



Directorate Policy Development and Programme Implementation

Procurement Policy Note #16

Delivery Lead Time for provision of Supplies

Date issued: 10.08.2015

1 Purpose

The scope of this Procurement Policy Note is to facilitate and increase SMEs participation in public procurement by allowing Economic Operators more considerate delivery lead times for the provision of supplies through public contracts.

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 – Subsidiary Legislation 174.04.

3 Definitions

Current local thresholds for departmental tenders:

- ↳ Locally and EU co-funded tenders below €120,000 excl. VAT

4 Policy Content and Guidelines

- i. Economic Operators who have been awarded public supply contracts, independently of the type of procurement procedure used, are to be given at least three weeks notice for the delivery of the said supplies.
- ii. This policy applies to all supply contracts whose value does not exceed the thresholds.
- iii. If the tender allows submission for *one lot, any lot or all of the lots*, the aggregate value of the individual lots that have been tendered for are to be taken in consideration.

- iv. This policy does not apply in cases where it is stipulated beforehand, in the tender document, that supplies are of an urgent matter. Such instances should be kept to the bare minimum and should be considered as an exception and not the rule.

5 Effective

Immediate

6 Applicability

All departmentally published Calls for Tender or Calls for Quotation

7 Legislative Compliance

Nil

8 References

Nil

9 Appendices

Nil

10 Other related policy notes published

Nil