**ANNEX GEN 9-1: Time Tables for Procurement Procedures**

The following schedules are based on estimates of the time needed to carry out each procurement procedure.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time schedule for a Negotiated Procedure** | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | ***21*** |
| Advertisement of Business Opportunities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare technical specifications/TOR  and RFQ/RFP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RFQ/RFP bid flow. It is recommended that suppliers/candidates have at least 14-30 days to submit their quote |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation of quotes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contract negotiations and award |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Delivery delay |  |  |  |  |  | Depending on commodity | | | | | | | | | | | | | | | |
| Customs clearance |  |  |  |  |  | Depending on country | | | | | | | | | | | | | | | |
| Supplier’s delivery time to site |  |  |  |  |  |  | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time schedule for a Local Open Tender** | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | 21 |
| Prepare technical specifications and tender documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertisement of Tender Notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tender bid flow. It is recommended that suppliers/candidates have a minimum of 21 days to submit their tender |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tender evaluation, clarifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contract negotiations and award |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contract signing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Delivery delay |  |  |  |  |  |  |  |  |  |  | Depending on commodity | | | | | | | | | | |
| Customs clearance |  |  |  |  |  |  |  |  |  |  | Depending on country | | | | | | | | | | |
| Supplier’s delivery time to site |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time schedule for an International Open Tender** | | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | 20 | 21 | 22 |
| Prepare technical specifications and tender documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertisement of Tender Notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tender bid flow. It is recommended that suppliers/candidates have a minimum of 30 days to submit their tender |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tender evaluation, clarifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contract negotiations and award |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contract signing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Delivery delay |  |  |  |  |  |  |  |  |  |  |  |  | Depending on commodity | | | | | | | | | |
| Customs clearance |  |  |  |  |  |  |  |  |  |  |  |  | Depending on country | | | | | | | | | |
| Supplier’s delivery time to site |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | |