



Driver & Vehicle
Standards
Agency

**Driver and Vehicle Standards Agency
Commercial**

The Ellipse
Padley Road
Swansea
SA1 8AN

commercialenquiries@dvs.gov.uk

TRL

XXXXXX redacted under FOIA section 40
Crowthorne House
Nine Mile Ride
Wokingham
Berkshire
RG40 3GA

Our ref: K280022063

Date: 12 May 2023

Dear XXXXXX redacted under FOIA section 40,

CONTRACT AWARD

WP146 Motorcycle Helmet Testing – K280022063

On behalf of the Secretary of State for Transport, I accept your tender dated 10 May 2023 for the above-mentioned Contract. This procurement activity was conducted under DVSA's Vehicle and Component Testing Services Framework and the framework terms and conditions shall apply.

This letter and the documents listed below will form a binding contract between you and this Department:

- I. Invitation to tender letter
- II. Instructions for Tenderers
- III. Schedule 1 - Form of Tender
- IV. Schedule 2 - Specification
- V. Schedule 3 - Technical Factors
- VI. Schedule 4 - Pricing Schedule
- VII. Schedule 5 - Framework Agreement
- VIII. Schedule 6 - Framework Agreement and Mini Competition Rules
- IX. Schedule 7 - General Conditions of Contract for Services
- X. Tender Response

The contract will start on the day this letter is signed by TRL and will expire on 30 June 2024. The service will commence on a day to be agreed between both parties and is expected to be delivered by 31 December 2023.

The maximum firm price for the Contract is £99,320.00, exclusive of Value Added Tax.

You must be in possession of a purchase order number before commencing work under the contract. This number will be confirmed to you shortly.



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Invoices submitted to the Department **must quote the purchase order number** and be submitted in accordance with DVSA's invoicing procedures.

Send invoices to:

Accounts Payable
Shared Services Arvato
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Alternatively, electronic invoices can be sent to:

ssa.invoice@sharedservicesarvato.co.uk

Invoices received without a purchase order number will be returned to you delaying payment.

Please acknowledge receipt of this letter by signing and returning it via the Jaggaer eSourcing system. Once this has been completed you can then contact the Contract Manager, XXXXXX redacted under FOIA section 40 to agree a date for a contract initiation meeting.

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

Yours sincerely

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40
Senior Commercial Category Manager
by authority of the Secretary of State for
Transport

I agree to the conditions of contract.
Accepted for and on behalf of TRL by:

Signature: XXXXXX redacted under FOIA section 40

Name: XXXXXX redacted under FOIA section 40

Capacity: Director

Date: 16th May 2023