



Driver & Vehicle  
Standards  
Agency

XXXXXX redacted under FOIA section 40  
Commercial Category Manager  
DVSA  
The Ellipse,  
Padley Road,  
Swansea  
SA1 8AN  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

12 July 2021

## **INVITATION TO TENDER**

### **Productivity Training** **Contract Reference: K280021443**

1. You are invited by the Secretary of State for Transport, to submit a tender for Productivity Training to the Driver & Vehicle Standards Agency (DVSA), the “Authority”.
2. This Invitation to Tender (ITT) forms part of a competitive procurement for the intended award of a contract for Productivity Training
3. Please read the following appendices (also listed in the Form of Tender) which accompany this ITT. Should you be awarded the contract, these documents, your tender and any changes agreed in writing will form a binding contract between you and the Department.

#### **Appendix A – Instructions for Tenderers**

This document explains some rules you need to follow when preparing your tender, tells you how to submit your tender and alerts you to some things to be aware of if you are awarded the contract.

#### **Appendix B – Specification**

This document includes:

- A detailed description of the Services that you will be required to provide to the Authority
- The evidence requirements (Annex 1) which you are required to complete and submit as part of your tender response (please also see point 10)
- The methodology which will be adopted by the Authority to evaluate tender responses

#### **Appendix C – Pricing Schedule Template**

A template containing products/services of which you are required to provide prices against as part of your tender response.

#### **Appendix D – DfT Standard Terms & Conditions of Contract**

This sets out the DfT standard terms & conditions of which you will be required to abide by should you be awarded the Contract.

## Appendix E – Form of Tender

This document will need to be completed as part of your tender response.

4. The Contract will be for a period of three (3) years unless extended or terminated by the Department. The Contract has an option to be extended for one (1) year.
5. You should note that the Pricing Schedule will be fixed for the first 3 years after the commencement of services under the Contract but will be subject to review (in accordance with contract condition No. C4) after that time.
6. Bidders should respond electronically via the Jaggaer e-Sourcing portal. Uploaded tender documents should be in a format capable of being read using Microsoft Office and/or Adobe Acrobat without conversion.
7. **Tenders must be uploaded by 12 NOON on 23 July 2021**. The key dates for the procurement process are stated in the Specification.
8. Late tenders will not be admitted and it is your responsibility to ensure that your tender is uploaded on time.
9. You must supply as part of your Tender in the order set out below, the following information;
  - i. The evidence requirements as outlined in Annex 1 of the Specification
  - ii. A completed Pricing Schedule (template provided) that details your tendered pricing schedule (**please note this should be uploaded as separate stand-alone document**)
  - iii. A completed Form of Tender
  - iv. Details of any proposed sub-contractors (if applicable), including reasons for their selection.
  - v. Details of any intended Sub-processor(s) and processing of personal data.
  - vi. Full company contact details which should be the address any remittance advice should be sent together with your banking details.
10. In the interests of efficient public procurement, associated bodies of DfT (including Executive Agencies and Non Departmental Public Bodies) and Other Government Departments (and their associated bodies), may wish to access the Services covered by this requirement. Tenderers are requested to indicate their willingness to enter into contracts as necessary with such other organisations, on the same terms and conditions and at the same prices offered in any arrangement with DVSA which may result from this invitation to tender.
11. You can obtain further information about this requirement, including any contractual issues via the Message Centre on the Jaggaer e-Sourcing portal.
12. You should note that this contract will be subject to the General Data Protection Regulation and all other applicable law about the processing of personal data and privacy. By submitting a tender, you agree to comply with all applicable requirements of that legislation and with the instructions and obligations set out in the documents listed in the Form of Tender.

Yours faithfully

XXXXXX redacted under FOIA section 40  
Commercial Category Manager