|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | ***XXXXXX redacted under FOIA section 40*** |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | 3S-22 ESPO |
| Our ref: | PS/24/108 |
| Date: | 09/10/2024 |

***XXXXXX redacted under FOIA section 40***, Campaign Director

HAYS SPECIALIST RECRUITMENT

LIMITED

4th Floor, 20 Triton Street, LONDON.

NW1 3BF

**CONTRACT REFERENCE NUMBER: PS/24/108**

**CONTRACT TITLE: Provision of SEO Qualified Accountants (Campaign 2)**

**FRAMEWORK REFERENCE NUMBER: 3S-22 ESPO**

Dear ***XXXXXX redacted under FOIA section 40***

On behalf of the Secretary of State for Transport, I accept your proposal dated 4th October 2024 for the above contract. The attached Order Form sets out contract conditions and the terms of the contract between Driver and Vehicle Licensing Agency and Hays Specialist Recruitment Limited for the provision of the deliverables set out in the Order Form.

The estimated value of this contract is £7,200. If subsequent appointments occur these will be charged according to the proposal. The contract will start on 10th October 2024 and will be for 12-months with a 6-month optional extension. There is a potential for up to four merit list appointments – so the maximum value of the contract is £36,000.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

**Please ensure invoices are sent to Unity Business Services (UBS) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

Please contact the Contract Owner ***XXXXXX redacted under FOIA section 40*** on email address ***XXXXXX redacted under FOIA section 40***, to discuss arrangements for commencement of the contract.

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

Please confirm your acceptance of the Conditions by signing and returning the Order Form and this letter, 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 and the Award Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

***XXXXXX redacted under FOIA section 40***

Commercial Advisor

Commercial Directorate

***XXXXXX redacted under FOIA section 40***

**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** |  |
| **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** |  |