



Contract Notice: RM6273 – Employee Benefits & Services

Dear Sir or Madam

Invitation to Tender

1. You are invited to submit a proposal for RM6273 – Employee Benefits & Services/ RQ0000044168 to Defence Science Technology Laboratory (Dstl).
2. Dstl are looking to award a contract to a successful bidder with a contract commencement date of the 20th March 2023. Please note, that this is an indicative date and may change.
3. You must submit your proposal electronically through the Defence Sourcing Portal (DSP) no later than **12th February 2024 - 1200 Hrs.** Proposals received after this may be rejected by the Authority.
4. The anticipated date for the contract award decision is **26th February 2024**, please note, that this is an indicative date and may change.

Yours Faithfully

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Key Activities

The key dates for this procurement are currently anticipated to be as follows:

Stage	From	To	Initiated By	Submit to:
Issue ITT	08/01/2024	12/02/2024	The Authority	All Suppliers
Clarification Questions / Requests for additional information	08/01/2024	05/02/2024	Suppliers	Dstl Commercial (Details below)
Tender Return	08/01/2024	12/02/2024	Suppliers	Electronic Return to Dstl Commercial.
Tender Evaluations	20/02/2024	21/02/2024	The Authority	
Award/Unsuccessful Letters released to all Suppliers.	26/02/2024	26/02/2024	The Authority	All Suppliers

Notes to Suppliers

Clarification Questions

Suppliers may wish to seek clarification in relation to the ITT during the period specified above. All clarification questions must be sent through DSP.

The Authority will endeavour to respond to all clarification questions asked and ensure that you have at least 10 working days to submit your proposal.

Cyber Security

Please can you confirm in your response if you currently hold Cyber Essentials or Cyber Essentials Plus. If you do, please can you forward a copy of your certificate along with your response. If you do not hold either of these please can you confirm that you will be willing to obtain this if you are awarded the contract. Information on this can be found at GOV.uk.

Additional Note

1. Bid costs - Tender Expenses

You will bear all costs associated with preparing and submitting your Tender. The Authority will not be liable for the costs of any Tender, work or effort incurred by you participating in this tender process, including where the tender process is terminated or amended by the Authority. Where the Authority decides not to award a Contract or where you withdraw from the tender process, directly or indirectly as costs under any other Contract with the Authority.

2. Variant Bids

The Authority will not accept variant bids.

3 Bids

Suppliers must provide a priced and unpriced bid.