

ITGL Limited
Trafalgar House
223 Southampton Road
Portsmouth
PO6 4PY**CONTRACT REFERENCE NUMBER: PS/24/134**
CONTRACT TITLE: PROVISION OF WI-FI SERVICE
FRAMEWORK REFERENCE NUMBER: RM6116 Lot2a**PROPOSED CONTRACT AWARD – SUBJECT TO CONTRACT**

Dear Sir/Madam,

This letter advises you that the Secretary of State for Transport proposes to accept your tender/proposal dated 3 February 2025.

This is without prejudice to the right of the Secretary of State for Transport to abandon the procurement, cancel the award procedure or suspend awarding the contract for any reason without any liability to any bidder.

ACTIONS FOR YOU NOW

Please complete and return, via e-mail, the Supplier Details form at **Annex A** below.

As stated in the specification, this contract may require the successful tenderer to process Government data on DVLA's behalf. Prior to formal award and before any data processing can commence in relation to this contract, you are required to complete and return the following:

1. **Statement of Assurance Questionnaire (SoAQ)** - The SoAQ was issued previously as Annex 2, Appendix D within the Invitation to Tender document issued on 7 January 2025.
2. **Joint Schedule 11** – This schedule was issued previously as Annex 2, Appendix E within the Invitation to Tender document issued on 7 January 2025.

Completion of the above questionnaire and schedule will help to satisfy DVLA that its data will be appropriately protected and will allow us to award the contract at the earliest opportunity. The SoAQ questionnaire and Joint Schedule 11 documents shall be assessed by our Information Assurance & Governance team.

Please return all the above specified documents completed by 16:00 hours on 19 February 2025.

As stated in the specification, this contract will require the successful completion of a Data Protection Impact Assessment (DPIA) prior to formal award and before any data processing can commence in relation to this contract. You are expected to cooperate with all aspects of the process, as this will greatly improve our ability to award the contract at the earliest opportunity.

Additionally, the Offshoring Questionnaire returned to you for completion is still required once you have sourced the requested information.

SUMMARY

To summarise, the Department for Transport intends to accept your tender/proposal but at the present time is unable to formally do so until we have completed the actions outlined in this letter. The information contained within this letter is considered confidential for the duration of this activity and should not be shared any wider without the written authorisation of the undersigned.

Yours sincerely,

[Redacted]

By authority of the Secretary of State for Transport

Annex A

SUPPLIER DETAILS	
Supplier Name	[Document Redacted]
Supplier Address	
Post Code	
Country	
Telephone Number	
Mobile Number	
Account Manager Name	
Account Manager Email	
Would you like Purchase Orders and Remittance advice notes via email? Y/N	
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	
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	