|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: |  |
| Our ref: | PS/23/145 |
| Date: | 18 October 2023 |

REDACTED

Virgin Media O2 Business

500 Brook Drive

Reading

RG2 6UU

**CONTRACT REFERENCE NUMBER: PS/23/145**

**CONTRACT TITLE: Provision of Mobile Device Connectivity**

**FRAMEWORK REFERENCE NUMBER: RM6261**

**PROPOSED CONTRACT AWARD – SUBJECT TO CONTRACT**

Dear REDACTED,

On behalf of the Secretary of State for Transport, I accept your tender dated 28 September 2023for the above contract. The attached contract details Order Form, contract conditions and the Annexes set out the terms of the contract between DVLA and Virgin Media O2 Business 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 Shared Services arvato (SSa) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

Yours sincerely,

|  |
| --- |
| REDACTED |
| Category Specialist |
| Commercial Directorate |
| REDACTED@dvla.gov.uk |

**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** |  |
| **Would you like Purchase Orders and Remittance advice notes via email? Y/N** |  |
| **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** |  |