

XXXXXX redacted under FOIA section [40]

Our ref: PS/23/219  
Date: 19/04/2024

**CONTRACT REFERENCE NUMBER: PS/23/219**  
**CONTRACT TITLE: Provision of Conferences**

Dear XXXXX redacted under FOIA section [40]

On behalf of the Secretary of State for Transport, I accept your tender dated 3<sup>rd</sup> and 5<sup>th</sup> April 2024 for the above contract. The attached Order Form contract conditions and the Annexes set out the terms of the contract between the Driver and Vehicle Licensing Agency (DVLA) and Political Engagement limited for the provision of the deliverables set out in the Order Form.

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

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 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 XXXXX redacted under FOIA section [40] to discuss arrangements for commencement of the contract.

Please complete the Supplier Details form at Annex A (below) and return to me by email.

Please confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes, within 5 days from the date of this Award Letter. 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.

Yours sincerely,

XXXXXX redacted under FOIA section [40]