Driver & Vehicle Licensing Agency

Commercial Directorate
DVLA
Longview Road
Morriston
Swansea SA6 7JL

Phone:	Xxxxx redacted under FOIA section Number 40 Personal Information

www.gov.uk/browse/driving

@dvlagovuk

Our ref:	PS/20/193
Date:	22/03/2021

Bid Team
Gowling WLG (UK) LLP
Two Snowhill
Birmingham
B4 6WR

Dear **Bid Team,**

CONTRACT REFERENCE NUMBER: PS/20/193
CONTRACT TITLE: Provision of Legal Support for the Expiry of DVLA's PFI Contract
FRAMEWORK REFERENCE NUMBER: CCS RM3786 Legal Services

On behalf of the Secretary of State for Transport, I accept your quotation dated 17/02/2021 under the terms and conditions of the General Legal Advice Services RM3786 framework. 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 RM3786
2. The Department's Request for Proposal letter dated 22/01/2021
3. The Department's specification
4. Your quote dated 17/02/2021
5. Your cost model submission with hourly rates per associated grade

The period of the contract will be 2 years, commencing on 24/3/2021 and expiring on 23/03/2023, with an option to extend for a further period of 6 months

The Rates for the Contract are as detailed within document 5. Cost model exclusive of Value Added Tax.

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.

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.

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Employment of staff under this contract will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with the data protection legislation that an individual's refusal to undergo an essential check where there are no alternatives could lead to a refusal of employment.

Please contact the Contract Owner Xxxxx redacted under FOIA section Number 40 Personal Information email **Xxxxx redacted under FOIA section Number 40 Personal Information**, to make arrangements for commencement of the contract and completion of BPSS security clearance procedures.

Please complete the Supplier Details form at Annex A and return to the email address below

Please acknowledge your receipt of this letter by signing in the allocated space below and returning to me at the above address.

Yours sincerely,

Xxxxx redacted under FOIA section Number 40 Personal Information
FM Futures Category Manager

Commercial Directorate

Xxxxx redacted under FOIA section Number Personal Information

Accepted for and on behalf of Gowling WLG(UK) LLP by: -
Signature: _____
Name: _____
Capacity: _____
Date: _____

On behalf of the Secretary of State for Transport

Driver & Vehicle Licensing Agency

Annex A

SUPPLIER DETAILS	
Supplier Name	
Supplier Address	
Post Code	
Country	
Telephone Number	
Mobile Number	
Account Manager Name	
Account Manager Email	
Business Email: *(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)*	
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 *(if different to Supplier Name)*	
Sort Code	
Account Number	
Building Society Roll Number *if applicable*	
IBAN (international bank account number) *If applicable*	
SWIFT/BIC (International Bank Code) *if applicable*	

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	