

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030019-2023>

Tender

## **Provision of International Driving Permit Services**

Driver and Vehicle Licencing Agency

F02: Contract notice

Notice identifier: 2023/S 000-030019

Procurement identifier (OCID): ocds-h6vhtk-03ddcf

Published 11 October 2023, 4:13pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Driver and Vehicle Licencing Agency

Longview Road

Swansea

SA6 7JL

#### **Contact**

Alun Vaughan

#### **Email**

[Alun.Vaughan@dvla.gov.uk](mailto:Alun.Vaughan@dvla.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://dft.app.jaggaer.com/web/login.html>

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/web/login.html>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://dft.app.jaggaer.com/web/login.html>

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

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

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

Provision of International Driving Permit Services

Reference number

PS/23/118

#### **II.1.2) Main CPV code**

- 79342300 - Customer services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

One of the UK's outcomes from EU-Exit negotiations was to ensure UK driving licences would be mutually recognised and exchangeable with other member states. Mutual recognition remains in many countries but when required a country can ask for an IDP to support the driving licence for driving in that country. The IDP is also used worldwide as well as within the EU.

On request a UK driving licence holder must be able to obtain an IDP. There are three separate versions of the IDP (depending on the destination country) and DVLA, as the issuing authority, must conform to the formats specified in the 1926, 1949 and 1968 Vienna conventions.

These have been issued under the terms of a commercial agreement with Post Office Ltd, and DVLA is now seeking to test the wider market to explore how such a service could be provided in future. We would expect a supplier to administer in the region of 200,000-300,000 permits per annum.

The service must commence on 1st April 2024. The service will be required for a period of 3 years.

The cost of an IDP is set at £5.50 by legislation and the service provider will be expected to cover their costs and profit by retaining the full fee.

Requirements

The DVLA requires a supplier to provide a service to issue IDPs to valid UK driving licence holders across the UK (including Northern Ireland).

No integration with DVLA systems is necessary. DVLA will provide the IDP booklets ink stamps and ink pads at no cost, and the customer must provide the passport-sized photo to be affixed to the permit.

The high-level scope of this service requirement is to:

- Provide an over-the-counter service for customers to obtain an IDP that meets all relevant accessibility requirements:
- Store all three versions (1926, 1949 and 1968) of the IDP and manage distribution of stock to issuing outlets in accordance with customer demand;
- Provide widespread service across Great Britain and Northern Ireland; and
- Consider additional methods for delivering the service, to supplement the counter service channel.

#### **II.1.5) Estimated total value**

Value excluding VAT: £4,500,000

#### **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**

Background

One of the UK's outcomes from EU-Exit negotiations was to ensure UK driving licences would be mutually recognised and exchangeable with other member states. Mutual recognition remains in many countries but when required a country can ask for an IDP to support the driving licence for driving in that country. The IDP is also used worldwide as well as within the EU.

On request a UK driving licence holder must be able to obtain an IDP. There are three separate versions of the IDP (depending on the destination country) and DVLA, as the issuing authority, must conform to the formats specified in the 1926, 1949 and 1968 Vienna conventions.

These have been issued under the terms of a commercial agreement with Post Office Ltd, and DVLA is now seeking to test the wider market to explore how such a service could be provided in future. We would expect a supplier to administer in the region of 200,000-300,000 permits per annum.

The service must commence on 1st April 2024. The service will be required for a period of 3 years.

The cost of an IDP is set at £5.50 by legislation and the service provider will be expected to cover their costs and profit by retaining the full fee.

### Requirements

The DVLA requires a supplier to provide a service to issue IDPs to valid UK driving licence holders across the UK (including Northern Ireland).

No integration with DVLA systems is necessary. DVLA will provide the IDP booklets ink stamps and ink pads at no cost, and the customer must provide the passport-sized photo to be affixed to the permit.

The high-level scope of this service requirement is to:

- Provide an over-the-counter service for customers to obtain an IDP that meets all relevant accessibility requirements:
- Store all three versions (1926, 1949 and 1968) of the IDP and manage distribution of stock to issuing outlets in accordance with customer demand;
- Provide widespread service across Great Britain and Northern Ireland; and
- Consider additional methods for delivering the service, to supplement the counter service channel.

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £4,500,000

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

Start date

1 January 2024

End date

31 March 2027

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

**II.2.14) Additional information**

The contract will commence on 1 January 2024 for mobilisation and testing and, if successful following the Authorities authorisation, the delivery of the services (go live stage) will commence on 1st April 2024.

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

---

## **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-018651](#)

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

Date

8 November 2023

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

8 November 2023

Local time

12:01pm

---

### **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**

Department for Transport

Great Minster House

LONDON

SW1P 4DR

Country

United Kingdom