**Instructions to submit the tenders for various lots:**

The tender contains two lots:

Lot 1: Rapid Response Outreach Team

Lot 2: Specialist service for non-UK nationals

You are expected to submit separate documents for each lot. If you are submitting more than one lot, please create a folder for each lot and submit the respective lots document in that lot folder. EACH LOT MUST BE SELF CONTAINED. GLA WILL NOT HUNT FOR RESPONSES OF ONE LOT IN ANOTHER LOT. A RESPONSE NOT SUBMITTED IN THE LOT FOLDER WILL NOT BE CONSIDERED.

Naming convention for Lot Folder:

Name lot 1 folder as LOT1-XXXXXX where XXXXXX is your company name (abbreviation) where required to identify your company clearly.

Name lot 2 folder as LOT2--XXXXXX where XXXXXX is your company name (abbreviation) where required to identify your company clearly.

Naming convention for files: If you are attaching a file to specific response questionnaire (where GLA/TFL has asked for additional attachments), please clearly mark that attached file against the question number. E.g. Attachment for Q2 is: Q2-XXX where XXX is the name of the file.

**Suppliers are allowed to submit bids for more than one Lot or all Lots.**