



Commercial Directorate

DVLA
Longview Road
Morrison
Swansea SA6 7JL
Phone:

REDACTED

www.gov.uk/browse/driving

@dvlagovuk

Our ref:

PS/21/208

Date:

13th December 2021

Specialist Computer Centres
James House,
Warwick Road,
Tyseley,
Birmingham,
B11 2LE

Dear Sir/Madam,

CONTRACT REFERENCE NUMBER: PS/20/208

CONTRACT TITLE: Provision of Opentext Vignette Licences and Support

FRAMEWORK REFERENCE NUMBER: RM6068 – Lot 3

I refer to my letter dated 1st December 2021. I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your quotation dated 29th November 2021 under the terms and conditions of the Crown Commercial Service Technology Products and Associated Services Framework – Lot 3 (RM6068). 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 RM6068
2. The Department's Request for Proposal letter dated 18th November 2021
3. The Department's specification
4. Your quote dated 29th November 2021
5. Information to be Provided by the Tenderer
6. Tender Specification
7. RM6068 Framework Award Form
8. RM6068 Core Terms 3.0.6
9. RM6068 Call Off Schedules 3-6, 8-9, 15, 16 and 20
10. RM6068 Joint Schedules 1, 3-7 and 12

The period of the contract will be 4 years, commencing on 20th December 2021 and expiring at 23:59 on 19th December 2025.

The Firm Price for the Contract is **£1,418,656.00**, exclusive of Value Added Tax.

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.



REDACTED

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.

Please contact the Contract Owner **REDACTED** via **REDACTED**, to discuss arrangements for commencement of the contract.

Please acknowledge your receipt **understanding and acceptance** of this letter.

Yours faithfully,

REDACTED

Category Lead

Commercial Directorate

REDACTED

On behalf of the Secretary of State for Transport

Annex A:

SUPPLY CHAIN QUESTIONNAIRE (*only if applicable – delete as appropriate*)

Title.....
Name of Supplier.....
Contract start date.....Contract end date.....
Total value (excl. VAT and optional extensions) £.....

[details above to be completed by Commercial Advisor]

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:

.....
.....
.....



Annex [A/B] [amend as appropriate]:
(only if applicable – delete as appropriate)

SUPPLIER DETAILS	
Supplier Name	
Supplier Address	
Post Code	
Country	
Telephone Number	
Mobile Number	
Account Manager Name	
Account Manager Email	
Business Email: <i>(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)</i>	
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 <i>(if different to Supplier Name)</i>	
Sort Code	
Account Number	
Building Society Roll Number <i>if applicable</i>	
IBAN (international bank account number) <i>If applicable</i>	
SWIFT/BIC (International Bank Code) <i>if applicable</i>	
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	