

**DVSA E-bike testing equipment’s calibration, certification, and electrical safety inspection as well as PUWER services**

**Request for**

**Information**

**Contents**

[​What You Need To Know 2](#_Toc110505665)

[​ What ‘We’ and ‘You’ Means: 2](#_Toc110505666)

[​ About DVSA 2](#_Toc110505667)

[​Background to the Requirement 2](#_Toc110505669)

[​Information Required 2](#_Toc110505673)

[​Timelines for RFI 2](#_Toc110505674)

[​ When and how to ask clarification questions 3](#_Toc110505675)

[​Other 3](#_Toc110505676)

[​ RFI Costs 3](#_Toc110505677)

[​ Right To Cancel Or Vary This RFI 4](#_Toc110505678)

[​ Right to confirm or request updated RFI 4](#_Toc110505679)

[​ Conduct – Specific obligations 4](#_Toc110505680)

[​ Notices to organisations 4](#_Toc110505681)

[​ Confidentiality 5](#_Toc110505682)

[​Annex A 6](#_Toc110505685)

[​Annex B 9](#_Toc110505686)

Annex C …………………………………………………………………………………………………………………………………………12

# What You Need To Know

## What ‘We’ and ‘You’ Means:

When we use ‘we’, ‘us’ or ‘our’ we mean the Driver and vehicle Standards Agency (DVSA) (the 'Contracting Authority'). The DVSA may be referred to as ‘Contracting Authority’ or ‘Authority’ throughout this document.

When we use ‘you’ or ‘your’ we mean your organisation, or the organisation you represent, in completing this expression of interest (RFI).

The Public Contracts Regulations 2015 (“the Regulations”) regulate how we procure. This means that we and you have to follow processes that are fair, transparent and equitable for all potential providers.

## About DVSA:

DVSA is an executive agency, sponsored by the Department for Transport, and carries out driving tests, approves people to be driving instructors and MOT testers, carries out tests to make sure lorries and buses are safe to drive, carries out roadside checks on drivers and vehicles, and monitor vehicle recalls.

DVSA helps you stay safe on Great Britain’s roads by:

* helping you through a lifetime of safe driving
* helping you keep your vehicle safe to drive
* protecting you from unsafe drivers and vehicles

DVSA employs around 4,600 staff in Great Britain in a variety of operational and administrative roles. DVSAs Head Office is at Berkeley House, Croydon Street, Bristol with other administrative offices and operational sites across Great Britain.

**Background to the Requirement**  
DVSA as part of the DfT group have purchased e-bike testing equipment that will require ongoing calibration and related services during the life of the testing programme.

This requirement will be on a 2 year + 2 year term. Due to the unknown length of the testing programme DVSA cannot currently commit to a longer-term agreement.

# Information Required

The Authority requires you to complete the questionnaire at Annex C and submit via email prior to the deadline for submission of a RFI responses.

# Timelines for RFI

These are our intended timelines. We will inform you if and when timelines change. Please see the below for the RFI’s timelines:

|  |  |
| --- | --- |
| **Time / Date** | **Activity** |
| 24/10/2024 | Launch RFI  Commencement of clarification period |
| 5/11/2024 | Clarification period ends |
| 7/11/2024 | Deadline to respond to RFI questions |
| 19/11/2024 | Deadline for submission of a RFI Responses |

## When and how to ask clarification questions

We hope everything is clear after you’ve read this RFI document.

If you have any questions, you need to ask them as soon as possible after before the RFI closes. This is because we have a set deadline for submitting questions – the clarifications questions deadline (Refer to ‘Timelines for RFI above). This gives you the chance to check that you understand everything before you submit your response.

You need to send your questions the messaging function within the Jaggaer e-sourcing portal. Try to ensure your question is specific and clear.

Responses will be published in a Questions and Answers document to all organisations invited to the RFI on the deadline for the publication of responses to RFI Clarification questions.

If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.

The Contracting Authority will not enter into exclusive discussions regarding the requirements of this RFI with any organisation who have expressed an interest.

# Other

## RFI Costs

The Authority will not reimburse any costs incurred in connection with the preparation and / or submission of the supplier RFI response.

