

Public sector contract opportunities: 1 page Quick Start Guide to the [Tenders Electronic Daily \(Ted\) Supplement](#) to the [Official Journal of the European Union \(OJEU\)](#).

Access the [Tenders Electronic Daily \(Ted\) Supplement](#) by clicking on this hyperlink or typing <http://ted.europa.eu> after you select your Internet browser's **File** and then **Open** options. Save the web page as a **Favourite** or create a **Short Cut** onto your screen as you will probably be returning many times to this website.

Register

Option at the top left hand side of the Ted opening web page and follow the instructions for free registration. Login using your username and password:

Search scope

At the top of the page, select (for example)

All current notices

(to maximise the number of opportunities and contracts displayed)

Country, etc.

Depending upon your region of interest, select a group of countries, or individual country listed, Government Procurement Agreement (Contract Notices) or Other. Select, for example, **United Kingdom**.

Business opportunities

Select, for example, **Contract notice**.

Refine Search

Select **Refine Search** box and note the **Country** box displaying **UK** and the **Type of Document** box displaying **Contract notice**. On the right hand side of the web page go to the **Authority name** box and type, for example:

Authority (alternative words or phrases to type-in could include **Council** –for local government opportunities, or **Health** for opportunities in that sector)

Then click on the **Search** button at the bottom of the web page and a number of opportunities in the United Kingdom will appear. Click on any that are of interest for details of, for example, an outline scope of work, contract duration (if included), possible requirements for deposits or guarantees, the date for submitting a bid, etc. For example, potential bidders could have been alerted by a **Contract Notice** in 2009 preceded by a **Prior Information Notice** in 2008 of the outsourcing contract opportunity that resulted in the award by the UK's [Personal Accounts Delivery Authority \(PADA\)](#) of a £600 million pensions' services contract to last for up to 15 years (i.e. 180 months' duration or time-limit for completion according to the Contract Notice – 10 years plus a possible 5 year extension according to a [PADA Press Release dated 2nd March 2010](#)) to [Tata Consultancy Services Ltd. \(TCS\)](#) - announced in the following **Contract Award Notice**:

[Contract Award Notice, Supplement to the Official Journal of the European Union \(OJEU\) Tenders Electronic Daily Document 2010/S 59-087347 dated 25th March, 2010.](#)

See also:

[Contract Notice 2009/S 10-013519 dated 16th January, 2009.](#)

[Prior Information Notice 2008/S 118-157050 dated 19th June, 2008.](#)

There are many different options and other categories of notices in Ted – it is hoped the forgoing provides a starting-point for detailed exploration - and exploitation - of this important source of contract opportunities.

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