

## 1. Introduction

At Transport for Greater Manchester (TfGM) we're working hard to make travel easier in our dynamic city-region – the UK's largest regional economy outside London with a diverse population of more than 2.7 million people.

We co-ordinate public transport and other types of travel – like driving, cycling and walking – throughout the ten district areas of Greater Manchester.

We work closely with bus, tram and train operators to help put the customer first and improve the journey experience. We also own Metrolink – the UK's largest light rail network – and plan for its future.

By investing in new, modern transport interchanges and smarter travel information we're making it easier to get around on public transport. We also promote and invest in walking and cycling as a healthy and sustainable way to travel.

With our partners at Highways England and the ten local authorities we work to keep our roads safe and ease congestion. Our strategic management of the Key Route Network keeps traffic flowing on some of Greater Manchester's busiest roads.

We're also planning for a more sustainable future. Through the Greater Manchester 2040 Transport Strategy and Air Quality Action Plan we aim to make our city-region a cleaner, greener and healthier place to live, work and play in.

TfGM implements the decisions made by Greater Manchester Combined Authority (GMCA) and its TfGM Committee to improve transport services and facilities in Greater Manchester.

Find out more about TfGM and Greater Manchester's future transport plans at [www.tfgm.com](http://www.tfgm.com).

## 2. Procurement in TfGM

### 2.1 Procurement Responsibilities

At Transport for Greater Manchester (TfGM) we understand our responsibility is to ensure that we spend public finances fairly, reasonably and deliver best value for money. To do this we aim to make it as easy and transparent for our present and future partners to work with us to deliver enhanced value and continuous improvement. To ensure this happens Procurement's role within TfGM is to support the organisation to:

- procure goods, services and works at the right quality;

- achieve the best value whole life cost;
- purchase the most economic quantities
- Ensure compliance with all necessary regulations including WTO public procurement of goods, services and works.

## 2.2 Procurement Policy and Process

The table below illustrates the procurement approach taken for all values of expenditure.

- **£100 - <£1,000:**

Two verbal quotations are to be sought. The preferred payment method for this value of expenditure may be via a Procurement purchasing card.

- **£1,000 - <£50,000:**

Three written quotations to be obtained, however it isn't uncommon for tender exercises to be carried out between these values.

- **Over £50,000 to < WTO Threshold:**

A formal tender exercise is to be carried out.

- **Over WTO thresholds for contract or aggregation of goods/services/works in a 12 month period:**

Transport for Greater Manchester are required to advertise on the Find a Tender service, any new contract opportunity with expenditure over WTO thresholds per contract or aggregation of goods/services in a 12 month period. Potential suppliers are to express an interest via the method described within the notice; this expression of interest may be followed by a pre-qualification and tender exercise.

All procurements are to be carried out electronically by our e-tendering system "Pro-Contract". Read section 3.1 'Welcome to E-Tendering' for more info.

## 3. Working with TfGM

### 3.1 Welcome to E-Tendering

As part of TfGM'S initiative to drive continuous improvement and efficiency, an E-Tendering system provided by Pro-Actis, called Pro-Contract is used for all procurement activity. To ensure you can take advantage of the opportunities for business that TfGM have to offer, please register online by clicking the link below:

[Supplier registration \(due-north.com\)](https://www.due-north.com)

By registering your company details you will receive information about TfGM's procurement opportunities which will enable you to express your interest against opportunities of interest online.

You will automatically receive e-mail updates on procurement activities that match your selected capabilities, and send/receive tender documentation quickly and securely.

Companies requiring any assistance in the registration process should contact ProActis by e-mail:

**E-mail:** [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

### 3.2 How we work with suppliers

TfGM currently uses the purchase to pay system SAP to place orders with suppliers, and operates a strict '**No PO, No Pay**' policy and any invoices received without a valid Purchase Order in place will be returned to the supplier.

#### **Social Value Policy**

TfGM recognises that the key to responsible procurement is the balance between achieving value for money and the delivery of social value, in a manner which takes into account ethical, social equality and inclusion, environmental and sustainability factors

TfGM expects similar behaviours and performance standards of all suppliers. With this in mind, TfGM has adopted the Greater Manchester Combined Authority Social Value Framework [found here](#), and will work with its suppliers and their supply chains to encourage and drive continuous improvement in all areas of responsible procurement.

#### **Payment Terms**

TfGM payment terms are 30 days from the receipt of a valid and undisputed invoice.

#### **Where to submit invoices**

All invoices are processed centrally and therefore **MUST** be submitted to the following email address:

**DO NOT:**

- Carry out any work on behalf of or for TfGM without a valid purchase order
- Send invoices to anybody within TfGM other than the address listed above. (We do however encourage our suppliers to send a draft invoice/delivery note to the person named on the Purchase Order, this is to enable internal receipting processes to be carried out in preparation for our Accounts Payable team to process your invoice.)

**Invoice Processing**

Please be advised that in order for TfGM to issue payment of supplier invoices, we ask that you ensure the **purchase order number** (starting with 350...) is referenced on the invoice. Failure to do so will delay payment.

**Payment Method**

The majority of all payments are made through BACS.

**Contact Us**

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