

**REDACTED UNDER FOI SECTION 40**

GoCardless Ltd

[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)  
[@dvlagovuk](https://twitter.com/dvlagovuk)Our ref: PS/23/233  
Date: 26<sup>th</sup> March 2024**CONTRACT REFERENCE NUMBER: PS/23/233**  
**CONTRACT TITLE: Provision of Direct Debit Services for Clean Air Zones**  
**FRAMEWORK REFERENCE NUMBER: G-Cloud 13 RM1557:13**Dear **REDACTED UNDER FOI SECTION 40**

On behalf of the Secretary of State for Transport, I accept your G-Cloud 13 Service Offering #976103020646297 and subsequent Clarification responses for the above contract.

The G-Cloud 13 Framework and Call Off contract and Call Off Order Form, set out the terms of the contract between Driver & Vehicle Licencing Agency (DVLA) and GoCardless Ltd for the provision of the deliverables set out in the Call Off Order Form and Call Off Schedules.

The Call Off contract will be sent separately to this outcome letter. 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 Call Off 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.**

Please contact the Lead Officer **REDACTED UNDER FOI SECTION 40** on telephone number **REDACTED UNDER FOI SECTION 40** or Commercial Lead **REDACTED UNDER FOI SECTION 40** on telephone number **REDACTED UNDER FOI SECTION 40**, to discuss arrangements for commencement of the contract.

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

Following receipt of the Call Off Order form and applicable Schedules, you will be required to confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes. 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,

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Category Manager – Enforcements & CAZ contracts  
Commercial Directorate  
**REDACTED UNDER FOI SECTION 40**

**Annex A:**



<b>SUPPLIER DETAILS</b>	
<b>Supplier Name</b>	
<b>Supplier Address</b>	
<b>Post Code</b>	
<b>Country</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Account Manager Name</b>	
<b>Account Manager Email</b>	
<b>Business Email:</b> <i>(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)</i>	
<b>UK VAT Registered? Y/N</b>	
<b>UK VAT Registration Number</b>	
<b>If Non-UK Supplier, is Supply Type Goods or Services?</b>	
<b>DUNS Number</b>	
<b>BANK DETAILS</b>	
<b>Type of Account – Bank or Building Society?</b>	
<b>Confirm if account is - Business or Personal</b>	
<b>Bank/Building Society Name</b>	



<b>Supplier's Bank/Building Society Account Name</b> <i>(if different to Supplier Name)</i>	
<b>Sort Code</b>	
<b>Account Number</b>	
<b>Building Society Roll Number</b> <i>if applicable</i>	
<b>IBAN (international bank account number)</b> <i>if applicable</i>	
<b>SWIFT/BIC (International Bank Code)</b> <i>if applicable</i>	
<b>CONSTRUCTION INDUSTRY TAX DEDUCUTION SCHEME – if applicable</b>	
<b>Address of Registered Office</b>	
<b>Company Registered Number</b>	
<b>Subcontractor Tax Certificate Type</b>	
<b>Subcontractor Tax Certificate Number</b>	
<b>Date of Expiry of the Tax Certificate</b>	