

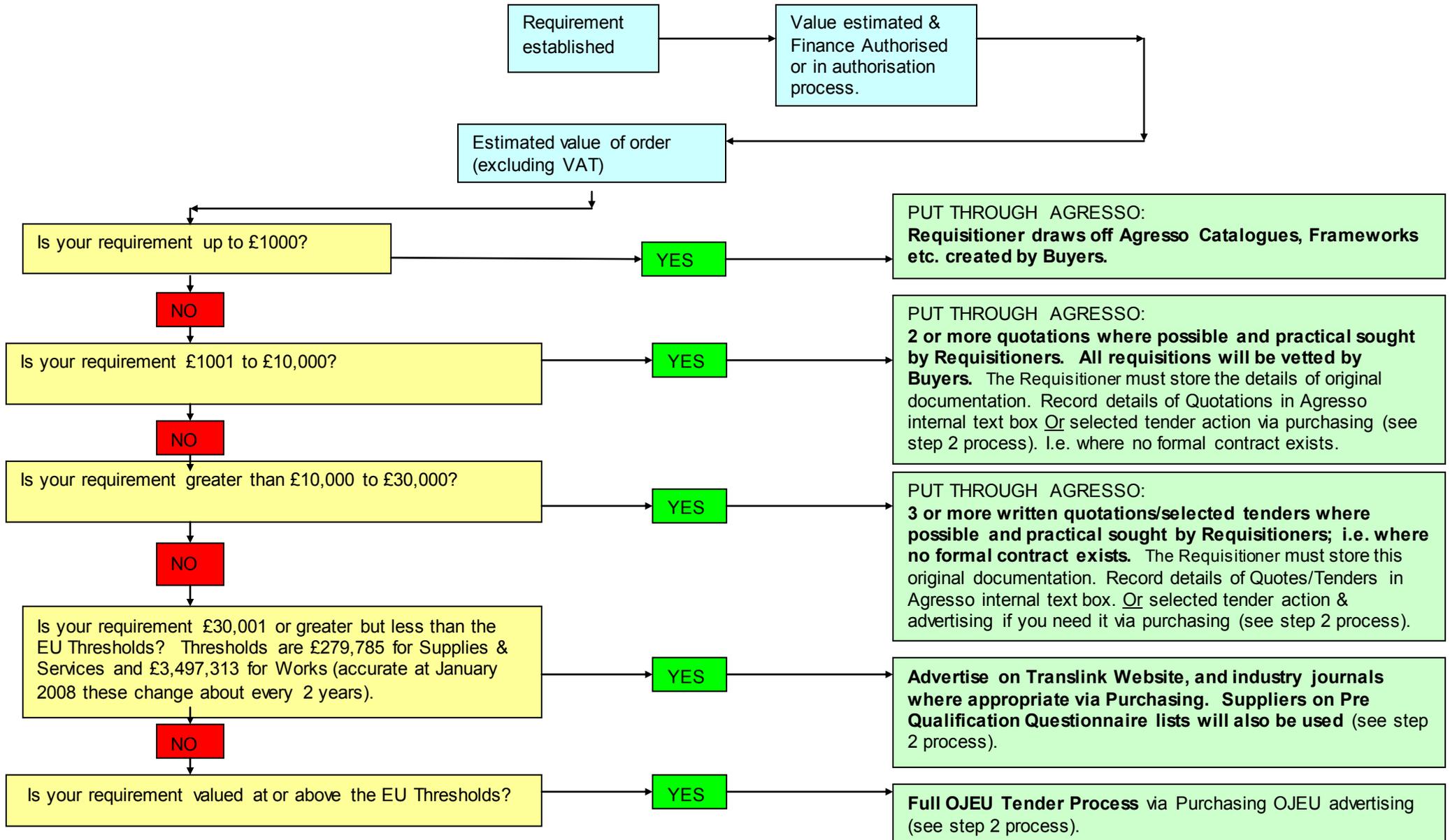
Starting the Procurement Process

Step 1 - What do I do?

What is a quotation? A quotation is when you have a straight forward requirement to which you can get a price/delivery date and just say 'Yes I will go with that' (it is usually on a suppliers terms & conditions according to the CPD definition so care should be taken (unless the Purchasing Department advises against it) to request that the quotation is made on Translink Terms instead consequently turning it technically into the CPD definition of a 'Tender'.)

