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| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 761454 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | PS/21/230 |
| Our ref: | PS/21/230 |
| Date: | 27th June 2022 |
|  |  |

Centerprise International Ltd

Lime Tree Way

Hampshire

BASINGSTOKE

RG24 8GQ

Dear Sir/Madam,

**CONTRACT REFERENCE NUMBER: PS/21/230**

**CONTRACT TITLE: Provision of Audio-Visual Equipment Support and Maintenance**

**FRAMEWORK REFERENCE NUMBER: RM6068 - Technology Products & Associated Services – Lot 2**

On behalf of the Secretary of State for Transport, I accept your quotation dated 1st June 2022 under the terms and conditions of the RM6068 - Technology Products & Associated Services. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference RM6068 and associated Schedules issued alongside this award letter
2. The Department’s Request for Proposal letter dated **20th June 2022**
3. The Department's specification
4. Your quote dated **1st June 2022**

The period of the contract will be 2 years**,** commencing on 28th June 2022 and expiring on 27th June 2024, with an option to extend for a further period of 12+12 months.

The price for the Contract is £15,180.00, exclusive of 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.



**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.**

Please contact the Contract Owner **Xxxxx redacted under FOI Section 40** on email address **Xxxxx redacted under FOI Section 40** to discuss arrangements for commencement of the contract.

Please complete the questionnaire at Annex A and return to the email address below.

Please complete the Supplier Details form at Annex B (if there are any changes) and return to the email address below.

Yours sincerely,

|  |
| --- |
| **Xxxxx redacted under FOI Section 40** |
| Commercial Advisor |
| Commercial Directorate |
| **Xxxxx redacted under FOI Section 40**  **On behalf of the Secretary of State for Transport** |

Accepted for and on behalf of Centerprise International Ltd by:-

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_