## Right To Cancel Or Vary This RFI

The Contracting Authority reserves the right to:

* Change the basis of or the procedures for this RFI at any time; Amend, clarify, add to or withdraw all or any part of the RFI at any time, including varying any timetable or deadlines set out in the RFI; and:
* Cancel all or part of this RFI at any stage and at any time.

## Right to confirm or request updated RFI

The Contracting Authority reserves the right to require organisations to confirm that their RFI response remains accurate at all stages of the RFI process and/or to request updated Information.

The Contracting Authority also reserves the right to specify additional standards or requirements according to their particular requirements.

## Conduct – Specific obligations

You must not directly or indirectly canvass any Minister, officer, public sector employee, member or agent regarding this RFI or attempt to obtain any information from the same regarding this RFI (except where and as permitted by the RFI). Any attempt by the organisation to do so may result in the organisation’s disqualification from this RFI.

## Notices to organisations

This RFI and any related documents referred to have been prepared by the Contracting Authority to gather information.

Whilst prepared in good faith, the RFI documents are intended only as a preliminary background explanation of the Contracting Authority’s activities and plans. Therefore, it is not intended to form the basis of any decision on whether to enter into any contractual relationship with the Contracting Authority.

The RFI documents do not purport to be all inclusive or to contain all of the information that organisations may require.

Neither the Contracting Authority or its advisors, (included but not limited to) the directors, officers, partners, employees, other staff, agents or advisers of any such body or person:

* + Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFI documents.
  + Accepts any responsibility for the information contained in the RFI documents or for its fairness, accuracy or completeness; or
  + Shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

Nothing in the RFI documents is, or should be, relied upon as a promise or a representation as to the Contracting Authority's ultimate decisions in relation to the RFI.

The publication of the RFI documents in no way commits the Contracting Authority to award any contract.

## Confidentiality

The contents of the RFI are being made available by the Contracting Authority on the conditions that the Supplier:

* + Treats the RFI as confidential at all times, unless the information is already in the public domain.
  + Does not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen, except where, and to the extent that, the Information has been published in accordance with paragraph 14 (Freedom of Information).
  + Only uses the Information for the purposes of preparing a Response (or deciding whether to respond); and
  + Does not undertake any promotional or similar activity related to this RFI within any section of the media.

The Supplier may disclose, distribute or pass any of the Information to its members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors, advisers or to any other person provided that:

* + This is done for the sole purpose of enabling the organisation to submit its response and the person receiving the information undertakes in writing (such written undertaking to be made available to the Contracting Authority on the Authority’s request) to keep the information confidential.
  + It obtains the Contracting Authority’s prior written consent in relation to such disclosure, distribution or passing of Information; or
  + The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to this RFI.
  + The organisation is legally required to make such a disclosure; or
  + The information has been published in accordance with paragraph 14 (Freedom of Information).

The Contracting Authority may disclose information submitted by organisations during this RFI to its officers, employees, agents or advisers or other government departments who are stakeholders in this RFI.

# Annex A - Draft Specification

***The information within this document is indication relating to the expression of interest only and must not be relied on for any future opportunities relating to this requirement.***

**Introduction**

The Driver and Vehicle Standards Agency (DVSA) is an executive agency, sponsored by the Department for Transport (DfT). The agency carries out driving tests, approves people to be driving instructors and MOT testers, carries out tests to make sure lorries and buses are safe to drive, carries out roadside checks on drivers and vehicles, and monitors vehicle recalls.

DVSA helps you stay safe on Great Britain’s (GB’s) roads by:

Helping you through a lifetime of safe driving.

Helping you keep your vehicle safe to drive.

Protecting you from unsafe drivers and vehicles.

The DVSA invites proposals for E-bike Test Equipment calibration, certification and electrical safety inspection services

This contract will be subject to the DfT Standard Conditions of Contract.

**Background to the Requirement**

DVSA as part of the DfT group have purchased e-bike testing equipment that will require ongoing calibration and related services during the life of the testing programme.

This requirement will be on a 2 year + 2 year term. Due to the unknown length of the testing programme DVSA cannot currently commit to a longer-term agreement.

**Scope**

The requirement is for calibration, certification and safety inspection services for E-bike testing equipment at DVSA Avonmouth site.

