
Brief Instructions to Tenderers

- Please read the Request for Tender Document (RFT)
- Complete and return the Tender Response Document (TRD)
- Complete and return the Pricing Document
- Attach required insurance documents
- Attach required annual accounts documents (3 years)

Notes:

1. These are guidelines only and it remains your responsibility to ensure that you have complied with all aspects of the tender requirements.
2. This tender replaces the Western Care Tender of 2025 for Vehicle Servicing and Maintenance.
3. The duration of this Dynamic Purchasing Tender is a maximum of 5 years and within this period suppliers can apply at any time to be accepted onto the supplier list. Please be aware however that the initial round of awards is planned to take place in July - August 2026 and we therefore recommend submission of your response by 5pm, Friday 3rd July 2026.