



XXXX Redacted under FOIA section 43
Senior Commercial Category Manager
Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

Procurementbranch@dvsa.gov.uk

Contract Agreement Number: K280020777

08 April 2021

Nottingham College

XXXX Redacted under FOIA section 43
Adam's Building
Stoney Street
Lace Market
Nottingham
NG1 1NG

Dear XXXX Redacted under FOIA section 43

K280020777 Level 2 Hybrid and Electric Vehicle Training: CONTRACT AWARD

On behalf of the Secretary of State for Transport, I accept your tender dated 17th September 2020 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) K280020777 - Nottingham College Form of Tender
- (ii) K280020777 - General Conditions of Contract for Services
- (iii) K280020777 - Specification
- (iv) K280020777 – Nottingham College Pricing Schedule
- (v) K280020777 - Invitation to tender letter
- (vi) K280020777 - Instructions for Tenderers
- (vii) K280020777 - Q&A document dated 10 September 2020
- (viii) K280020777 – Nottingham College Tender Response and the associated annexes

The operative period of the Contract will be 3 years, commencing on 20th January 2021.

The Approved Maximum Cost for the Contract is £276,000, exclusive of Value Added Tax.

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 as soon as possible. You must quote the 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.

To assist the payment process please provide: Insert any information required to ensure efficient and effective receipting / invoice matching. For example, this may be a draft invoice or annotated progress report.

Please acknowledge receipt of this letter and contact the Contract Manager, XXXX Redacted under FOIA section 43 by email at XXXX Redacted under FOIA section 43 or by phone on XXXX Redacted under FOIA section 43, to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXX Redacted under FOIA section 43
by authority of the Secretary of State for Transport