



Driver & Vehicle
Standards
Agency

XXXX redacted under FOIA section 40
Commercial Category Manager
DVSA
The Axis Building
Upper Parliament Street
Nottingham
NG1 6LP
Commercialenquiries@dvsa.gov.uk

Contract Agreement Number: K280021847

26 September 2022

Jarrett & Lam Limited
Robert Denholm House
Nutfield
Surrey
RH1 4HW

Dear XXXXX redacted under FOIA section 40,

K280021847 – Training Accreditation Services Website Support

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

- (i) Form of Tender
- (ii) Order form and Conditions
- (iii) Specification
- (iv) Pricing Matrix
- (v) Intellectual property agreement

The operative period of the Contract will be from 01.10.2022, expiring on 30.09.2023

*The pricing schedule shows a breakdown of costs however the Approved Maximum Cost for the Contract is £20,000 exclusive of Value Added Tax. There is no commitment from DVSA on value or volume.

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 to you shortly. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

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, XXXXX redacted under FOIA section 40 to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXXX redacted under FOIA section 40

Commercial Category Manager

by authority of the Secretary of State for Transport