



REDACTED

Granicus Firmstep Ltd
7 Harp Lane
London
EC3R 6DP

www.gov.uk/browse/driving

@dvlagovuk

Your ref:
876364589510835

Our ref: PS/23/101

Date: 28/06/23

Dear **REDACTED**

CONTRACT REFERENCE NUMBER: PS/23/101

CONTRACT TITLE: Provision of Digital Communications Email Subscriber Solution

FRAMEWORK REFERENCE NUMBER: GCloud 13 RM1557.13

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 GCloud 13 RM1557.13. 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 RM1557.13.

The period of the contract will be **2 years**, commencing on 14/07/23 and expiring on 13/07/25.

The Firm Price for the Contract is **£69,576**, 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.

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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.



Driver & Vehicle Licensing Agency

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 Contract Owner **REDACTED** on the below email address to discuss arrangements for commencement of the contract.

Email: **REDACTED**

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

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	