**INDICATIVE LEAD TIMES FOR PROCUREMENT PLANNING**

**PROCUREMENT CATEGORY: GOODS, WORKS AND NON-CONSULTANCY SERVICES**

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| **SECTION A: NATIONAL COMPETITIVE BIDDING** | | |
| **No.** | **Processes** | **Lead time** |
| 1. | Preparation of Technical Specification, BOQ, Drawings | At least three (3) weeks before the start of the process |
| 2. | Preparation of bidding document | 1 to 3 weeks |
| 3. | PC Approval - Bidding Document | 1- 2 weeks |
| 4. | Bid invitation & Release of Bid Document | at most 1 week |
| 5. | Bid Submission and public opening | at least four weeks |
| 6. | Submission of Bid Evaluation Report | 1 to 3 weeks |
| 7. | PC Approval - Bid Evaluation Report | 1- 2 weeks |
| 8. | Contract award and signing | 2-4 weeks |
| 9. | Advance payment | 2 -4 weeks |
| 10. | Delivery & Inspection (Goods)/Substantial Completion (Works) | at least 2 weeks for Goods and At least 12 weeks for Works |
| 11. | Acceptance and Final payment | at least 4 weeks for Goods and At least 24 weeks for Works |

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| **SECTION B: INTERNATIONAL COMPETITIVE BIDDING** | | |
| **No.** | **Processes** | **Lead time** |
| 1. | Preparation of Technical Specification, BOQ, Drawings | At least three (3) weeks before the start of the process |
| 2. | Preparation of bidding document | 1 to 4 weeks |
| 3. | PC Approval - Bidding Document | 1- 2 weeks |
| 4. | Bid invitation & Release of Bid Document | 1 to 2 weeks |
| 5. | Bid Submission and public opening | at least six weeks |
| 6. | Submission of Bid Evaluation Report | 1 to 4 weeks |
| 7. | PC Approval - Bid Evaluation Report | 1- 3 weeks |
| 8. | Contract award and signing | 2-4 weeks |
| 9. | Advance payment | 2 -4 weeks |
| 10. | Delivery & Inspection (Goods)/Substantial Completion (Works) | 4 -10 weeks for Goods and At least 56 weeks for works |
| 11. | Acceptance and Final payment | at least 4 weeks for Goods and at least 48 weeks for Works |

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| **SECTION C: REQUEST FOR QUOTATIONS** | | |
| **No.** | **Processes** | **Lead time** |
| 1. | Preparation of Technical Specification, BOQ, Drawings | At least two (2) weeks before the start of the process |
| 2. | Preparation of bidding document | 1 to 2 weeks |
| 3. | PC Approval - Bidding Document | at most 1 week |
| 4. | Bid invitation & Release of Bid Document | at most 1 week |
| 5. | Bid Submission and public opening | at least 1 week |
| 6. | Submission of Bid Evaluation Report | 1 to 2 weeks |
| 7. | PC Approval - Bid Evaluation Report | 1- 2 weeks |
| 8. | Contract award and signing | 1 - 4 weeks |
| 9. | Advance payment | 2 -4 weeks |
| 10. | Delivery & Inspection (Goods)/Substantial Completion (Works) | at least 1 week for Goods and at least 8 weeks for Works |
| 11. | Acceptance and Final payment | at least 2 weeks for Goods and at least 4 weeks for Works |

**Note:** For Delivery and Final Payment under the Non-Consulting Service category of procurement, it is important to know that the duration of the contract is dependent upon the kind of service. The duration might be shorter for services such as Catering and longer for those such as Insurance. Hence, it is worthwhile to leave this open and insert a lead time based on the duration of the service.

