



Department
for Transport

Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London
SW1P 4DR

Web Site: www.dft.gov.uk

12 October 2020

Dear Suppliers,

INVITATION TO TENDER – Contract Reference: VCA0001

1. You are invited by the Secretary of State for Transport, to submit a tender for In-Service Conformity Light-Duty Emissions Testing.
2. 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.**
3. The contract will be for a period from 07 December 2020 until 31 March 2021, unless extended or terminated by the Authority.
4. You should note that this contract will be awarded on a firm price basis with no provision for prices to be reviewed.
5. 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.
6. Bidders should provide their proposal via the DfT e-Sourcing Portal at <https://dft.app.jaggaer.com/web/login.html>. Electronic documents to be in a format that can be read by Microsoft Word or be in PDF. For access to this system, please email Tamsin.Pearce@dft.gov.uk
7. **Tenders must be delivered BY 23:59 hours on 09/11/2020**
Late tenders will not be admitted and it is your responsibility to ensure that your tender is received on time.

8. The following appendices accompany this Invitation to Tender:
 - Appendix A – DfT Specification
 - Appendix B – Response Guidance
9. You should submit your proposals/answer all questions via DfT's e-Sourcing Portal found here <https://dft.app.jaggaer.com/web/login.html> . Suppliers will need to register to access the tender pack as outlined in Appendix B – Response Guidance.
10. 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.

Yours Faithfully,
Tamsin Pearce

For the Secretary of State for Transport