

INVITATION TO TENDER –Provision of Dental Plan [PPRO 004/031/0103]

You are invited by the Secretary of State for Transport, to submit a tender for Provision of a Dental Plan.

1. Please read all the documents listed in the Form of Tender. **Should your tender be accepted these documents, your tender and any changes agreed in writing will form a binding contract between you and the Department.**
2. The contract will be for a period of **three years** unless extended or terminated by the Authority.
3. You should note that this contract will be awarded on a firm price basis with no provision for prices to be reviewed.
4. If you do not wish to submit a tender, please return this covering letter using the addressed label which should be clearly marked “**No Tender**”. If you are willing to state your reasons for not tendering this would be appreciated and may help to inform us for future procurement exercises.
5. One original and 2 copies (so marked) of your tender and proposals, including any covering letter, are required.
6. Bidders should provide one original proposal (marked original, which includes the pricing schedule as separate Annexes) and 2 copies (so marked, which will not include any pricing information). Bidders should also submit one electronic priced copy of their proposal on CD/DVD. The electronic copy must be a true, accurate and complete copy of the master hard copy. The electronic version should be in a format capable of being read using Microsoft Word 97 and/or Adobe Acrobat without conversion.
7. **Tenders must be delivered BY 14.00 HOURS ON 24 September 2018**
Late tenders will not be admitted and it is your responsibility to ensure that your tender is received on time.
8. You should supply as part of your Tender **in the order set out below**, the following information;
 - A method statement, explaining how you propose to plan and carry out all the specified work.
 - Details of your QA systems and how they will be applied to this contract.
 - Details of any proposed sub-contractors, including reasons for their selection.
 - Details of any intended Sub-processor(s) and processing of personal data.
 - A list of named personnel, including CVs, who will carry out the work.
 - Full company contact details which should be the address any remittance advice should be sent together with your banking details.