**ANNEX GEN 12: Template for Local Open Tender Work Plan and Time Table**

This template is for internal use and is intended to be used as a check list when preparing the Local Open Tender dossier.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenders for <insert title>** | | | |
| **Action** | **Responsible** | **Done latest by** | **Done or pending** |
| Draft specifications and tender dossier |  |  |  |
| Approval of specifications and tender dossier |  |  |  |
| Publish Tender Notice |  |  |  |
| Submit tender dossier to suppliers electronically in PDF format. Supplier can also request the documents by email or courier. The dossier shall be available on the date of publishing the Tender Notice. |  |  |  |
| Suppliers deadline for request for clarification |  |  |  |
| Contracting Authority’s deadline for issuing clarifications |  |  |  |
| Deadline for submission of tenders |  |  |  |
| Preparatory session in the Procurement Committee |  |  |  |
| Tender opening session |  |  |  |
| Evaluation start |  |  |  |
| Request for clarifications to suppliers (if required) |  |  |  |
| Evaluation completed |  |  |  |
| Notification of award to successful tender |  |  |  |
| Notification to all tenders by means of an award notice (no later than 5 days after the decision is made) |  |  |  |
| Draft contract |  |  |  |
| Contract signature (no earlier than 7 days after issuing award notice) |  |  |  |
| Check validity of prepayment guarantee and performance guarantee, if required |  |  |  |
| Publish Award Notice |  |  |  |
| Inspect and receive goods |  |  |  |
| Issue payment |  |  |  |