



Driver & Vehicle  
Standards  
Agency

XXXX Redacted under FOIA Section 40  
Commercial Category Officer  
DVSA  
The Axis Building,  
112 Upper Parliament Street,  
Nottingham,  
NG1 6LP  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

1 September 2021

## **Request for Quote (RFQ)**

### **The Living Leader** **Contract Reference: K280021533**

1. You are invited by the Secretary of State for Transport, to submit a quote for The Living Leader Programme to the Driver & Vehicle Standards Agency (DVSA), the “Authority”.
2. Please read the following appendices (also listed in the Form of Tender) which accompany this RFQ. Should you be awarded the contract, these documents, your quote, and any changes agreed in writing will form a binding contract between you and the Department.

#### **Appendix A – Specification**

A detailed description of the Services that you will be required to provide to the Authority

#### **Appendix B – Pricing Schedule**

This sets out your quote for the services of which you are required to provide as outlined in your specification (Appendix A).

#### **Appendix C – 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 D – Form of Tender**

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

3. The Contract will be for a period of four (4) months unless extended or terminated by the Department.
4. You are required to submit your quote on the Pricing Schedule (Appendix B) through the Jaggaer eSourcing system.
5. **The quote must be uploaded by 12 NOON on 6 September 2021.** The key dates for the procurement process are stated in the Specification.
6. You can obtain further information about this requirement, including any contractual issues via the Message Centre on the Jaggaer e-Sourcing portal.

7. 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

XXXX Redacted under FOIA Section 40  
Commercial Category Officer