

Solicitation Periods – Posting Timelines for Tenders

A procuring entity shall, consistent with its own reasonable needs, provide sufficient time for suppliers to prepare and submit requests for participation and responsive tenders, considering such factors as:

1. The nature and complexity of the procurement.
2. The extent of subcontracting anticipated; and
3. The time necessary for transmitting the tenders by non-electronic means from foreign as well as domestic points where electronic means are not used.

DOMESTIC PROCUREMENT PRACTICES FOR POSTING	Period for submission of tender
For procurements that are not subject to any trade agreements , the solicitation period (whether publicly advertised or not)	<p>Minimum of 15 calendar days either from the date the requirement is posted publicly, or, in the case of procurements not publicly advertised, from the date the solicitation is released, unless there is an urgency.</p> <p>The solicitation period for <u>low dollar value</u> procurements may be less than 15 calendar days, as appropriate for efficiency and cost effectiveness.</p> <p><i>*These are minimum posting timelines. Procurement can post for longer - 45 days.</i></p>
<p>For procurements subject to the CFTA (Article 511: Time Periods)</p> <p>A procuring entity shall, consistent with its own reasonable needs, provide a reasonable period for suppliers to prepare and submit responsive tenders, considering factors such as:</p> <ol style="list-style-type: none"> (a) the nature and complexity of the procurement (b) the extent of subcontracting anticipated (c) time necessary for transmitting tender docs by non-electronic means 	<p>No minimum posting time required, <u>however</u> postings must be for a reasonable period for vendors to prepare and submit responsive tenders.</p> <ul style="list-style-type: none"> • 15 days (standard) • Desperately 30 days (complex)
International Trade Agreement Procurement Practices (For procurements subject to one or more) CETA, CPTPP, WTOGPA, TCA	Period for submission of tender
For procurements subject to CETA or under the applicable International Trade Agreements, the minimum posting period is: (Article 19.10 – Time-periods)	Not less than 40 calendar days from date of publication of the solicitation opportunity. However , a procuring entity may reduce the time-period for responses by 5 days for each one of the following circumstances :
Minimum solicitation period may be further reduced to:	
The solicitation opportunity is published by electronic means	Reduced by 5 days
If bids are received electronically	Reduced by 5 days
If tender document is posted at same time as the procurement notice	Reduced by 5 days
If previously published notice of planned procurement (has specific requirements to apply this correctly)	Reduced by 10 days
The procuring entity previously published a “notice of planned procurement” between 40 days and 12 months of the notice of intended procurement	15 days
The procurement is open only to suppliers that have pre-qualified	Set by mutual agreement of the procuring entity and the qualified suppliers. In the absence of agreement, the minimum is 10 days .
The procurement is for commercial goods or services	13 calendar days or, if tenders are accepted electronically, to a minimum of 10 calendar days.
When establishing a one-time or permanent list of qualified suppliers , the prequalification period must always be a reasonable period for suppliers to prepare and submit their qualifications.	25 days (for submission of request for participation ie Standing Offers)
Procurement taking is place in a situation of duly substantiated URGENCY .	10 days
Solicitation documents may be modified by the Contracting Authority by the issuance of a formal addendum:	<ul style="list-style-type: none"> • Not less than 5 business days for major changes • 3 business days for minor changes before the bid closing time.