|  |  |
| --- | --- |
| Commercial Directorate | |
| **XXXXX redacted under FOI Section 40** | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: |  |
| Our ref: | PS/24/27 |
| Date: | 31/05/2024 |

**XXXXX redacted under FOI Section 40**

**CONTRACT REFERENCE NUMBER: PS-24-27**

**CONTRACT TITLE: Provision of Water Efficiency Feasibility Study**

**FRAMEWORK REFERENCE NUMBER: CPS2-33406-2024**

Dear Sir/Madam

On behalf of the Secretary of State for Transport, I accept your quotation dated 20/05/2024 under the terms and conditions of the RM6242 Construction Professional Services DPS. 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 RM6242.
2. The Department's specification.
3. Your quote dated 20/05/2024.
4. The call off Order Form for Framework reference RM6242.
5. All Annexes sent as part of the ITT pack if applicable.

The period of the contract will be 12 months**,** commencing on the day after the last party signs the contractand expiring 12 months later.

The Firm Price for the Contract **£12,935.00** exclusive of Value Added Tax.

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

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 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 Contract Owner; **XXXXX 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 the email address below

Please acknowledge your receipt of this letter.

Yours sincerely,

**XXXXX redacted under FOI Section 40**

**XXXXX redacted under FOI Section 40**Commercial Specialist

Commercial Directorate

**XXXXX redacted under FOI 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** |  |