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Tender

## **Administration of Disclosure & Barring Service Checks**

Driver and Vehicle Standards Agency (DVSA)

F02: Contract notice

Notice identifier: 2024/S 000-014884

Procurement identifier (OCID): ocds-h6vhtk-04586c

Published 9 May 2024, 5:49pm

### **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](mailto: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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Administration of Disclosure & Barring Service Checks

Reference number

K280022305

#### **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 27/05/2024.

<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](mailto: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

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## **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

10 June 2024

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

10 June 2024

Local time

5:00pm

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## **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