

Issue Documents

This section provides guidance about the tender stage of the procurement process and the necessary documentation.

Timescales for each procedure differ and are outlined in their respective stations.

Quickfire Guide

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Issuing Documents Criteria

Access to the tender Procurement Documents must be:

- On the internet;
- Unrestricted;
- With full direct access;
- Free of charge.

. These documents must be accessible from the date of publication of a Contract Notice.

For the **Restricted Procedure** only suppliers who have passed the procedure selection stage will be allowed to tender.

As with all aspects of the Procurement Journey, the activities at this stage must be carried out in a carefully managed manner that supports the **Principles of Procurement**.

It is your responsibility to ensure the above requirements are met.

Guidance on conduct is therefore contained within the subsequent Issue Documents stations.

Consideration must also be given to **Planning**, **Sustainable Procurement** and **Risk Management** throughout the following stages of the Journey.