

Dear

**Freedom of Information Act request**

In response to your recent request for information. Your request has been dealt with under the Freedom of Information Act 2000 and we can today provide you with a response to your request.

Our response to your request is as follows:

*1. Which Department within the GLA is responsible for the purchase of building access cards and staff passes?*

Facilities Management Unit, Security and Operation.

*2. What type of building access cards does the GLA use? i.e. are they Magnetic stripe, Mifare or other smart technology?*

TDSI proximity card.

*3. What is the procurement process for these items? i.e. does the GLA advertise on a procurement portal or simply request quotations from 3 suppliers?*

The GLA's procurement function is managed by Transport for London (TfL). If you would like to express an interest in trading with the GLA and view documents relating to tendering opportunities please visit the TfL website <https://tfl.gov.uk/corporate/publications-and-reports/procurement-information>

Full information about on how to register as a supplier for the GLA may be found on our website at [www.london.gov.uk/procurement](http://www.london.gov.uk/procurement) . For general information about procurement for the GLA please contact the TfL Procurement Team on 0845 303 5100 or by email: [eprocurement@tfl.gov.uk](mailto:eprocurement@tfl.gov.uk)

In the case of low value purchases 3 quotes are obtained.

*4. Does the GLA print and encode cards in house or is this outsourced?*

A combination of bespoke outsourced and in-house printing and coding.

*5. How much has the GLA spent on building access cards over the past 2 years?*

£2750+VAT

*6. On average how many cards does the council order over the course of a year?*

On average circa 300 per year but there are peaks following Mayoral and Assembly elections

If you have any questions, please contact us quoting the reference MGLA310517-3547.

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at: <https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

Yours sincerely,