

BANKING SERVICES

TIMETABLE 2014

Pre-tender discussions and produce draft documents	January to June 2014
Finalise documents to send to Procurement	Monday 30 June
Advertise and invite tenders (45 days minimum)	Monday 7 July
Return of tenders	Friday 22 August
Tender Evaluation	26 August to 18 September
Advise of Award	Friday 19 September
Standstill period (10 days minimum)	20 to 30 September
Award contract	Wednesday 1 October
Start Contract	Monday 1 December

Note:

- This timetable has been drafted on the basis that an open OJEU procedure will be used. Timescales in brackets are stipulated by the Public Contracts Regulations.
- If the estimated total contract value will exceed £500,000, Cabinet approval will be required before the procurement process can begin.
- Assumptions have been made that periods of 2 months between award and start contract and approximately 4 weeks for tender evaluation will be appropriate.
If these periods of time are too short, the timetable will need to be amended so that prior stages of the process begin on earlier dates.