|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/23/21 |
| Date: | 12/07/2023 |

Gowlings WLG (UK) LLP

XXXXXXXX, redacted under FOIA section 40.

Dear Sir/Madam,

**CONTRACT REFERENCE NUMBER:** PS/23/21

**CONTRACT TITLE:** Provision of Legal Support for the Expiry of PFI Contract

**FRAMEWORK REFERENCE NUMBER:** RM6179 Lot 1

On behalf of the Secretary of State for Transport, I accept your quotation dated **21st June 2023** under the terms and conditions of Lot 1 on the CCS Legal Services Panel Framework, RM6179. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference Lot 1 on the CCS Legal Services Panel Framework, RM6179
2. The Department’s Request for Proposal letter dated **30th May 2023**
3. The Department's specification
4. Your quote dated **21st June 2023**

The period of the contract will be 2 years,commencing on **24th September 2023** and expiring on **23rd September 2025**, with an option to extend for a further period of 2 (1+1) years. The value of this Contract is £524,320.00.

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.**

A. Employment of staff under this contract will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with the data protection legislation that an individual’s refusal to undergo an essential check where there are no alternatives could lead to a refusal of employment.

B. All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

Please contact the Contract Owner XXXXXXXX, redacted under FOIA section 40.via email on XXXXXXXX, redacted under FOIA section 40. to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures and completion of the offshoring approval process.

Please complete the questionnaire at Annex A (if applicable) and return to the email address XXXXXXXX, redacted under FOIA section 40.

Please complete the Supplier Details form at Annex B and return to the email address XXXXXXXX, redacted under FOIA section 40.

Please acknowledge your receipt of this letter.

Accepted for and on behalf of Gowlings WLG (UK) LLP by:-

Signature:XXXXXXXX, redacted under FOIA section 40.

Name: XXXXXXXX, redacted under FOIA section 40.

Capacity:

Date:

Yours sincerely,

|  |
| --- |
| XXXXXXXX, redacted under FOIA section 40. |
| Commercial Lead |
| Commercial Directorate |
| XXXXXXXX, redacted under FOIA section 40.  **On behalf of the Secretary of State for Transport** |

**Annex A:**

**SUPPLY CHAIN QUESTIONNAIRE**

Title - Provision of Legal Support for the Expiry of PFI Contract.

Name of Supplier - Gowlings WLG (UK) LLP

Contract start date - 24/09/2023 Contract end date - 23/09/2025

Total value (excl. VAT and optional extensions) - £524, 320.00

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Dear Supplier

You indicated in your tender that one or more Small or Medium suppliers (SME) would form part of your supply chain for delivering the above contract.

As indicated in the contract specification, we now require some further information about the SME(s) you will be using. This will be used to help us measure the success of activity we have undertaken to help make our contracts more accessible to SMEs and to respond to requests for information about our use of SMEs.

Please provide the following for **each** SME in your supply chain

|  |
| --- |
| Name of SME……………………….  Address……………………………..  ……………………………………….  ……………………………………….  ………………………………………..  Post code ………………  Value\* of the proportion of the contract they will be undertaking £………….. |

*Please replicate this box as many times as needed*

\*Please note: Monthly spend information for each SME will be calculated by equally apportioning this figure to each month of the contract. However if you are able to provide a specific spend profile this would be helpful.

Your contact details in case of any follow-up questions:

………………………………………

………………………………………

………………………………………

**Annex B :**

|  |  |
| --- | --- |
| **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** |  |