



Department  
for Transport

Ken Dale  
Department for Transport  
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01 May 2020

Dear Supplier

**INVITATION TO TENDER – Contract Reference: TETI0033**

1. You are invited by the Secretary of State for Transport to submit a tender for SHARP Procurement of Helmets – Phase 4.
2. Please read all the documents listed in the Form of Tender. **Should your tender be accepted, these documents and your tender and any changes agreed in writing will form a binding contract between you and the Department.**
3. The contract is intended begin 15 June 2020 and will be for a period of 24 months, with the Department having the option to contract for an additional 12 months, unless extended or terminated by the Authority.
4. If you do not wish to submit a tender and are willing to state your reason, please attach your reason to this covering letter which should be clearly marked “**No Tender**”. This would be appreciated and may help to inform the Department for future procurement exercises.
5. Bidders should provide their proposal via the AWARD e-portal. Electronic documents are to be in a format that can be read by Microsoft Word or be in PDF. **For access to the AWARD e-portal, please email [kenneth.dale@dft.gov.uk](mailto:kenneth.dale@dft.gov.uk).**
6. **Tenders must be submitted via the AWARD e-portal by 23:59 on 24 May 2020.** Late tenders will not be admitted and it is your responsibility to ensure that your tender is received on time.
7. The following appendices accompany this Invitation to Tender:
  - Appendix A – DfT Specification
  - Appendix B – Response Guidance

8. You should submit your proposals/answer all questions via AWARD e-portal as outlined in Appendix B – Response Guidance.
9. You should not submit any additional information with your Tender other than that specifically requested in Appendix A – DfT Specification or Appendix B – Response Guidance.

You can obtain further information about contractual issues from myself (The Commercial Officer) via the above email address or from Chuks Oguibe (The Contract Manager) at [Chuks.Oguibe@dft.gov.uk](mailto:Chuks.Oguibe@dft.gov.uk).

Yours faithfully

Ken Dale



For the Secretary of State for Transport