|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 782753 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: |  |
| Our ref: | PS/20/181 |
| Date: | 3 March 2021 |

Quadient UK Ltd

**xxxxxxxxxxxxxxxxx**

3rd Floor Press Centre

Here East

14 East Bay Lane

London

E15 2GW

Dear Mr **xxxxxxx**

**CONTRACT REFERENCE NUMBER: PS/20/181**

**CONTRACT TITLE: Provision of Support and Maintenance of Agency Mail Opening Desks**

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

1. Form of Tender
2. DfT Standard Terms for Services
3. Specification
4. Pricing Schedule
5. Invitation to Tender letter
6. Instructions for Tenderers
7. Health & Safety Policy – INF119
8. Diversity & Inclusion Policy
9. Environmental Policy – INF123/1
10. Procurement Counter Fraud & Bribery Statement

The period of the contract will be for one year**,** commencing on **16 March 2021** and expiring on **15 March 2022**, with an option to extend for a further period of 6 months.

The Firm Price for the Contract is £31,618.40, exclusive of 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.



**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 **XXXXXXXXXXXXX** on telephone number **XXXXXXXXXXXX**, to discuss arrangements for commencement of the contract.

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

Please acknowledge your receipt of this letter by signing in the allocated space below and returning to me at the above address.

Yours sincerely,

Accepted for and on behalf of Quadient UK Ltd by:-

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **XXXXXXXXXXXX** |
| Category 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:** *(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)* |  |
| **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** *(if different to Supplier Name)* |  |
| **Sort Code** |  |
| **Account Number** |  |
| **Building Society Roll Number** *if applicable* |  |
| **IBAN (international bank account number)** *If applicable* |  |
| **SWIFT/BIC (International Bank Code)** *if applicable* |  |
| **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** |  |