|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 782475 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/23/186 |
| Date: | 24h Nov 2023 |
|  |  |

XXXXXX redacted under FOIA section 40

Manpower UK Limited

Capital Court,

Windsor Street,

Uxbridge,

UB8 1AB

Dear XXXXXX redacted under FOIA section 40,

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated **10th November 2023**for the above contract.

The following Terms and Conditions apply for this contract (please see embedded document below) :



The contract will run from 2nd November 2023 to 2nd March 2024, with provisions for two separate one month extensions, to be notified to the supplier by the buyer.

The £22.06 per hour which includes the 20% fee and covers all of the employee deductions will be the fixed price for the contract. This equates to approximately £29,000 over the 4-month term.

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 embedded document:



**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.**

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.

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

Yours sincerely,

XXXXXX redacted under FOIA section 40

Facilities & People Commercial Specialist

Commercial Directorate

XXXXXX redacted under FOIA section 40

**By authority of the Secretary of State for Transport**

Accepted for and on behalf of Manpower 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** |  |