



11 December 2020

Dear Supplier,

INVITATION TO TENDER – Contract Reference: K280021120

Site Clearance and Disposal Services

1. You are invited by the Secretary of State for Transport, to submit a tender for the above contract requirement.
2. Please read all the documents listed in the Form of Tender. Should your tender **be accepted, these documents, your tender, the Form of Tender and any changes agreed in writing will form a binding contract between you and DVSA.**
3. The contract will be for a period of 2 years unless extended or terminated by the Department. There is an option to extend for a further one (1) + one (1) years.
4. You should note that the contract prices will be fixed for the first 2 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.
5. **Tenders must be delivered BY 12.00 HOURS ON WEDNESDAY 20 JANUARY 2021.**

Late tenders will not be admitted and it is your responsibility to ensure that your tender is received on time.

6. Suppliers should respond electronically via the Jaggaer Sourcing Portal. Uploaded tender documents should be in a format capable of being read using Microsoft Office and/or Adobe Acrobat without conversion.
7. Please read the following (also listed in the Form of Tender) which accompany this ITT.

Instructions for Tenderers

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

Specification

This document includes:

- A detailed description of the Services that you will be required to provide to DVSA
- The evidence requirements (Annex A) which you are required to complete and submit as part of your tender response (please also see point 8)
- The methodology which will be adopted by DVSA to evaluate tender responses

Annex C – Pricing Schedule

This contains products/services of which you are required to provide prices against as part of your tender response. **Please note this should be uploaded as separate stand-alone document (not PDF).** Do not include VAT in your tender price.

DfT Standard Terms & Conditions of Contract for Services

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

Form of Tender

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

8. You must supply as part of your Tender in the order set out below, the following information;
 - i. A completed online response to the mandatory questions on the Jaggaer Sourcing Portal.
 - ii. The evidence requirements as outlined in Annex A of the Specification
 - iii. A completed Pricing Schedule (Annex C) that details your tendered pricing schedule
 - iv. A completed Form of Tender
 - v. Full company contact details on company letterheaded paper, which should be the address any remittance advice should be sent together with your banking details.
9. DVSA reserves the right to revise the Tender Submission Deadline to a later time and date should the need arise.
10. All costs expenses and liabilities incurred by the Supplier in connection with preparation and submission of their Tender will be borne by the Supplier.
11. DVSA reserves the right;

to amend, clarify, add to or withdraw all or any part of the procurement documentation at any time during the procurement;

to vary any timetable or deadlines set out in the procurement documentation;

not to conclude a contract for some or all of the Services for which responses are invited; and

to cancel all or part of the procurement at any stage at any time.

Yours Faithfully,

DVSA Commercial Team

procurement.branch@dvsa.gov.uk