



**Driver and Vehicle Standards Agency  
Commercial**

The Ellipse  
Padley Road  
Swansea  
SA1 8AN

[commercialenquiries@dvsa.gov.uk](mailto:commercialenquiries@dvsa.gov.uk)

Our ref: K280021607

Date: 29 March 2022

**CAPITB Limited**

XXXXXX redacted under FOIA section 40

Access House  
Halesfield 17  
Telford  
TF7 4PW

Dear XXXXXX redacted under FOIA section 40,

**Contract Award for Intensive Driver Training – K280021607**

On behalf of the Secretary of State for Transport, I accept your tender dated 14 February 2022 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Form of Tender - Services
- (ii) DfT Standard Terms for Services
- (iii) Specification
- (iv) Tender Response
- (v) Pricing Schedule
- (vi) Invitation to tender letter
- (vii) Instructions for Tenderers
- (viii) Selection Questionnaire
- (ix) Schedule of agreed Confidential Information

The operative period of the Contract will be 3 years, commencing on 30 March 2022.

The firm price for the Contract is £552,960.00, exclusive of Value Added Tax.

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be provided as soon as possible. You must quote the PO number on all invoices, and these must be submitted directly to [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk). Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter and contact the Contract Manager, XXXXXX redacted under FOIA section 40, to discuss arrangements for commencement of the Contract.

Yours sincerely,

XXXXXXX redacted under FOIA section 40

XXXXXXX redacted under FOIA section 40  
Senior Commercial Category Manager

**On behalf of the Secretary of State for Transport**