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Tender

Administration of Disclosure & Barring Service Checks

Driver and Vehicle Standards Agency (DVSA)

F02: Contract notice

Notice identifier: 2025/S 000-006611

Procurement identifier (OCID): ocds-h6vhtk-04e61c

Published 21 February 2025, 11:23am

Section I: Contracting authority

I.1) Name and addresses

Driver and Vehicle Standards Agency (DVSA)

Berkeley House, Croydon Street

Bristol

BS5 0DA

Email

commercialenquiries@dvsa.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://dft.app.jaggaer.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://dft.app.jaggaer.com>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Administration of Disclosure & Barring Service Checks

Reference number

K280022740

II.1.2) Main CPV code

- 75112000 - Administrative services for business operations

II.1.3) Type of contract

Services

II.1.4) Short description

DVSA has issued this procurement opportunity via the Department for Transport's (DfT) sourcing portal, Jaggaer.

DVSA is seeking a contract to provide them with the administration of on-line and limited paper-based applications for disclosure and barring service checks for PDIs, ADIs and DEs.

To read the ITT documentation, and submit a response or bid, you will need to be registered as a supplier on Jaggaer.

To submit your bid, search for the opportunity 'Administration of Disclosure & Barring Services' on DfT's Sourcing Portal by using the link below 12:00 (midday) on 25 March 2025.

<https://dft.app.jaggaer.com>

Note that you will require a DUNS number (Dun and Bradstreet) to register.

If you do not know your number, search for it via the following link:

<https://www.dnb.co.uk/duns-number/lookup.html>

If a DUNS number is not found, follow the guidance on how to acquire one.

If you have any technical issues registering, contact Jaggaer's helpdesk:

0800 069 8630

help_uk@jaggaer.com

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

DVSA is seeking a contract to provide them with:

The administration of on-line and limited paper-based applications for disclosure and barring service checks for Potential Driver Instructors, Approved Driving Instructors and Driving Examiners

The contractor shall be registered with the Disclosure and Barring Service (DBS) to administer disclosure applications on behalf of non-registered organisations using the DBS e-bulk service interface.

The contractor shall deliver the contract requirements securely and in compliance with Disclosure and Barring Service procedures.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

25 March 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

25 March 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

DVSA

Berkeley House, Croydon Street

Bristol

BS5 0DA

Country

United Kingdom