

XXXXXX redacted under FOIA section No 40

DVSA

The Ellipse

Padley Road

Swansea

SA1 8AN

[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

**21 February 2025**

**Le Comité International de l'Inspection Technique Automobile**

Rue du Commerce 123

Bruxelles

Bruxelles-Capitale

BELGIUM

1000

Dear Sir/Madam,

**Award letter - K280022744 - CITA Membership fees 2025-26**

On behalf of the Driver and Vehicle Standards Agency (DVSA), I write to accept your quote valued at XXXXXX redacted under FOIA section No 43 for the above contract. This letter and the documents listed below form a binding contract between you and the DVSA.

1. This Award Letter
2. Your quote

The contract will commence on 1 March 2025 and will expire on 28 February 2030. The maximum value of the contract is XXXXXX redacted under FOIA section No 43 exclusive of VAT. You must be in receipt of a valid purchase order (PO), before commencing any work. The purchase order number will follow shortly.

Invoices submitted to the Department **must quote the PO number** and must be submitted to: [SSa.invoice@Ubusinessservices.co.uk](mailto:SSa.invoice@Ubusinessservices.co.uk)

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

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

Yours sincerely

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Commercial Category Officer

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