



Commercial Directorate

DVLA
Longview Road
Morriston
Swansea SA6 7JL
Phone:

[@dvlagovuk](http://www.gov.uk/browse/driving)

Your ref: 205870470924783
Our ref: PS/22/51
Date: 05/04/22

Azeus UK Limited
2.017 Azeus Convene WeWork
3 Waterhouse Square
138-142 Holborn
London
EC1N 2SW

Dear Sir/Madam

CONTRACT REFERENCE NUMBER: PS/22/51

CONTRACT TITLE: Provision of Paperless Board Meetings Solution

FRAMEWORK REFERENCE NUMBER: GCloud12 RM1557.12

On behalf of the Secretary of State for Transport, please accept this letter as notification of award of contract under the terms and conditions of GCloud12 Framework RM1557.12. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference RM1557.12
2. Your Pricing Document (published on Service ID 205870470924783)

The period of the contract will be for 12 months, commencing on 09/05/22 and expiring on 08/05/23, with an option to extend for a further period of 12 months.

The Firm Price for the Contract is up to **£7,600 per annum**, exclusive of Value Added Tax. The initial order will be for 35 users @ £190 per user per year (Total order value **£6,650** excluding VAT).

Further iterations of spend will be at DVLA's discretion.

DVLA shall raise a single Purchase Order for the value of £6,650 for 35 users @£190 per user for period 09/05/22 – 08/05/23.

DVLA may purchase additional licences (up to a maximum of 40) at a cost of £190 per user per year by raising additional purchase orders.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.

REDACTED



Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

We would like to draw your attention to Appendix A, Armed Forces Covenant, which is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. We encourage all Tenderers, and their suppliers, to sign the Corporate Covenant.

The Contract Owner for this contract is **REDACTED** who can be contacted via the below email address:

Email: **REDACTED**

Please acknowledge your receipt of this letter.

Yours faithfully,

REDACTED

Commercial Specialist

Commercial Directorate

REDACTED

On behalf of the Secretary of State for Transport



Annex A

SUPPLIER DETAILS	
Supplier Name	
Supplier Address	
Post Code	
Country	
Telephone Number	
Mobile Number	
Account Manager Name	
Account Manager Email	
Business Email: <i>(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)</i>	
UK VAT Registered? Y/N	
UK VAT Registration Number	
If Non UK Supplier, is Supply Type Goods or Services?	
DUNS Number	
BANK DETAILS	
Type of Account – Bank or Building Society?	
Confirm if account is - Business or Personal	
Bank/Building Society Name	



Supplier's Bank/Building Society Account Name <i>(if different to Supplier Name)</i>	
Sort Code	
Account Number	
Building Society Roll Number <i>if applicable</i>	
IBAN (international bank account number) <i>If applicable</i>	
SWIFT/BIC (International Bank Code) <i>if applicable</i>	
CONSTRUCTION INDUSTRY TAX DEDUCUTION SCHEME – if applicable	
Address of Registered Office	
Company Registered Number	
Subcontractor Tax Certificate Type	
Subcontractor Tax Certificate Number	
Date of Expiry of the Tax Certificate	