

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

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

**CONTRACT REFERENCE NUMBER: PS/22/95****CONTRACT TITLE: Provision of Online Training Licences**

On behalf of the Secretary of State for Transport, I accept your tender dated 18 July 2022 for the above contract. This letter and the documents listed below form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA).

1. Form of Tender
2. Udemy's Subscription Agreement
3. Specification
4. Pricing Schedule
5. Invitation to Tender letter
6. Standard Selection Questionnaire
7. Standard Contractual Clauses (SCC) for Controllers to Processors

The period of the contract will be 1 year, commencing on 30 July 2022 and expiring on 29 July 2023.

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.



Invoicing  
Procedures.docx

**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

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/Award Form at Annex **B** and return to be at the email address below.

Yours faithfully,

*(Unsigned sent via email)*

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**



SUPPLIER DETAILS	
Supplier Name	
Supplier Address	
Post Code	
Country	
Telephone Number	
Mobile Number	
Account Manager Name	
Account Manager Email	
Business Email: <i>(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)</i>	
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	



<b>Supplier's Bank/Building Society Account Name</b> <i>(if different to Supplier Name)</i>	
<b>Sort Code</b>	
<b>Account Number</b>	
<b>Building Society Roll Number</b> <i>if applicable</i>	
<b>IBAN (international bank account number)</b> <i>If applicable</i>	
<b>SWIFT/BIC (International Bank Code)</b> <i>if applicable</i>	
<b>CONSTRUCTION INDUSTRY TAX DEDUCUTION SCHEME – if applicable</b>	
<b>Address of Registered Office</b>	
<b>Company Registered Number</b>	
<b>Subcontractor Tax Certificate Type</b>	
<b>Subcontractor Tax Certificate Number</b>	
<b>Date of Expiry of the Tax Certificate</b>	

**Order Form** (to be signed and returned)



Conditions & Order  
Form 01-08-2022.doc