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| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 782475 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | RM6229 |
| Our ref: | PS/22/160 |
| Date: | |  |  | | --- | --- | | |  | | --- | | 22nd March 2023 | | |

Inspire People,

Innovation House,

Discovery Park,

Sandwich

CT13 9FF

Dear Sir/Madam,

**CONTRACT REFERENCE NUMBER: PS/22/160**

**CONTRACT TILE: Provision of ITS Recruitment (2023)**

**FRAMEWORK REFERENCE NUMBER: RM6229**

On behalf of the Secretary of State for Transport, I accept your Service Offeringunder the terms and conditions of the **RM6229 Permanent Recruitment Services 2 – Lot 2**. 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 **RM6229 Permanent Recruitment Services 2 – Lot 2**
2. The Department’s Invitation to Tender issued via the Jaggaer E-Sourcing Solution letter dated 13th February 2023.
3. The Department's specification contained with this invitation.
4. Your quote dated 13th March 2023.
5. The **RM6229 Permanent Recruitment Services 2 – Lot 2** Contract Schedules accompanying this award letter.

The duration of the contract is for 2 years (from the date on this letter) with an option for a further 12 months, or on the expiry of the published contract value of £321,087.46.

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 Xxxxx redacted under FOI Section 40on telephone number (01792) XXXXXX or e-mail Xxxxx redacted under FOI Section 40, to discuss arrangements for commencement of the contractand completion of the offshoring approval process**.**

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

Please complete the Statement of Assurance Questionnaire at Annex B, which is required by the successful supplier (included in the Specification document as Annex 9).

Please acknowledge your receipt understanding and acceptance of this letter by signing the box below:

Yours faithfully,

|  |
| --- |
| Xxxxx redacted under FOI Section 40 |
| Facilities & People Commercial Specialist |
| Commercial Directorate |
| Xxxxx redacted under FOI Section 40  **On behalf of the Secretary of State for Transport** |