DVSA reserve the right to move the equipment. Where pricing is specific to Bristol please state so within your pricing submission.

The requirement may also include other testing equipment at the Bristol site requiring similar services requested during the life of the agreement. The Supplier may be asked during the life of the agreement to provide a quote, for addition to the contract. DVSA will also obtain a quote from the OEM with award based on lowest price that meets our requirements. Variations will be limited to 50% of the contract value with any new requirements above this threshold to go out to tender.

**Implementation and Deliverables**

An implementation meeting will be required with the Supplier and DVSA to agree the timetable for the planned services for the following 6-12 months as well as confirming any administrative details required for the delivery of the contract obligations as set out in the specification.

**Specifying Goods and / or Services**

The Supplier must deliver the following services to the equipment specified within Annex 1 of the specification.

Calibration and certification services must be to a UKAS equivalent standard to the DAkkS standard provided by the OEM.

Carried out to the frequency advised with Annex 1

Carried out by the date of recalibration advised in Annex 1 so that the devices do not fall out of calibration.

To be carried out either at DVSA site or Supplier site. Where appropriate the default should be for the services to be carried out at the DVSA site.

Electrical safety inspection to be carried out annually at the Bristol site.

The Supplier may also be required to provide the following services:

PUWER inspection/ re-inspection

The Requirement is currently limited to the E-bike testing equipment at the Bristol site however DVSA may during the life of the agreement add or remove equipment and locations of service delivery (See section **Scope**).

The Supplier must aim to minimise journeys and the overall environmental impact of delivering the services.

No goods are forecast to be purchased under the agreement.

**Skills and Apprenticeships**

The Supplier shall provide a sufficient level of trained resource throughout the duration of the Contract to consistently deliver a quality service.

The Supplier’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

There is no expectation of apprenticeships being generated as a result of this requirement however DVSA would like to be informed if the requirement will support apprenticeships.

**Quality Assurance Requirements**

DVSA will require the Supplier to provide details of any established quality systems and compliances with BSI/ISO industry standards at time of tendering.

DVSA reserves the right to carry out audit checks at any time to verify the standard of the work and to ensure routine calibration is performed at the required frequencies.

The Supplier shall retain an electronic calibration history for each item and shall make this information available to the DVSA Contract Manager as requested, for example at Contract Review Meetings.

The Supplier must be able to provide upon request by DVSA evidence to the competency and capability of the Supplier and Supplier’s staff to carry out the services to the standards required.

The Supplier shall assist the Contract Manager in identifying trends in equipment performance or maintainability.

All calibration equipment kits used on the Contract must be uniquely identifiable and certified as accurate to a known physical National or International Standard. Copies of the calibration certificate(s) may be requested without prior notice and a minimum biennial recertification will be required.

**Service Conditions and Environmental Factors**

The equipment is housed within a testing centre building.

**Key Milestones**

These will be identified through further engagement.

**Reporting**

Monthly contract management meeting

The supplier will use existing governance and engagement activities to ensure that all relevant parts of the business are able to input

**Continuous Improvement**

Where appropriate, the Supplier should present new ways of working to the Authority during monthly Contract review meetings.

Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

**Security Requirements**

Not yet confirmed.

