



Directorate Policy Development and Programme Implementation

Procurement Policy Note # 13

Extended Recess Periods – Prolongation of CfT Deadline

Date issued: 25.03.2015

1 Purpose

Facilitating the submission of tenders during extended recess periods.

2 Organisational Scope

This is a Government-wide policy. It shall apply to all Ministries/Departments/Entities falling under Schedule 1 of the Public Procurement Regulations.

3 Definitions

Periodic Indicative Notice - means the EU prior information notice referred to in regulation 49 of the Subsidiary Legislation 174.04 (L.N. 296/2010 - Public Procurement Regulations).

4 Policy Content and Guidelines

It has come to the Department of Contracts' (DoC) attention that a number of Economic Operators are encountering difficulties in tendering for public Calls for Tender (CfT) during extended recess periods. This is particularly the case for Easter, Santa Maria and Christmas time.

In order to pursue maximisation of the number of tenders submitted, tendering periods within which such a recess falls are to be extended by a minimum of seven (7) calendar days. The length of this prolongation depends on the particular nature of the CfT in question as long as it shall not be less than seven (7) calendar days.

For instance, in 2015, where Easter Sunday will be falling on the 4th of April, any tender which has its publication period spanning over the 29th of March and the 10th of April shall have same publication period extended by a minimum of seven calendar days.

Furthermore, Contracting Authorities are being encouraged to make use of Prior Information Notices (PIN) as a pro-active means to ensure that a CfT has enough market exposure to guarantee a healthy procurement process while at the same time allowing shorter tendering period.

This Policy Note applies to **all** Calls for Tender, published departmentally or through the DoC.

5 Effective

Immediate.

6 Legislative Compliance

NIL

7 References

NIL

8 Appendices

NIL

9 Other related policy notes published

NIL