|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | XXXXXX redacted under FOIA section 40 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | PS/22/71 |
| Our ref: | PS/22/71 |
| Date: | 31.10.2022 |

XXXXXX redacted under FOIA section 40

Allstar Business Solutions

Po Box 1463

Whitehill House

Windmill Hill

Swindon

Wiltshire

SN5 6PE

Dear XXXXXX redacted under FOIA section 40,

**CONTRACT REFERENCE NUMBER: PS/22/71**

**CONTRACT TITLE: Provision of Fuel Cards**

**FRAMEWORK REFERENCE NUMBER: RM6186 - Fuel Cards and Associated Services VI**

I refer to my letter dated 28 October 2022.

On behalf of the Secretary of State for Transport, I accept your quotation dated **21 October 2022** under the terms and conditions of the **RM6186 - Fuel Cards and Associated Services VI**. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference: **RM6186**
2. The Department's specification
3. Your quote dated **21 October 2022**

The period of the contract will be 2 years, commencing on 5 December 2022 and expiring on 4 December 2024, with an option to extend for a further period of 1 year, taking the expiry date to 4 December 2025.

The Firm Price the Contract is **£139,638.00** exclusive of Value Added Tax. This price includes the cost of estimated fuel usage over the 2-year contract period.

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.



**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.**

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 contact the Contract Owner XXXXXX redacted under FOIA section 40 via email: XXXXXX redacted under FOIA section 40 or telephone on: XXXXXX redacted under FOIA section 40, to discuss arrangements for commencement of the contract.

Please complete the questionnaire at Annex A and return to the email address below.

Yours sincerely,

|  |
| --- |
| XXXXXX redacted under FOIA section 40 |
| Commercial Advisor |
| Commercial Directorate |
| XXXXXX redacted under FOIA section 40  **On behalf of the Secretary of State for Transport** |

Accepted for and on behalf of AllStar Business Solutions Ltd by:-

Signature: XXXXXX redacted under FOIA section 40

Name: XXXXXX redacted under FOIA section 40

Capacity: XXXXXX redacted under FOIA section 40

Date:

**Annex A:**

**SUPPLY CHAIN QUESTIONNAIRE**

Title: Provision of Fuel Cards

Name of Supplier: AllStar Business Solutions Ltd

Contract start date: 5 December 2022 Contract end date: 4 December 2024

Total value (excl. VAT and optional extensions) **£139,638.00**

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Dear Supplier

You indicated in your tender 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:

………………………………………

………………………………………

………………………………………