

XXXXXX "redacted under FOIA section [40 Personal Information]"

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

Your ref:

Our ref:

PS/22/58

Date:

1 August 2022

Dear XXXXXX "redacted under FOIA section [40 Personal Information]"

**CONTRACT REFERENCE NUMBER: PS/22/58**  
**CONTRACT TITLE: Provision of PRCA Qualifications**

On behalf of the Secretary of State for Transport, I accept your tender dated 6 July 2022 for the above contract. This letter and the documents listed below form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA).

1. Mid-Tier Award Form and all associated Schedules

The period of the contract will be 2 years, commencing on 7 August 2022 and expiring on 6 August 2024.

The Firm Price for the Contract is **£9,180.00**, excluding 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.



Invoicing  
Procedures.docx

**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.**

Please contact the Contract Owner 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 and return to the email address below

Please sign the Order Form/Award Form and return to be at the email address below.

Yours faithfully,

*(Unsigned – sent electronically)*

XXXXXX “redacted under FOIA section [40 Personal Information]”

Commercial Advisor

Commercial Directorate

XXXXXX “redacted under FOIA section [40 Personal Information]”

**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	
<b>Business Email:</b> <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	



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