



XXXXXX “redacted under FOIA section [40 Personal Information]”
XYZ Building 2 Hardman Boulevard
Spinningfields
Manchester
M3 3AQ

www.gov.uk/browse/driving
[@dvlagovuk](https://twitter.com/dvlagovuk)

Your ref:

Our ref: PS/21/75

Date: 20 August 2021

Dear XXX “redacted under FOIA section [40 Personal Information]”

**CONTRACT AWARD LETTER
G CLOUD 12 FRAMEWORK AGREEMENT – RM1557.12
PS/21/75 – Provision of QSA Services**

On behalf of the Secretary of State for Transport, this letter and the documents listed below form a binding contract between you and the Department for Transport.

1. G-Cloud-12-Call-Off-Contract
2. The terms and conditions for Framework reference RM1557.12

The period of the contract will be 24 Months commencing on 20 August 2021 and expiring on 19th August 2023.

The firm price for this contract is £36,000 ex VAT.

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.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.

Please contact the Contract Owner Sandra Stephens via email:
Sandra.Stephens@dvla.gov.uk to discuss arrangements for commencement of the contract.

Please acknowledge your receipt of this letter by signing in the allocated space below and completing the supplier bank details (Annex A, see below) and return to me via email:

Yours sincerely,

(Unsigned Sent via e-mail)

“redacted under FOIA section [40 Personal Information]”
Category Specialist
Commercial Directorate
“redacted under FOIA section [40 Personal Information]”

Accepted for and on behalf of NCC :-	
Signature:	_____
Name:	_____
Capacity:	_____
Date:	_____



SUPPLIER DETAILS

Supplier Name:

Supplier Address:

Country:

Postcode:

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?

Yes

No

UK VAT Registration Number:

If Non UK Supplier, is Supply Type:

Goods

Services

DUNS Number:

BANK/BUILDING SOCIETY DETAILS

Bank Account

Building Society

Bank/Building Society Name:

Sort Code:

Account Number:

Roll Number:

IBAN:

SWIFT/BIC:

CONSTRUCTION INDUSTRY TAX DEDUCUTION SCHEME

Address of Registered Office:

Company Registered Number:

Subcontractor Tax Certificate Type:

Subcontractor Tax Certificate Number:

Date of Expiry of the Tax Certificate:
