

## TENDER PROGRAMME

Event - Building Maintenance Term Contract	Adjustment Column (days)	Date	Day
Send out advert.	0	20-Oct-10	Wednesday
Agree evaluation criteria and weightings for tenders and presentations by:	14	03-Nov-10	Wednesday
<b>Finalise ITT Documents <i>including</i>:</b> Forms of Tender & General Conditions Specification / Scope of Work Pricing Schedule Administrative Instructions	7	10-Nov-10	Wednesday
<b>Finalise Tender Evaluation Panel membership and timetable.</b>	0	10-Nov-10	Wednesday
<b>Final date for return of expressions of interest &amp; Technical Questionnaire(at least 30 days from dispatch of advert if docs available electronically)</b>	30	19-Nov-10	Friday
<b>Evaluation of PQQ &amp; Technical Qualifications Completed by:</b>	18	07-Dec-10	Tuesday
<b>Meeting to select tender list of up to 12</b>	1	08-Dec-10	Wednesday
<b>Finalise ITT letter with details of briefing meeting xxx ;</b>	1	09-Dec-10	Thursday
<b>Send out ITT</b>	0	09-Dec-10	Thursday
<b>Briefing Meeting</b>	0	09-Dec-10	Thursday
<b>Final questions from tenderers by:</b>	28	06-Jan-11	Thursday
<b>Update Report to WBC CMT</b>		06-Jan-11	Thursday
<b>Issue answers to tenderers' questions and record ITT amendments (@ 10 days before return date) BY</b>	1	07-Jan-11	Friday
<b>Return and opening of Tenders</b>	40	18-Jan-11	Tuesday
<b>Evaluation of Tenders by Individual Panel Members Completed By</b>	14	01-Feb-11	Tuesday
<b>Update Report to WBC Corporate Board</b>		01-Feb-11	Tuesday
<b>Tender Panel "Wash - Up" Meeting (to agree who to invite to presentation and points for clarification)</b>	1	02-Feb-11	Wednesday

<b>Event - Building Maintenance Term Contract</b>	<b>Adjustment Column (days)</b>	<b>Date</b>	<b>Day</b>
<b>Written Clarification requested by:</b>	<b>1</b>	<b>03-Feb-11</b>	<b>Thursday</b>
<b>Final Clarification to be received from tenderers by</b>	<b>0</b>	<b>10-Feb-11</b>	<b>Thursday</b>
<b>Finalise Award Recommendation in Tender Report</b>	<b>5</b>	<b>15-Feb-11</b>	<b>Tuesday</b>
<b>Report to WBC Management Board for approval</b>		<b>17-Feb-11</b>	<b>Thursday</b>
<b>Award Decision</b>	<b>1</b>	<b>18-Feb-11</b>	<b>Friday</b>
<b>10 Days Standstill Period from Award Decision</b>	<b>12</b>	<b>02-Mar-11</b>	<b>Wednesday</b>
<b>Contract Award</b>	<b>1</b>	<b>03-Mar-11</b>	<b>Thursday</b>
<b>Contract Start - Up meeting</b>	<b>1</b>	<b>04-Mar-11</b>	<b>Friday</b>
<b>Contract Set up starts</b>	<b>1</b>	<b>07-Mar-11</b>	<b>Monday</b>
<b>Draft Contract Award Notice</b>	<b>7</b>	<b>08-Mar-11</b>	<b>Tuesday</b>
<b>Issue Contract Award Notice</b>	<b>7</b>	<b>15-Mar-11</b>	<b>Tuesday</b>
<b>Contract Work starts</b>		<b>01-Apr-11</b>	<b>Friday</b>
<b>Total number of days from advert to award</b>	<b>131</b>		
<b>Total number of weeks from advert to award</b>	<b>19</b>		
<b>Tender Offers Expire / Let contract by:</b>	<b>90</b>	<b>18-Apr-11</b>	<b>Monday</b>