|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/23/26 |
| Date: | 25/10/2024 |

Countrywide Grounds Maintenance Limited

Neighbourly Training Centre Building

4 Buckingham Road

BRACKLEY

NN13 7EL

**CONTRACT REFERENCE NUMBER: PS/23/26**

**CONTRACT TITLE: Provision of Landscaping and Grounds Maintenance Services**

**FRAMEWORK REFERENCE NUMBER: DPS Framework RM6264**

Dear Countrywide Grounds Maintenance Limited

I refer to my letter dated 28/06/2024, I am writing to confirm that the standstill period has now ended and DVLA have acquired all necessary approvals.

On behalf of the Secretary of State for Transport, I accept your tender dated **17/04/2024**for the above contract. The attached contract details Order Form, contract conditions and the Schedules and Annexes, set out the terms of the contract between DVLA and Countrywide Grounds Maintenance Limited for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA’s Invoicing Procedures, as referenced in the Order Form.

**Please ensure invoices are sent to Unity Business Services (UBS) (SSa.invoice@Ubusinessservices.co.uk) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

Supplier staff, who require access to DVLA site and/or systems 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 data protection legislation that an individual’s refusal to undergo an essential check could lead to a refusal of access to site and/or systems.

Please contact the Contract Owner **XXXX** **redacted under FOIA section 40** via email ([XXXX](mailto:Simon.Evans@dvla.gov.uk) redacted under FOIA section 40) to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures.

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

Please confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes, within 7 days from the date of this Award Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

[XXXX](mailto:Simon.Evans@dvla.gov.uk) redacted under FOIA section 40

Commercial Advisor

Commercial Directorate

XXXX redacted under FOIA section 40

**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** |  |
| **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 :**

**SUPPLY CHAIN QUESTIONNAIRE**

Title - Provision of Grounds Maintenance Services

Name of Supplier – Countrywide Grounds Maintenance Limited

Contract start date – 01/04/2025 Contract end date – 31/03/2028

Total Award value (excl. VAT and optional extensions) £403,835.86

Total Contract value (DVLA discretionary requirements) £688,794.88

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Dear Supplier

You indicated in your tender/proposal 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:

………………………………………

………………………………………

………………………………………