

### Timescale tracker

Version 1.07 December 2011

This document sets out key timescales relating to the four main contract award procedures under the Public Contracts Regulations 2006 as amended.

The overriding requirement is to allow sufficient time for suppliers to prepare appropriate responses, taking account of the subject of the proposed contract, the contract award procedure to be used and the need, for example, for site visits. The table below sets out the minimum permitted timescales and the maximum permitted reductions.

An appropriate time period will also need to be allocated for other aspects of the procurement process, eg evaluation of tender responses.

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**Minimum timescales:**

<b>Choice of procedure and stage</b>	<b>Standard timescales</b>	<b>Contract notice despatched to OJEU electronically<sup>1</sup></b>	<b>Tender documents made available electronically from date of OJEU notice<sup>2</sup></b>	<b>Requirement is urgent and longer time limit is impractical as a result</b>	<b>PIN published no more than 12 months and no less than 52 days from despatch of contract notice</b>
<b>OPEN</b>					
Despatch of contract notice to receipt of responses	52 days	7 day reduction	5 day reduction		30 day reduction
Standstill	10 days <sup>3</sup>				
<b>RESTRICTED</b>					
Despatch of contract notice to receipt of responses	37 days	7 day reduction		Reduction to 15 days (10 where contract notice transmitted by electronic means) <sup>4</sup>	
ITT to receipt of bids	40 days		5 day reduction	Reduction to 10 days <sup>4</sup>	18 day reduction
Standstill	10 days <sup>3</sup>				
<b>NEGOTIATED WITH NOTICE</b>					
Despatch of contract notice to expressions of interest	37 days	7 day reduction		Reduction to 15 days (10 where contract notice transmitted by electronic means)	
ITN to receipt of responses	sufficient time for those invited to formulate their offers				
Standstill	10 days <sup>3</sup>				
<b>COMPETITIVE DIALOGUE</b>					
Despatch of contract notice to expressions of	37 days	7 day reduction		Reduction to 15 days (10 where	

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interest				contract notice transmitted by electronic means)	
Standstill	10 days <sup>3</sup>				

<sup>1</sup> Electronic despatch – notices must be despatched electronically in accordance with all relevant EU procedures.

<sup>2</sup> Documents available electronically – the OJEU notice must specify the internet address from which the documents are made available. Guidance issued by the OGC and office of the OJEU states that in order to qualify for this reduction, access to the electronic resource (e.g. a website) must be totally unrestricted. This will *not* be the case if bidders have to register and/or log-in.

<sup>3</sup> Standstill – for procurements commenced on or after 20 December 2009, the final day of the standstill period must be on a working day, and the standstill period may be up to 15 days where the contract award notice is not sent by electronic means.

<sup>4</sup> Accelerated restricted – an accelerated timetable was potentially available for the restricted procedure for major projects that would be of benefit to industry in the economic climate during 2009/2010/2011. This relaxation of the application of the accelerated timetable no longer applies from 1 January 2012.