

DVLA  
Longview Road  
Morriston  
Swansea SA6 7JL  
Phone:

#### Redacted  
under FOI Section  
No 40 – Personnel  
Information

Charterhouse Voice and Data Limited  
14 New Street  
London  
EC2M 4TR

[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

@dvlagovuk

Your ref: DVLA

Our ref: PS/25/22

Date: 27<sup>th</sup> August 2025

**CONTRACT REFERENCE NUMBER: PS/25/22**

**CONTRACT TITLE: Provision of Audio Visual Equipment and Maintenance**

**FRAMEWORK REFERENCE NUMBER: RM6225 - Audio Visual Technical  
Consultancy & Commissioning**

Dear #### redacted under FOI section No 40 – Personnel Information,

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated **28<sup>th</sup> July 2025** for the above contract. The attached contract details Order Form, contract conditions and the Annexes set out the terms of the contract between **DVLA** and **Charterhouse Voice and Data Limited** for the provision of the deliverables set out in the Order Form.

The firm contract value being the lowest at **£24,088.75** and the highest at **£92,498.75** for the initial 3-year period. The Contract start date will be **8<sup>th</sup> September 2025** and will expire on **7<sup>th</sup> September 2028**, with an option to extend for a further 1-year until **7<sup>th</sup> September 2029** at DVLA's discretion.

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 Order Form.

**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.**

Supplier staff, who require access to DVLA site and/or systems under this contract, will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with data protection legislation that an individual's refusal to undergo an essential check could lead to a refusal of access to site and/or systems.

Please contact the Contract Owner ##### Redacted under FOI Section No 40 – Personnel Information via email ##### Redacted under FOI Section No 40 – Personnel Information, to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures.

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, along with any requested Schedules 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 will be countersigned and will create a binding contract between the two named parties.

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

Yours sincerely,

##### Redacted under FOI Section No 40 – Personnel Information Associate

Commercial Practitioner

Commercial Directorate

##### Redacted under FOI Section No 40 – Personnel Information

**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	
<b>Business Email:</b> <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	
<b>If Non-UK Supplier, is Supply Type Goods or Services?</b>	
DUNS Number	
BANK DETAILS	
Type of Account – Bank or Building Society?	
Confirm if account is - Business or Personal	
Bank/Building Society Name	



<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>	