**Contract Notice - Procurement Timetable (Attachment 4)**

The indicative timetable for this Procurement is set out in the table below.

This timetable may be changed by the Authority at any time. Changes to any of the dates will be made in accordance with the Regulations (where applicable). You will be informed through the e-Sourcing Suite if the Authority decides that changes to this timetable are necessary.

For full Procurement Timetable please refer to paragraph 4.

Potential Provider should note, you are required to complete and returned a signed Non Disclosure Agreement (Attachment 14 of Invitation to Tender document suite) by 13:00hrs on Thursday 30th November 2017 in order to secure a Data Set review appointment. Potential Providers, who do not sign and return a signed Non Disclosure Agreement by this date will be unable to secure a Data Set review appointment.

Potential Providers should note, The Authority will conduct a webinar for any Potential Provider who submitted a Tender for RM3829 – Public Sector Travel and Venue Solutions, to outline the differences in the Tender documentation. Confirmation of the date and time of the webinar and registration details will be issued via the e-Sourcing Suite by close of play Friday 1st December 2017. Any changes to this date will be communicated accordingly through the e-Sourcing Suite.

| **DATE** | **ACTIVITY** |
| --- | --- |
| 22/11/2017 | Dispatch of the OJEU Notice |
| 24/11/2017 | Clarification period starts |
| 30/11/2017 13:00hrs BST | Non Disclosure Agreement – Attachment 14 to be returned to secure a Data Set review appointment |
| 04/12/2017 to 07/12/2017 | Data Set Review Dates |
| w/c 04/12/17 | Webinar |
| 14/12/2017 15:00 hrs BST | Clarification period closes (“**Tender Clarifications Deadline**”) |
| 21/12/2017 | Deadline for the publication of responses to Tender Clarification questions |
| 09/01/2018 14:00hrs BST | Deadline for submission of Tenders to the Authority (“**Tender Submission Deadline”)** |