**Appendix E**

# PROCUREMENT TIMETABLE

1. The proposed period of the contract would be from the start date agreed once the tender has been awarded. It is hoped that the contract start date would be in September 2020 – if this procurement proceeds in full and the contract is intended to run until January 2021.
2. A timetable for the selection process is detailed below in Table 1 (please note these dates may be varied at the council’s own discretion). The council retains the right to suspend this procurement process and/or not continue with the tender process at any point at its own discretion. The standard terms and conditions applicable to this contract are included in Appendix A.

Table 1

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 28th August 2020 |
| Deadline for receiving questions and clarifications[[1]](#footnote-1) | 12pm (noon) on 11th September 2020 |
| Proposal submission deadline | 12pm (noon) on 18th September 2020 |
| Selection | Evaluation Period | 18th to 22nd September 2020 |
| Successful applicant selected and confirmed | 23rd September |
| Contract Commencement | Successful applicant commences contract | 30th September 2020 |

**Clarification question and Tender submission**

1. All clarification questions and tenders should be submitted via email to Amy Tanner [atanner@lambeth.gov.uk](mailto:gandrews@lambeth.gov.uk) by the relevant deadline (as per table 1 above).

1. To be sent to officer contact as included within the Request for Quotation [↑](#footnote-ref-1)