

## 1. Fairness and transparency

- You must be transparent and treat all potential suppliers fairly and equally throughout the process.
- You should draft external documents so that all organisations can understand and bid against them.
- The GLA has committed to publishing all its contracts publicly (with redactions where needed). Although TfL Commercial will manage this process, you'll need to provide contract documents and extra information to help you meet your transparency obligations.
- Under the Public Contracts Regulations 2015 some procurements may require the publication of notices in the Official Journal of the European Union (OJEU) and/or on Contracts Finder. TfL Commercial can advise you and manage this process.
- Transparency is required for audit purposes. That means there must be a clear audit trail.

<p>6. <b>Invite to tender.</b> Invite a minimum of three organisations to quote for your tender.</p>	<p>Use the <a href="#">Request for Quotation (RFQ)</a> to invite organisations to quote for a tender and also attach the <a href="#">Form of Quotation</a> referred to in the RFQ.</p> <p>All procurements over £25k (including those above threshold) must advertise on <a href="#">Contracts Finder</a>. This does not apply if you are using a framework or a pre-chosen list of suppliers (you know which three or more suppliers you want to approach).</p>
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## Contracts Finder

Contracts Finder is an online platform designed to connect businesses with public sector contract opportunities. All procurements over £25k (including those above threshold) must advertise on Contracts Finder. That is unless you are using a framework or a pre-chosen list (you know the three or more suppliers you want to approach). Where a contract is also being advertised on Official Journal of the European Union (OJEU). The OJEU notice must be posted *before* the opportunity is advertised on the Contracts Finder. Details of all awarded contracts must also be published on Contracts Finder. TfL Commercial advise on and manage advertising in OJEU and on Contracts Finder where required.

£25k - £50k	ADD	Required - contact early	Required	Required if >£100k	Use framework or minimum 3 quotes required Must be advertised on <b>Contracts Finder</b> (unless using a framework or pre-selection list of suppliers) - Pre-agreed award criteria Must be managed through the e-Tendering portal	Will be considered, but must be discussed upfront (the higher the value, the less likely to be approved) Must be approved in the ADD / DD and requires a Single Source Justification document	Required	The quotes Single Source Justification (if using) Procurement Engagement Form Transaction Award Report GLA approval document (ADD or DD)	3-6 months depending on complexity and route to market. Faster if using a framework
£50 - £150k	DD								