|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 783175 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/23/185 |
| Date: | 03 January 2024 |

Bytes Software Services Ltd

Bytes House

Randalls Way

Leatherhead

Surrey

KT22 7TW

**CONTRACT REFERENCE NUMBER: PS/23/185**

**CONTRACT TITLE: Provision of Docker Licences**

**FRAMEWORK REFERENCE NUMBER: RM6068 Lot 3**

Dear Sir/Madam

On behalf of the Secretary of State for Transport, I accept your tender dated 11 December 2023,for the above contract. The attached call off order form sets out the terms of the contract between DVLA and Bytes Software Services Ltd for the provision of the deliverables set out in the order 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 order 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.**

All proposed offshoring activity of Official level data outside the UK under this contract

has been subject to prior approval by the Department.

Please contact the Contract Owner, **REDACTED**, to discuss arrangements for commencement of the contract.

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

Please confirm your acceptance of the Conditions by signing and returning the order form, along with any requested Schedules/Annexes, within 7 days from the date of this award letter. 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 order 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:** *(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** |  |