



DVSA  
The Axis Building  
112 Upper Parliament Street  
Nottingham  
NG1 6LP

CommercialEnquiries@dvsa.gov.uk

Contract Agreement Number: K280020634

02 August 2021

Lloyd Morgan Group  
Phoenix House  
Hemlock Park  
Hyssop Close  
Cannock  
Staffs  
WS11 7GA

Dear **XXX Redacted Under FOIA Section 40**,

**Extension of contract K280020634 IRTEC Assessments.**

1. This letter and the documents listed below continue to form a binding contract between you and this Department.

- (i) Your Completed Form of Tender - Services
- (ii) DfT Standard Terms for Services
- (iii) Specification
- (iv) Your Pricing Schedule
- (v) Invitation to tender letter
- (vi) Instructions for Tenderers
- (vii) Your Tender Response

2. The contract will expire on **30/04/2022**

3. The **Approved Maximum Cost** for the extension is **£48,000**, exclusive of Value Added Tax.

4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. A Purchase Order Number will be provided for each booking under this contract and the first of these will be provided as soon as possible. You must quote the relevant PO Number on all invoices, and these must be submitted directly to:  
[SSa.invoices@sharedservicesarvato.co.uk](mailto:SSa.invoices@sharedservicesarvato.co.uk)

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

5. Please acknowledge receipt of this letter **and** contact the Contract Manager **XXX Redacted Under FOIA Section 40** at email **XXX Redacted Under FOIA Section 40**, to discuss arrangements for commencement of the Contract.

Yours sincerely

**XXX Redacted Under FOIA Section 40**

Commercial Category Officer

by authority of the Secretary of State for Transport