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| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/24/70 |
| Date: | 26/03/2025 |

Gresham Office Furniture Limited

Platinum Park,

Lynstock Way

Bolton

BL6 4SA

**CONTRACT REFERENCE NUMBER: PS/24/70**

**CONTRACT TITLE: Provision of Furniture and Associated Services**

**FRAMEWORK REFERENCE NUMBER: RM6308**

Dear Gresham Office Furniture Limited

I refer to my letter dated 14/03/2025, I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your tender dated **13/02/2025**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 Gresham Office Furniture 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) (XXXXXX redacted under FOIA section 43) 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 **XXXXXX redacted under FOIA section 43** via email (**XXXXXX** redacted under FOIA section 43) to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures.

Please complete the questionnaire at Annex A 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,

**XXXXXX redacted under FOIA section 43**

**XXXXXX redacted under FOIA section 43**

FM Category Lead

Commercial Directorate

**XXXXXX redacted under FOIA section 43**

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

**Annex A :**

**SUPPLY CHAIN QUESTIONNAIRE**

Title - Provision of Furniture and Associated Services

Name of Supplier – Gresham Office Furniture Limited

Contract start date – 0104/2025 Contract end date – 31/03/2029

Total Award value (excl. VAT and optional extensions) £589,165

Total Contract value (DVLA discretionary requirements) £1,000,000

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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:

………………………………………

………………………………………

………………………………………