

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

Spectrum Learn and Develop Ltd
1 Navigation Walk
Hebble Wharf
Wakefield
WF1 5RH

Our ref:

PS/21/167

Date:

30th June 2022

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

CONTRACT REFERENCE NUMBER: PS/21/167

CONTRACT TITLE: PROVISION OF DRUGS AND ALCOHOL AWARENESS TRAINING FOR CLINICIANS

On behalf of the Secretary of State for Transport, I accept your tender dated 03/05/2022 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. Short Form Contract

The period of the contract will be 1 year, commencing on 01/08/2022 and expiring on 31/07/2023.

The Firm Price for the Contract is £11,550, 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.

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 and return to be at the email address below.

Yours sincerely,

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

Commercial Specialist

Commercial Directorate

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	