

EC PROCUREMENT DIRECTIVES

SUMMARY OF THRESHOLDS AND MINIMUM TIME SCALES

FOR CALENDAR YEARS 2004 AND 2005

	Supplies	Services	Works
Prior Indicative Notice (PIN)	£485,481	£485,481	£3,834,411
Contract Notice	£153,376	£153,376	£3,834,411
Small Lots Exemption	Not Applicable	£51,785	£647,308

(All values are net of VAT)

MINIMUM TIME LIMITS

Open Procedure*	52 calendar days between despatch of notice to the Official Journal and closing date for the receipt of tenders. Tender documents to be issued within 6 days of request
Restricted Procedure*	37 calendar days between despatch of notice to the Official Journal and closing date for requests to participate. 40 days from despatch of tender to return of tender.
Negotiated Procedure	37 calendar days between despatch of notice to the Official Journal and closing date for applicants to register interest.
Accelerated Procedure	15 days for applicants to register interest. 10 days from despatch of tender to return of tender. <i>This procedure may only be used in cases of genuine urgency and there are specific limited criteria for using this process.</i>

Potential to reduce time scales with PIN:*Restricted Procedure**

The time limit laid down for receipt of tenders (minimum 40 days) may be reduced to not less than 26 days provided a prior information notice (PIN) has been sent to the EU within a minimum period of 52 days and a maximum period of one year.

Open Procedure

The time limit laid down for receipt of tenders may be replaced by a period sufficiently long enough to permit responsive tendering, which shall, as a general rule, be not less than 36 days and in any case not less than 22 days, provided a prior information notice (PIN) has been sent to the EU within a minimum period of 52 days and a maximum period of one year.

Part A and Part B Services

For EU procurement purposes, services are classified as either “priority” Part A or “residual” Part B. All Part A service contracts that exceed the EU threshold must be tendered in accordance with the EU Directives. Part B services are not subject to the requirements for advertising, although it is good practice to use the prescribed timescales to allow adequate time for responses. However, when a contract is awarded for a Part B service, a contract award notice must be sent to the OJEU.

Where there is a contract for both a Part A and a Part B service then you will need to decide which takes precedence. Where the Part A service element is the greater proportion then all the provisions of the EU Directive will apply. Where the part B service element is the greater then you may follow the less prescribed process for Part B services.