



Department for Transport

INVITATION TO TENDER – Contract Reference: TISEA0017

1. You are invited by the Secretary of State for Transport, to submit a tender for an Open Source Reporting Capability.
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 of 12 months initially and will be extended by 12 months and a further 12 months, subject to successful delivery of the project and annual reviews 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, please return this covering letter using the addressed label 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.
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 12PM ON 9th JANUARY 2020**
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 – DfT Specification
 - 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 – DfT Specification or Appendix B – Response Guidance.