

Fixed elements - procurement regulations	
CGT Consulting	
HDC Governance	

	May				June				July				August				September				October				November				December	
	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1
Project scoping																														
Participation in procurement team/Board meetings																														
PDG - Briefing document/procurement update																														
Drafting of Eol advert and PQQ																														
Draw up tender documentation*																														
Set PQQ qualifying and award criteria																														
O&S - Briefing document/procurement update																														
Publication in OJEU/other media - Eol advert																														
PQQs sent out/Eols submitted: 30 days																														
Drafting of JV contract																														
Cabinet - Bsuiness Case for approval																														
Evlauation of returned PQQs and shortlisting																														
ITT to selected bidders(30 days - 25 days if electronic)																														
Handling Enquiries																														
Preparation and hosting bidder meeting																														
Evaluation and scoring of bids																														
Notify winning bidder/issue contract award																														
Debrief unsuccessful bidders																														
Standstill (10 days)																														
Mobilisation Preparation																														
Mobilisation Period																														
Contract Start																														

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*Instructions/guidance for tenderers
of the tender
policies, procedures or guidance to be followed
the business will be conducted
differentiate between bidders
let the contract and the rules the tenderers must comply
must be returned
Any relevant supporting information

