

Xxxxxx Redacted under FOIA Section 40 – Personal Information

CONTRACT REFERENCE NUMBER: PS/25/50
CONTRACT TITLE: Provision of Written Translation Services
FRAMEWORK REFERENCE NUMBER: RM6302 - Language Services

Dear Xxxxxx Redacted under FOIA Section 40 – Personal Information

I refer to my letter titled 'PROPOSED CONTRACT AWARD – SUBJECT TO CONTRACT'

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated 18 June 2025 for the above contract. The attached contract details "Order Form", contract conditions and the Annexes set out the terms of the contract between Xxxxxx Redacted under FOIA Section 43 – Commercial Interests and Xxxxxx Redacted under FOIA Section 43 – Commercial Interests for the provision of the deliverables set out in the Order Form.

The firm contract value is Xxxxxx Redacted under FOIA Section 43 – Commercial Interests for the initial 3-year period. The Contract start date will be **15 July 2025** and will expire on **14 July 2028**, with an option to extend for a further 1-year beyond this date.

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

Please ensure invoices are sent to Unity Business Services (UBS) and not DVLA. Invoices received without the correct PO 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.

Please contact the joint Contract Owners **Xxxxxx Redacted under FOIA Section 40 – Personal Information** and **Xxxxxx Redacted under FOIA Section 40 – Personal Information** via email; **Xxxxxx Redacted under FOIA Section 40 – Personal Information** and **Xxxxxx Redacted under FOIA Section 40 – Personal Information** to discuss arrangements for commencement of the contract.

Please complete the Supplier Details form at Annex A (if not done so already) and return to the email address below.

Please confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes, within 5 days from the date of this Award Letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

Xxxxxx Redacted under FOIA Section 40 – Personal Information
By authority 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 <i>Goods or Services?</i>	
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	