## 

## Annex B – Equipment Schedule with photos of equipment

**Item - E-bike testing equipment  
Location - Bristol  
Quantity 1 unit including the following items:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr.** | **Device** | **Manufacturer** | **Name** | **Serial number** | **Equipment number** | **Calibration standard** | **Date of calibration month** | **Calibration service provider** | **Date of recalibration month** | **Frequency** |
| 1 | Torque sensor | ETH | DRVL-III-150-A-1-K | 211236827 | 211236827 | DAkkS | 09/2024 | KDK Kalibrierdienst Kopp GmbH, In den Ziegelwiesen 25, 69168 Wiesloch | 05/2026 | Bi-annually |
| 2 | Torque sensor  (See Photo in section 1) | ETH | DRVL-III-150-A-1-K | 211236829 | 211236829 | DAkkS | 09/2024 | KDK Kalibrierdienst Kopp GmbH, In den Ziegelwiesen 25, 69168 Wiesloch | 05/2026 | Bi-annually |
| 3 | Torque sensor  (See Photo in section 1) | ETH | DRVL-III-300-A-1-K | 211236831 | 211236831 | DAkkS | 09/2024 | KDK Kalibrierdienst Kopp GmbH, In den Ziegelwiesen 25, 69168 Wiesloch | 05/2026 | Bi-annually |
| 4 | Current transducer | LEM International SA, Route du Nant-d’Avril, 152, 1217 Meyrin, Switzerland | IT 65-S Ultrastab | 8212880021 | 464658 | DAkkS | 04/2024 | esz AG calibration & metrology, Max-Planck-Str. 16, D-82223 Eichenau | 05/2025 | Annually |
| 5 | Universal Isolated Signal Conditioner | Knick Elektronische Messgeräte-GmbH & Co. KG, Beuckestraße 22, D-14163 Berlin | P27000H1 | 8950614 | 464662 | DAkkS | 04/2024 | esz AG calibration & metrology, Max-Planck-Str. 16, D-82223 Eichenau | 05/2025 | Annually |
| 6 | Universal Isolated Signal Conditioner  (See Photo in section 5) | Knick Elektronische Messgeräte-GmbH & Co. KG, Beuckestraße 22, D-14163 Berlin | P27000H1 | 8950631 | 464663 | DAkkS | 04/2024 | esz AG calibration & metrology, Max-Planck-Str. 16, D-82223 Eichenau | 05/2025 | Annually |
| 7 | PT1000 surface sensors | TMH Temperatur Messelemente Hettstedt GmbH, Lise-Meitner-Str. 3, D-63477 Maintal / Germany | KWT1/3-2L-TT-6M | - | 14835413 | DAkkS | 04/2024 | Testo Industrial Services GmbH, Erich-Rieder-Straße 4, D-79199 Kirchzarten | 05/2025 | Annually |
| 8 | PT1000 surface sensors  (See Photo in section 7) | TMH Temperatur Messelemente Hettstedt GmbH, Lise-Meitner-Str. 3, D-63477 Maintal / Germany | KWT1/3-2L-TT-6M | - | 14835414 | DAkkS | 04/2024 | Testo Industrial Services GmbH, Erich-Rieder-Straße 4, D-79199 Kirchzarten | 05/2025 | Annually |
| 9 | PT1000 surface sensors  (See Photo in section 7) | TMH Temperatur Messelemente Hettstedt GmbH, Lise-Meitner-Str. 3, D-63477 Maintal / Germany | KWT1/3-2L-TT-6M | - | 14835415 | DAkkS | 04/2024 | Testo Industrial Services GmbH, Erich-Rieder-Straße 4, D-79199 Kirchzarten | 05/2025 | Annually |
| 10 | PT1000 surface sensors  (See Photo in section 7) | TMH Temperatur Messelemente Hettstedt GmbH, Lise-Meitner-Str. 3, D-63477 Maintal / Germany | KWT1/3-2L-TT-6M | - | 14835416 | DAkkS | 04/2024 | Testo Industrial Services GmbH, Erich-Rieder-Straße 4, D-79199 Kirchzarten | 05/2025 | Annually |

# Annex C - Questionnaire

***Information that you provide must be generic (neutral) and not supplier and brand specific as to potentially influence the specification.***

|  |
| --- |
| **Expression of Interest Questionnaire:** |
| Question 1 |
| What technical information would you require from DVSA to be able to submit a bid for this requirement? |
| Answer |
|  |
| Question 2 |
| Do you perceive any challenges in collecting the equipment prior to the calibration being completed? If so, what are they and do you have any proposed mitigations? |
| Answer |
|  |
| Question 3 |
| How long do you perceive the calibration of this equipment take? Do you have any suggestions to keep transition times to a minimum? |
| Answer |
|  |
| Question 4 |
| Would you sub-contract any element of this contract? If so, what elements would you sub-contract? |
| Answer |
|  |
| Question 5 |
| In regards to social value, what theme do you think is best suited to this requirement? Please refer to the Social Value Model: [Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf) |
| Answer |
|  |
| Question 6 |
| Do you have any further observations/feedback on any element of this PIN/RFI? |
| Answer |
|  |