

Edinburgh Napier University Procurement Timelines

1 Above EU Threshold [2 Stage]
166 Days

Start	ESPD & ITT PREP 28 Days	Issue ESPD	ESPD PHASE & ITT FINALISATION 30 Days	ESPD Return	ESPD EVALUATION 28 Days	Issue ITT	TENDER PHASE 30 Days	ITT Return	EVALUATION PHASE 28 Days	Standstill	STANDSTILL 15 Days	Award
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2 Above EU Threshold [Single Stage]
112 Days

Start	ESPD & ITT PREP 28 Days	Issue ITT	TENDER PHASE 35 Days	ITT Return	EVALUATION PHASE 28 Days	Standstill	STANDSTILL 15 Days	Award
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3 Sub EU Threshold & above £50K
95 Days

Start	ESPD & ITT PREP 28 Days	Issue ITT	TENDER PHASE 35 Days	ITT Return	EVALUATION PHASE 28 Days	Award
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4 ITQ £25K - £50K
46 Days

Start	ITQ PREP 14 Days	Issue ITO	QUOTE PHASE 14 Days	ITO Return	EVALUATION PHASE 14 Days	Award
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5 ITQ £12.5K - £25K
25 Days

Start	ITQ PREP 7 Days	Issue ITQ	QUOTE PHASE 7 Days	ITO Return	EVALUATION PHASE 7 Days	Award
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Further Competitions - Please note that Further Competitions (Mini Comps) under existing Framework Agreements are subject to separate guidelines and governance arrangements. Should you require to undertake a further competition please contact the Procurement Team before

EU Thresholds - The EU thresholds as at 01/01/2020 are as follows; Supplies & Services: £189,330, Works: £4,733,252

ESPD - The European Single Procurement Document (ESPD) replaces the Standard Pre-Qualification Questionnaire (sPQQ) and must be used for all regulated procurements (above £50K) which begin on or after 18 April 2016.