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| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 782475 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | RM6229 |
| Our ref: | PS/24/73 |
| Date: | |  |  | | --- | --- | | |  | | --- | | 19th July 2024 | | |

Dear Sir/Madam,

**CONTRACT REFERENCE NUMBER: PS/24/73**

**CONTRACT TILE: Provision of SEO Qualified Accountant**

**FRAMEWORK REFERENCE NUMBER: RM6229**

On behalf of the Secretary of State for Transport, I accept your Service Offeringunder the terms and conditions of the **RM6229 Permanent Recruitment Services 2 – Lot 2**. 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 **RM6229 Permanent Recruitment Services 2 – Lot 2**
2. The Department’s Invitation to Tender issued via the Jaggaer E-Sourcing Solution letter dated 19th June 2024.
3. The Department's specification contained with this invitation.
4. Your quote dated 24th June 2024.
5. The **RM6229 Permanent Recruitment Services 2 – Lot 2** Contract Schedules to follow this award letter.

The duration of the contract is for 1 years (from the date on this letter).

This value has been amended from what was submitted on the pricing schedule to include the £4,000 accountancy allowance and a slightly different existing starting salary which has taken the starting salary from £39,439 to £44,808.

Given the 12% rate and the 10% subsequent appointment rate, the contract award value is **£10,216.22**.

This itself is subject to change, depending on increases to the SEO starting salary, following the 2024/25 DVLA pay award.

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.**

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 XXXXXXredacted under FOIA section 40 on telephone number (01792) 788356 or e-mail XXXXXXredacted under FOIA section 40, to discuss arrangements for commencement of the contractand completion of the offshoring approval process**.**

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

Please complete the Statement of Assurance Questionnaire at Annex B, which is required by the successful supplier (included in the Specification document as Annex 9).

Please acknowledge your receipt understanding and acceptance of this letter by signing the box below:

Yours faithfully,

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| --- |
| XXXXXXredacted under FOIA section 40 |
| Facilities & People Commercial Specialist |
| Commercial Directorate |
| XXXXXXredacted under FOIA section 40  **On behalf of the Secretary of State for Transport**  Accepted for and on behalf of **Yolk Recruitment Ltd.** by:-  Signature:  Name:  Capacity:  Date:  **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** |  |   **Annex B**  Statement of Assurance Questionnaire    Please return and complete this as soon as possible |