

Procurement Timetable - Version 5 261012
OPEN PROCEDURE

Procurement Advisor -
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Event - Local HealthWatch	Adjustment Column (days)	Date	Day
Agree evaluation criteria and weightings for tenders and presentations by:	0	26-Oct-12	Friday
Finalise Tender Evaluation Panel membership and timetable.	0	26-Oct-12	Friday
Finalise ITT Documents <i>including:</i>	0	26-Oct-12	Friday
Forms of Tender & General Conditions			
Specification / Scope of Work			
Pricing Schedule			
Administrative Instructions			
Send out advert (date coding starts here) to include evaluation criteria!! Tenders will be available to send out from this date.	4	29-Oct-12	Monday
Final questions from tenderers by:	21	19-Nov-12	Monday
Issue answers to tenderers' questions and record ITT amendments (at least 10 days before return date) BY	1	20-Nov-12	Tuesday
Final date for return of Tenders (Open Procedure) by 12 NOON	32	30-Nov-12	Friday
Evaluation of Tenders Completed by:	18	18-Dec-12	Tuesday
Written Clarification requested	1	19-Dec-12	Wednesday
Clarification Meetings with ALL Tenderers (Allow 2 Days)	19	07-Jan-13	Monday
Final Clarification to be received from tenderers by	22	10-Jan-13	Thursday
Tender Panel to meet to recommend Approved Supplier	1	11-Jan-13	Friday
Finalise Award Recommendation	3	14-Jan-13	Monday
Award Decision	1	15-Jan-13	Tuesday
Mandatory 10 Days Standstill Period: Notify successful and unsuccessful tenderers and commence debriefs	10	25-Jan-13	Friday
Contract Award	3	28-Jan-13	Monday
Contract Start - Up meeting	1	29-Jan-13	Tuesday
Draft Contract Award Notice	4	01-Feb-13	Friday
Issue Contract Award Notice	7	08-Feb-13	Friday
Contract Work starts		01-Apr-13	Monday
Tender Offers Expire / Let contract by:		01-Mar-13	Friday