|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| ref: | PS/21/26 |
| Date: | 20/10/2021 |

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

London Marketing Set Ltd

69 Merlin Grove

Beckenham

Kent

BR3 3HR

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

,

**CONTRACT REFERENCE NUMBER: PS/21/26**

**CONTRACT TITLE: PROVISION OF ADVANCED CERTIFICATE IN MARKET RESEARCH**

On behalf of the Secretary of State for Transport, I accept your tender dated 06/09/2021for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport (DfT).

1. Short Form Order Form and all associated Annexes

The period of the contract will be 2 years**,** commencing on **01 December 2021** and expiring on **30 November 2023**, with an option to extend for a further period of 1 year**.**

The Firm Price for the Contract is **£12,510** 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.



**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]” via email at 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 Advisor |
| Commercial Directorate |
| XXXXXX “redacted under FOIA section [40 Personal Information]”  **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** |  |