



# Department for Transport

## INVITATION TO TENDER – P4075028

1. You are invited by the Secretary of State for Transport, to submit a tender for **The Provision of a National Chargepoint Registry (NCR) for Office for Low Emission Vehicles (OLEV)**.
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 the contract start date of 6 months 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 then please give us feedback as to why. 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 AWARD e-portal. Electronic documents to be in a format that can be read by Microsoft Word or be in PDF.
7. **Tenders must be delivered BY 5PM ON WEDNESDAY 9 JANUARY 2019**  
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 – Service Description
  - Appendix B – Response Guidance
9. You should submit your proposals/answer all questions via AWARD e-portal 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 – Service Description or Appendix B – Response Guidance.