

## Timescale tracker – Public Contracts Regulations 2015

Version 1.01 February 2015

This document sets out key timescales relating to the main contract award procedures under the Public Contracts Regulations 2015. Please note that it **is only applicable for procurements that were commenced on or after 26 February 2015**; for procurements commenced **before 26 February 2015**, the Public Contracts Regulations 2006 will instead apply (a timescale tracker for procurements under the latter regulations is also available on the procurement portal in the “Document Toolkit” tab).

The overriding requirement when setting timescales 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. You must also take into consideration the general rules around setting of time limits that are set out at [Regulation 47](#) of the Public Contracts Regulations 2015.

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

**Minimum timescales:**

Choice of procedure and stage	Standard timescales	Options for sub-central contracting authorities	Tenders <u>submitted</u> electronically	Requirement is urgent and longer time limit is impractical as a result	PIN published no more than 12 months and no less than 35 days from despatch of contract notice
<b>OPEN</b>					
Despatch of contract notice to receipt of responses	35 days		5 day reduction	Period reduced to 15 days	Period reduced to 15 days
Standstill	10 days				
<b>RESTRICTED</b>					
Despatch of contract notice to receipt of responses	30 days			Period reduced to 15 days	
ITT to receipt of bids	30 days	May agree time-limit with tenderers – in absence of agreement minimum period is 10 days	5 day reduction	Period reduced to 10 days	Period reduced to 10 days
Standstill	10 days				

Choice of procedure and stage	Standard timescales	Options for sub-central contracting authorities	Tenders <u>submitted</u> electronically	Requirement is urgent and longer time limit is impractical as a result	PIN published no more than 12 months and no less than 35 days from despatch of contract notice
<b>COMPETITIVE WITH NEGOTIATION</b>					
Despatch of contract notice to expressions of interest	30 days			Period reduced to 15 days	
ITN to receipt of initial tenders	30 days	May agree time-limit with tenderers – in absence of agreement minimum period is 10 days	5 day reduction	Period reduced to 10 days	Period reduced to 10 days
Standstill	10 days				
<b>COMPETITIVE DIALOGUE</b>					
Despatch of contract notice to expressions of interest	30 days				
Standstill	10 days				
<b>INNOVATION PARTNERSHIP</b>					
Despatch of contract notice to expressions of interest	30 days				
Standstill	10 days				