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| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Our ref: | PS/24/42 |
| Date: | 27/05/2025 |

XXXXXX redacted under FOIA section 40

South Wales Transport (Neath) Ltd,

Unit 2 Ferryboat Close,

Swansea Enterprise Park,

Swansea,

SA6 8QN

**CONTRACT REFERENCE NUMBER: PS/24/42**

**CONTRACT TITLE: Provision of Bus/Coach Travel to DVLA Events**

Dear XXXXXX redacted under FOIA section 40,

I refer to my letter dated 12/05/2025 I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated 3rd March 2025 for the above contract. The attached contract details, contract conditions and the Annexes set out the terms of the contract between the Driver and Vehicle Licensing Agency and South Wales Transport (Neath) Ltd for the provision of the deliverables set out in the specification document embedded below.

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

The contract will commence on 28/05/2025 and the initial period will end on 27/05/2027.

There are two 1-year buyer options available for this contract. The estimated spend for the initial period is £54,250. If both optional years are included, an additional £62,225 is estimated bringing a total contract spend of £120,475.

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 below document.



**Please ensure invoices are sent to Unity Business Services (UBS) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

Please contact the Contract Owner XXXXXX redacted under FOIA section 40

via e-mail XXXXXX redacted under FOIA section 40 to discuss arrangements for commencement of the contract

Please confirm your acceptance of the Conditions by signing and returning the Schedule 1 Order Form within 7 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.

This will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

XXXXXX redacted under FOIA section 40

Facilities and HR Commercial Specialist

Commercial Directorate

XXXXXX redacted under FOIA section 40

**By authority of the Secretary of State for Transport**