

5th September 2016

Dear Applicant,

Many thanks for expressing an interest in the provision of the **Water Hygiene Monitoring services contract for Lewes District Council (LDC) & Eastbourne Borough Council (EBC)**.

The Procurement will follow the restricted procedure with the following expected timeline. These timelines are issued as guidance only and are subject to change at the sole discretion of LDC & EBC:

Advert Published - OJEU	31 st August 2016
PQQ Released:	5 th September 2016
Last date for PQQ Clarifications	30 th September 2016
PQQ Return Deadline:	5 th October 2016
PQQ Evaluations:	6 th – 12 th October 2016
PQQ Results:	13 th October 2016
ITT Issued:	17 th October 2016
ITT Return Deadline:	Noon 16 th November 2016
ITT Evaluations:	17 th – 25 th November 2016
Clarifications	28 th – 30 th November 2016
Site Visits/Supplier Presentations:	29 th November 2016
Internal decision for ratification	2 nd December 2016
Provisional Award	5 th December 2016
15 Day Standstill Ends:	22 nd December 2016
Award Contract:	4 th January 2017
Mobilisation Begins	5 th January 2017
Contract Start Date:	00.01am 6 th March 2017

The first stage of the process is for you to complete a Pre-Qualification Questionnaire (PQQ). The purpose of this PQQ is to assess the economic and financial standing of the Applicant along with their technical and professional ability. Using the scores from the PQQ's, a short-list will then be drawn up of the Applicants to be invited to tender.

The PQQ's will be evaluated shortly after the closing date and 5-7 shortlisted Applicants will then be invited to tender based upon the highest scores as assessed (based upon the scoring contained within the PQQ).

We request that you do not send any promotional material with your PQQ.