**PROCUREMENT CATEGORY: CONSULTANCY SERVICES**

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| **SECTION A: QUALITY AND COST BASED SELECTION (QCBS)** | | |
| **No.** | **Processes** | **Lead time** |
| 1. | Preparation of Terms of Reference | At least three (3) weeks before the start of the process |
| 2. | Preparation of Request for Expression of Interest (REOI) | At most 1 week |
| 3. | PC Approval - TOR & REOI | 1 - 2 weeks |
| 4. | Publication of REOI | at most 1 week |
| 5. | REOI Closing and public opening | at least three weeks |
| 6. | Submission of Bid Evaluation Report | 1 to 2 weeks |
| 7. | PC Approval - Bid Evaluation Report/Shortlist | 1 - 2 weeks |
| 8. | Preparation of Request for Proposals (RFP) | 2- 4 weeks |
| 9. | PC Approval – Final ToR and RFP | 1 - 2 weeks |
| 10. | Invitation of Proposals | 1 - 2 weeks |
| 11. | Proposal submission and Technical Opening | at least 4 weeks |
| 12. | Opening of Financial Proposal | 2 – 4 weeks |
| 13. | Submission of Technical and Financial Evaluation Report | 1 – 2 weeks |
| 14. | PC Approval – Combined Evaluation Report | 1 - 2 weeks |
| 15. | Negotiations | 2 – 4 weeks |
| 16. | Contract Award & Signing | 2 – 4 weeks |
| 17. | Contract Completion (Final Report) | At least 12 weeks |
| 18. | Final payment | At least 4 weeks |

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| **SECTION B: QUALITY BASED SELECTION (QBS)** | | |
| **No.** | **Processes** | **Lead time** |
| 1. | Preparation of Terms of Reference | At least three (3) weeks before the start of the process |
| 2. | Preparation of Request for Expression of Interest (REOI) | 1 - 2 weeks |
| 3. | PC Approval - TOR & REOI | 1- 2 weeks |
| 4. | Publication of REOI | at most 1 week |
| 5. | REOI Closing and public opening | at least three weeks |
| 6. | Submission of Bid Evaluation Report | 1 to 2 weeks |
| 7. | PC Approval - Bid Evaluation Report/Shortlist | 1- 2 weeks |
| 8. | Preparation of Request for Proposals (RFP) | 3 - 4 weeks |
| 9. | PC Approval – Final ToR and RFP | 2 - 4 weeks |
| 10. | Invitation of Proposals | at least 2 weeks |
| 11. | Proposal submission and Technical Opening | at least 4 weeks |
| 12. | Submission of Technical Evaluation Report | 2 – 4 weeks |
| 13. | PC Approval – Technical Evaluation Report | 1 – 2 weeks |
| 14. | Invitation and Opening of Financial Proposal | 2 – 4 weeks |
| 15. | Negotiations | 3 – 6 weeks |
| 16. | Contract Award & Signing | 2 – 4 weeks |
| 17. | Contract Completion (Final Report) | At least 20 weeks |
| 18. | Final payment | At least 8 weeks |

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| **SECTION C: LEAST COST SELECTION (LCS) & FIXED BUDGET SELECTION (FBS)** | | |
| **No.** | **Processes** | **Lead time** |
| 1. | Preparation of Terms of Reference | At least three (3) weeks before the start of the process |
| 2. | Preparation of Request for Expression of Interest (REOI) | 1 to 3 weeks |
| 3. | PC Approval - TOR & REOI | 1- 2 weeks |
| 4. | Publication of REOI | at most 1 week |
| 5. | REOI Closing and public opening | at least three weeks |
| 6. | Submission of Bid Evaluation Report | 1 to 2 weeks |
| 7. | PC Approval - Bid Evaluation Report/Shortlist | 1- 2 weeks |
| 8. | Preparation of Request for Proposals (RFP) | 2 - 4 weeks |
| 9. | PC Approval – Final ToR and RFP | 1 - 3 weeks |
| 10. | Invitation of Proposals | at least 1 week |
| 11. | Proposal submission and Technical Opening | at least 3 weeks |
| 12. | Opening of Financial Proposal | 2 – 4 weeks |
| 13. | Submission of Technical and Financial Evaluation Report | 1 - 2 weeks |
| 14. | PC Approval – Combined Evaluation Report | 1 – 2 weeks |
| 15. | Negotiations | 2 – 4 weeks |
| 16. | Contract Award & Signing | 2- 4 weeks |
| 17. | Contract Completion (Final Report) | At least 12 weeks |
| 18. | Final payment | At least 4 weeks |

**Note:** For Restricted Bidding method, the same lead time for NCB and ICB shall apply based on the threshold (estimated cost) of the procurement except in an instance where the Commission approves a reduction in the lead time for a particular procurement on application by a Procuring Entity. For Single Source, the circumstances surrounding the procurement will indicate the require lead time.