

XXXXXX "redacted under FOIA section [40 Personal Information]"

Mitel Networks Ltd
2 London Wall Place
4th Floor
London
EC2Y 5AU

Dear XXXXXX "redacted under FOIA section [40 Personal Information]",

CONTRACT REFERENCE NUMBER: PS/22/157**CONTRACT TITLE: Provision of Specialist Telephony Training**

On behalf of the Secretary of State for Transport, I accept your tender dated **15 December 2022** for the above contract. This letter and the documents listed below form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA).

1. Mitel Sales Order Acceptance Terms and Conditions

- Schedule 2 Specification
- Schedule 3 Pricing
- Schedule 4 Tender (and any amendments to it agreed in writing)
- Schedule 20 Processing Data
- Schedule 21 Variation Form
- Invitation to Tender letter
- Instructions for Tenderers excluding paragraph 1.4
- Diversity & Inclusion Policy (attached to the ITT documents)
- Procurement Counter Fraud & Bribery Statement
- Supplier Offshoring Questionnaire

The period of the contract will be 3 years, commencing on 18 January 2023 and expiring on 17 January 2026, with an option to extend for a further two (2), one (1) year periods (3 + 1 + 1).

The Firm Price for the Contract is **£56,400**, excluding 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.



Invoicing
Procedures.docx

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 Anne Fisher on telephone number 01792 788800, 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 understanding and acceptance of this letter by signing in the allocated space below and returning to me at the above address.

Yours sincerely,

Accepted for and on behalf of **Mitel Networks Ltd**

Signature: _____

Name: _____

Capacity: _____

Date: _____

XXXXXX "redacted under FOIA section [40 Personal Information]",
Commercial Advisor

Commercial Directorate

XXXXXX "redacted under FOIA section [40 Personal Information]",

On behalf 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: <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 <i>Goods or Services?</i>	
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	