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

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| **Estimated time schedule for a Negotiated Procedure**  |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| Purchase Request with technical specifications/TOR and the RFQ/RFP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare short List |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RFQ/RFP bid flow. It is recommended that suppliers/candidates have at least 14-30 days to submit their quote |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Receive and evaluate quotations/proposals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Negotiate Contract |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Select contractor and issue purchase order or contract |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Send Letter to unsuccessful suppliers / candidates and publish award notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supplier’s delivery time, transit time, customs clearance, local haulage to end destination and inspection – depending on commodity, country etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Estimated time schedule for a Local Open Tender**  |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| Purchase Request with technical specifications/TOR and tender documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertise Tender Notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tender bid flow. It is recommended that suppliers/candidates have a minimum of 21 days to submit their Tender |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Arrange tender opening, evaluate tenders and request clarifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Select contractor and issue purchase order or contract  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Send Letter to unsuccessful tenderers and publish award notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supplier’s delivery time, transit time, customs clearance, local haulage to end destination and inspection– depending on commodity, country etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Estimated time schedule for an International Open Tender**  |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| Purchase Request with technical specifications/TOR and tender documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertise Tender Notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tender bid flow. It is recommended that suppliers/candidates have a minimum of 30 days to submit their Tender |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Arrange tender opening, evaluate tenders and request clarifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Select contractor and issue purchase order or contract |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Send Letter to unsuccessful tenderers and publish award notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supplier’s delivery time, transit time, customs clearance, local haulage to end destination and inspection – depending on commodity, country etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |