|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/25/57 |
| Date: | 29/08/2025 |

NCC Group Security Services Limited

XYZ Building

2 Hardman Boulevard

Spinningfields

Manchester

M3 3AQ

**CONTRACT REFERENCE NUMBER: PS.25.57**

**CONTRACT TITLE:** Provision of IT Security Incident Response Service **FRAMEWORK REFERENCE NUMBER:** Cyber Security Services 3 Framework Agreement (RM3764.3).

**PROPOSED CONTRACT AWARD – SUBJECT TO CONTRACT**

Dear XXXXX “redacted under FOIA section No 40 – Personal Information”

This letter advises you that the Secretary of State for Transport proposes to accept your tender/proposal dated **07/08/2025**

This is without prejudice to the right of the Secretary of State for Transport to abandon the procurement, cancel the award procedure or suspend awarding the contract for any reason without any liability to any bidder.

**ACTIONS FOR YOU NOW**

Please complete and return, via e-mail, the Supplier Details form at Annex A.

As stated in the specification, you are required to complete and return the Statement of Assurance Questionnaire (SoAQ). I have attached the latest version of the SOAQ Completion of the questionnaire will help to satisfy DVLA that its data will be appropriately protected and will allow us to award the contract at the earliest opportunity.

Please complete the form and return by 06/09/2025 for assessment by our Information Assurance & Governance team.

**SUMMARY**

To summarise, the Department for Transport intends to accept your tender/proposal but at the present time is unable to formally do so until we have completed the actions outlined in this letter. The information contained within this letter is considered confidential for the duration of this activity and should not be shared any wider without the written authorisation of the undersigned.

Yours sincerely,

|  |  |
| --- | --- |
| |  | | --- | | XXXXX “redacted under FOIA section No 40 – Personal Information” | |
| Commercial Advisor |
| Commercial Directorate  XXXXX “redacted under FOIA section N0 40 – Personal Information |
| |  | | --- | | **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** |  |
| **Would you like Purchase Orders and Remittance advice notes via email? Y/N** |  |
| **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** |  |