What is tender action? Tender action is usually automatically used when you have a **more** complex requirement and you need to evaluate evidence that the suppliers are capable and Invitation(s) to Tender are issued these will normally be based on Translink Terms and Conditions.

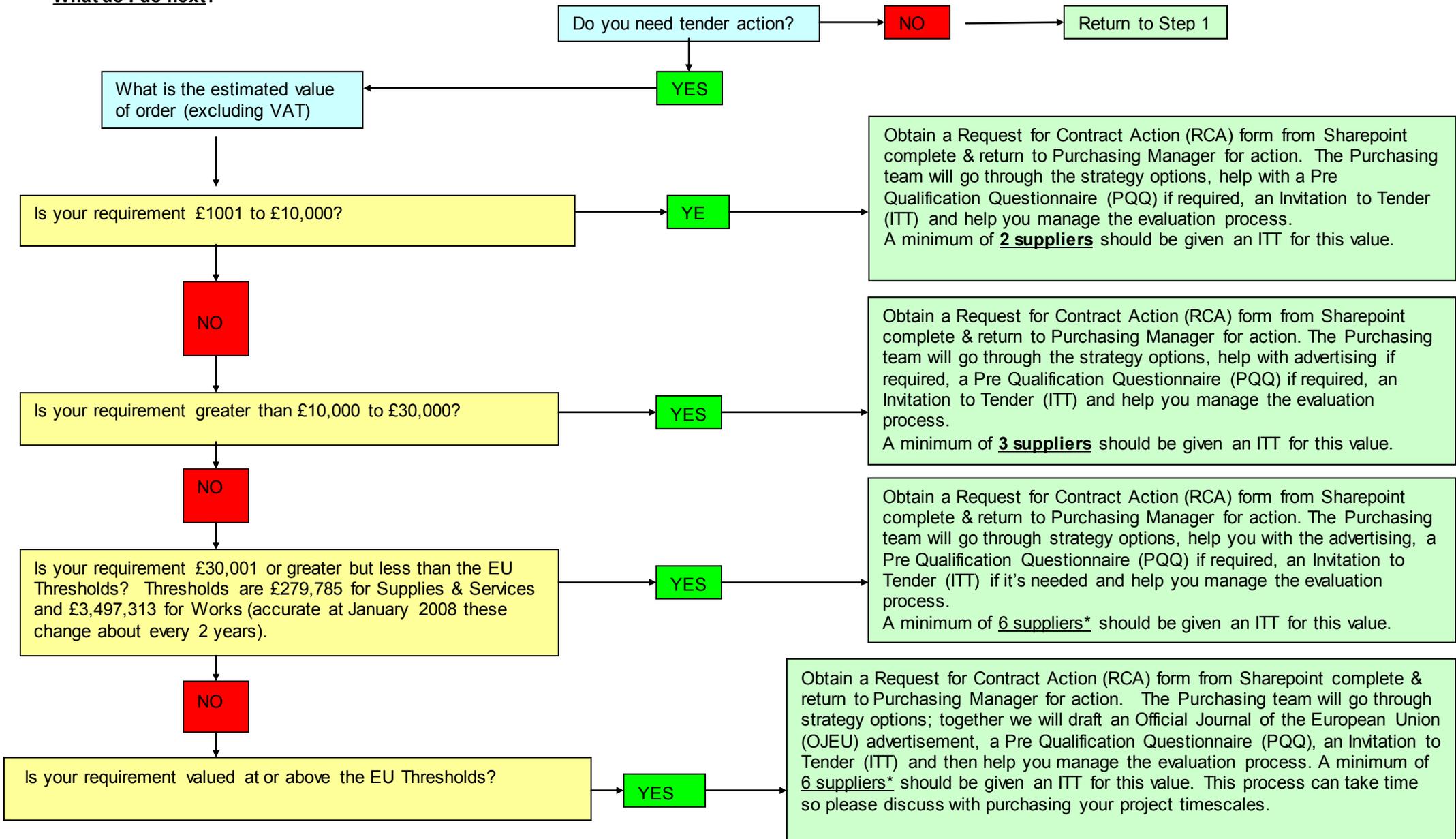
"All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years" (Note 5 of the Memorandum 28/07/06 as amended 21/05/08).



* If possible and deemed appropriate by the Purchasing Department

The Procurement Process Step 2 - I need tender action

What is tender action? Tender action is when you have a complex requirement and you need to evaluate evidence that the suppliers are capable and Invitation(s) to Tender are issued.
What do I do next?



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