|  |  |
| --- | --- |
| Driver and Vehicle Standards Agency Commercial | |
| The Ellipse  Padley Road  Swansea  SA1 8AN | |
|  |  |
| commercialenquiries@dvsa.gov.uk | |
|  |  |
| Our ref: K280021843 |  |
| Date: 25 November 2022 |  |

XXXXXX redacted under FOIA section 40  
Millbrook Proving Ground Limited  
Station Lane,  
Bedford,  
MK45 2JQ

Dear XXXXXX redacted under FOIA section 40,

**CONTRACT AWARD**

**Tyre Label Testing 2022-23 (K280021843)**

On behalf of the Driver and Vehicle Standards Agency (DVSA), I write to advise you that it is our intention to accept your tender, dated 17 November 2022, submitted under the terms and conditions of the Vehicle and Component Testing Services framework.

This letter and the documents listed below will form a binding contract between you and this Department:

1. the terms and conditions of the Vehicle and Component Testing Services framework
2. the department’s invitation to tender dated 28 October 2022
3. the department’s specification
4. your tender dated 17 November 2022
5. your pricing schedule

The contract will start on the day this letter is signed by Millbrook Proving Ground Limited. The service will commence on a day to be agreed between both parties to complete the requirement by 31 March 2023.

The maximum price for the Contract is XXXXXX redacted under FOIA section 43 exclusive of Value Added Tax.

You must be in possession of a purchase order number before commencing work under the contract. This number will be confirmed to you shortly.

Invoices submitted to the Department **must quote the purchase order number** and be submitted in accordance with DVSA’s invoicing procedures.

**Send invoices to:**

Accounts Payable

Shared Services Arvato

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

Alternatively, electronic invoices can be sent to: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk )

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

Please acknowledge receipt of this letter by signing and returning it via the Jaggaer eSourcing system. Once this has been completed you can then contact the Contract Manager, XXXXXX redacted under FOIA section 40, by email at XXXXXX redacted under FOIA section 40 to agree a date for a contract initiation meeting.

A breakdown of your scores is provided in Annex A.

Yours sincerely

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

Commercial Category Manager

by authority of the Secretary of State for Transport

I agree to the conditions of contract.

Signature

XXXXXX redacted under FOIA section 40

Print name

XXXXXX redacted under FOIA section 40

**ANNEX A**

**TENDER EVALUATION REPORT FOR TENDERERS**

1. **Overall Score**

XXXXXX redacted under FOIA section 43