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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

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.

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- 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