



Driver & Vehicle
Standards
Agency

Michael McGrath
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5 February 2021

Dear Sir/Madam

INVITATION TO TENDER – Contract Reference: K280021291

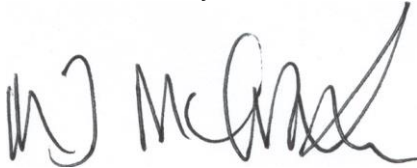
Enhanced Financial Reporting Capability

RM3745 Management Consultancy Framework

1. You are invited by the Secretary of State for Transport, to submit a tender under Crown Commercial Service (CCS) Framework RM3745 Management Consultancy Framework, Lot 2: Finance, to the Driver & Vehicle Standards Agency.
2. You have been invited following an Expression of Interest exercise.
3. Please read all the documents listed in the Form of Tender. **Should you be awarded the Call Off Contract, these documents, your tender and any changes agreed in writing will form a binding contract between you and the Department.**
4. The Call Off Contract will be for a period of eight weeks with an option to extend for a further two weeks up to a projected maximum of ten weeks - unless extended or terminated by the Department.
5. Rates tendered in the Pricing Matrix must not exceed CCS ceiling rates and will remain fixed for the Call Off Contract Period.
6. If you do not wish to submit a tender, we would be grateful if you could notify us at the earliest possible opportunity. 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.
7. Bidders should respond electronically via the Jaggaer e-Sourcing portal. Uploaded tender documents should be in a format capable of being read using Microsoft Office and/or Adobe Acrobat without conversion.
8. **Tenders must be uploaded BY 11am on 19 FEBRUARY 2021.** The key dates for the procurement process are stated in the Specification.
9. Late tenders will not be admitted and it is your responsibility to ensure that your tender is uploaded on time.
10. You must supply as part of your Tender in the order set out below, the following information;
 - i. The evidence requirements as outlined in Annex A of the Specification
 - ii. A completed pricing matrix – template provided - that details your tendered pricing schedule **(please note this should be uploaded as separate stand-alone document)**
 - iii. A completed Form of Tender

- iv. Full company contact details which should be the address any remittance advice should be sent together with your banking details.
- 11. You can obtain further information about this requirement, including any contractual issues via the Message Board on the Jaggaer e-Sourcing portal.
- 12. You should note that this Call Off 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

A handwritten signature in black ink, appearing to read 'M McGrath', with a stylized flourish at the end.

Michael McGrath MCIPS
Senior Commercial Category Manager