



Toyota G.B PLC
Great Burgh
Epsom
Surrey
KT18 5UX

Dear XXX "redacted under FOIA section 40"

CONTRACT REFERENCE NUMBER: PS/20/86

CONTRACT TITLE: Provision of Mechanical Handling Equipment and Support & Maintenance

I refer to my letter dated 16th July 2021. I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your tender dated 15th April 2021 for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport (DfT).

1. Short Form Order Form and all associated Annexes
2. Form of Tender
3. Specification
4. Pricing Schedule
5. Invitation to Tender letter
6. Instructions for Tenderers

The period of the contract will be 5 years, commencing on 1st November 2021 and expiring on 31st October 2026, with an option to extend for a further period of 2 years

The Firm Price for the initial 5-year Contract term is £226,632.95, 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 v2.1.doc



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.

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 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.

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 XXXX redacted under FOIA section 40", to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures.

As previously requested please complete the Supplier Details form at Annex A and return to the email address below.

Please sign the Contract Order Form and return to me at the email address below.

Yours sincerely,

XXXX "redacted under FOIA section 40"

Category Lead

Commercial Directorate

XXXX "redacted under FOIA section 40"

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	