- |
| **Description of Event** | **Date** | **Duration** |
| Issue contract notice | 13/09/2023 – 16/10/2023 | 30 days |
| Issue PQQ | 17/10/2023 | Min 15 calendar days |
| Deadline for submission of PQQ | 01/11/2023 |
| Download PQQ submissions | 01/11/2023 | 0.5 days |
| Evaluation of PQQ submissions | 01/11/2023 – 15/11/2023 | 2 weeks |
| S02 Approval (internal) | 16/11/2023 | 3 days |
| Notification to successful/unsuccessful bidders | 17/11/2023 | 1 – 2 days |
| Issue invitation to tender via Ariba | 20/11/2023 | 3 weeks |
| Deadline for supplier clarification questions | 27/11/2023 |
| Deadline to circulate all suppliers Clarification questions | 30/11/2023 |
| Tender return date | 11/12/2023 |
| Download Returns from Ariba & circulate to stakeholders | 11/12/2023 | 1 day |
| Evaluations & Contract Clarifications | 11/12/2023 – 22/12/2023 | 2 weeks |
| SO3 Approval (internal) | 03/01/2024 – 05/01/2024 | 2 days |
| Issue Standstill Letters | 08/01/2024 – 18/01/2024 | **10 calendar days** |
| Send formal award letter to the successful bidder/s | 10/01/2024 | 1 day |
| Contract Issue and Negotiations | January 2024 | 1 – 4 weeks |
| SO4 Approval (internal) | February 2024 |  |
| Send fully signed contract to bidder | February 2024 | 1 day |
| Publish Contract Award Notice via OJEU | March 2024 | 1 day |
| Contract Start Date | 1st April 2024 |  |

\*Subject to Change \*

|  |
| --- |
| **Notes:** |