



Department
for Transport

Tamsin Pearce
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

16 October 2020

Dear Supplier

INVITATION TO TENDER – Contract Reference: TRSS10097

1. You are invited by the Secretary of State for Transport, to submit a tender for the Analysis of Public Response to Pavement Parking Consultation
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 starting on 17 November 2020 and concluding on 29 January 2020 unless extended or terminated by the Authority.
4. If you do not wish to submit a tender, please return this covering letter which should be clearly marked “**No Tender**”. 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.
5. Bidders should provide their proposal via the DfT e-Sourcing Portal. Electronic documents to be in a format that can be read by Microsoft Word or be in PDF. For access to this system, please email Tamsin.pearce@dft.gov.uk
6. **Tenders must be submitted BY 23:59 hours on 30 October 2020**
Late tenders will not be admitted, and it is your responsibility to ensure that your tender is received on time.
7. The following appendices accompany this Invitation to Tender:
 - Appendix A – DfT Specification
 - Appendix B – Response Guidance

8. You should submit your proposals/answer all questions via the DfT's e-Sourcing Portal found here <https://dft.app.jaggaer.com/web/login.html> as outlined in Appendix B – Response Guidance.
9. You should not submit any additional information with your Tender other than that specifically requested in Appendix A – DfT Specification or Appendix B – Response Guidance.

Yours faithfully

Tamsin Pearce

For the Secretary of State for Transport