

**Minimum timescales for National and EU Procurements
Calendar Days**

PROCEDURE		RECEIPT OF EXPRESSIONS OF INTEREST		RECEIPT OF TENDERS	
NATIONAL (Recommended)					
Open – National		N/a		21 days	
Restricted – National		21 days		21 days	
EU (MINIMUM MANDATORY)					
Procedure	Minimum days for Expressions of Interest	Minimum days for Tenders received in hard copy	Minimum days for Tenders with electronic submission	Minimum days for Tenders w/ PIN published 35 days previous / not more than 12 months	Minimum days for Tenders if urgency invoked <i>With duly substantiated reason for urgency</i>
Open	N/A	35	30	15	15
Restricted	30	30†††	25†††	10	n/a
Accelerated Restricted	15	10†††	10†††	10	n/a
Negotiated Procedure Utilities only	30	10†††	10†††	10	n/a
Accelerated Negotiated UT only	15	10†††	10†††	10	n/a
Competitive procedure with negotiation (CPWN)	30	30	25	10	n/a
Accelerated CPWN	15	10	10	10	n/a
Competitive Dialogue	30	None	None	None	None
Innovation partnership	30	None	None	None	None
Dynamic purchasing system	30	10	10	10	10
Concessions using a single stage procedure	N/A	30	17	17	17
Concessions using a multi-stage procedure	30	22	17	17	17

†††Time limits for receipt of tenders may be set by agreement with all tenderers in both public sector (sub-central) and utility procurement.

How low do you go?

The 2014 Directives allow for very short time limits (less than 10 days) to be applied in certain cases. But is this long enough for bidders to review your requirements and prepare high quality tenders? Will it result in fewer tenders, particularly from SMEs? Careful consideration should be given to these factors when setting the time limits.

There is a general requirement for time limits to be proportionate to complexity of a tender (Article 47).

Extension of Timescales

Under the new Directives, where significant changes are made to the procurement documents (e.g. by way of clarifications being issued) or additional information is provided less than six days prior to the tender deadline (four in an accelerated procedure), the tender deadline **must** be extended by a period which is proportionate to the importance of the information or change.