

Key Dates for GETS and Property Procurement Timeframes for 2023-2024 End of Year Period

Key Dates for GETS

The Government Electronic Tender Service (GETS) will be online during the end of year period. However, the following restrictions apply:

Details	Dates
GETS Coordinators (TPHM Procurement inbox) unavailable for: <ul style="list-style-type: none"> • Reviewing and publishing tenders • Unlocking GETS e-tender boxes • Procurement officer registrations • Answering procurement queries 	Monday 18 December 2023 - Friday 5 January 2024
GETS Helpdesk (MBIE) unavailable	Friday 22 December 2023 - Wednesday 3 January 2024
Dates not to be counted as business days for the purpose of calculating the minimum period for publication of tenders	Monday 18 December 2023 - Friday 5 January 2024

Property Procurement Timeframes

Please refer to the following school property procurement timeframes over the end of year period.

This guidance contains information for both **Ministry-led** and **school-led** and **Ministry-led** procurements, so make sure that you refer to the information that applies to you.

These timeframes are built around having your contract ready to be signed by a set date – if you miss this date, you will likely not have your contract signed in time.

The timeframes reflected in this list are based on the average time required to process the contract in each category.

Keep in mind that the end of year period is a very busy time. **Please allow contingency beyond these set timeframes** if possible, especially if your contract is non-standard and requires bespoke drafting.

Note that the last two weeks in December 2023 need to be reserved for only the most urgent contracts and some site mobilisation pre-Christmas.

MINISTRY-LED PROCUREMENTS

Tendering timeframes

	What	Deadline
Contract to be Executed in 2023	Last day to release a direct/closed tender for a 3910/3916/complex CCCS	Friday 29 September 2023
	Last day to release a direct/closed tender for anything else	Monday 16 October 2023
	What	Deadline
Contract to be Executed in 2024	Last day for a procurement plan to be fully approved for a tender to be released in 2023	Wednesday 6 December 2023
	Last day for a tender to be released in 2023	Thursday 14 December 2023
	First day for a tender to be released in 2024	Tuesday 23 January 2024
	Last day for a tender to close in 2023	Monday 11 December 2023
	First day a tender can close in 2024	Wednesday 31 January 2024
	Last day for site visits in 2023	Thursday 14 December 2023
	First day a site visit can occur in 2024	Tuesday 30 January 2024

NOTES:

- 'Tender' includes all direct source, closed and open procurements (whether RFQ, RFP or RFT).
- Alongside the above, there are mandatory closure periods for GETS and site visits to recognise the shutdown period across the industry.
- These recommendations are based on current average turnarounds across the country.

Contracting timeframes

Contract Type	Last day to submit a Rec Report for a contract to be executed in 2023	Last day to have the contract approved in 2023 for it to be executed in 2024
SFA (<\$50k, through DocuSign)	Wednesday 6 December 2023	
CCCS (standard, through DocuSign)	Wednesday 6 December 2023	Friday 8 December 2023
Minor Works (through DocuSign)	Wednesday 6 December 2023	
Medium Works (through DocuSign)	Wednesday 6 December 2023	Friday 8 December 2023
Major Works (standard through DocuSign, 3910, 3916 & ECI)	Thursday 23 November 2023	Thursday 30 November 2023
LOIs	Friday 8 December 2023	

SCHOOL-LED PROCUREMENTS

Schools and project managers acting for schools must follow the below tendering timeframes as the end of year holiday period affects all suppliers across both Ministry-led and school-led infrastructure projects.

	What	Deadline
Contract to be Executed in 2023	Last day to release a direct/closed tender for a 3910/3916/complex CCCS	Friday 29 September 2023
	Last day to release a direct/closed tender for anything else	Monday 16 October 2023
	What	Deadline
Contract to be Executed in 2024	Last day for a procurement plan to be fully approved for a tender to be released in 2023	Wednesday 6 December 2023
	Last day for a tender to be released in 2023	Thursday 14 December 2023
	First day for a tender to be released in 2024	Tuesday 23 January 2024
	Last day for a tender to close in 2023	Monday 11 December 2023
	First day a tender can close in 2024	Wednesday 31 January 2024
	Last day for site visits in 2023	Thursday 14 December 2023
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NOTES:

- 'Tender' includes all direct source, closed and open procurements (whether RFQ, RFP or RFT).
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- These recommendations are based on current average turnarounds across the country.

All tenders that will be open over the December 2023 to January 2024 period must include information on the dates when the Procurement Officer will be unavailable.

Procurement Officers should be mindful that many of our suppliers take holidays until early or mid-January. It is recommended that tenders published in December 2023 or January 2024 are open for one to three weeks longer than the minimum requirement to increase the potential of receiving the optimal number of quality responses.

Questions and feedback

Please direct questions or feedback to:

TPHM.Procurement@education.govt.nz