

Bytes Software Services
Bytes House, Randalls Way
Leatherhead
KT22 7TW[@dvlagovuk](https://www.gov.uk/browse/driving)

Your ref:

Our ref: PS/24/51

Date: 17/06/2024

CONTRACT REFERENCE NUMBER: PS/24/51
CONTRACT TITLE: Provision of Apyse Licences for PDF Conversions
FRAMEWORK REFERENCE NUMBER: RM6098Dear **Sir/Madam**

On behalf of the Secretary of State for Transport, I accept your tender/proposal for the above contract. The attached contract details Award Form, contract conditions and the Annexes set out the terms of the contract between Driver and Vehicle Licensing Agency and Bytes Software Services for the provision of the deliverables set out in the Award Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures, as referenced in the Award Form.

Please ensure invoices are sent to Shared Services arvato (SSa) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.

Please contact the Contract Owner (redacted) via email (redacted) to discuss arrangements for commencement of the contract.

Please complete Annex A and return to the email address below.

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

Please confirm your acceptance of the Conditions by signing and returning the Award Form, along with any requested Schedules/Annexes, within 7 days from the date of this Award Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Award Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

(Redacted)
Commercial Advisor
Commercial Directorate
(Redacted)

By authority 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	