

North PB Limited
North House, St. Asaph Business Park
St. Asaph, Wales
LL17 0JG

Contract Agreement Number
K280021407

06 October 2021

Dear Bid Team

**Acceptance of Tender for Network Infrastructure Field Services -
Technology Insourcing Service TO THE DVSA UNDER the Crown
Commercial Service Network Services 2 Framework RM3808.**

1. On behalf of the Secretary of State for Transport, I accept your Tender dated 31st August 2021 under the terms and conditions of the **FRAMEWORK RM3808 NETWORK SERVICES 2**. This letter and the documents listed below form a binding contract between you and this Department.

- I.* The terms and conditions for Framework reference RM3808
- II.* The Department's Request for Proposal via DfT Portal Jaggaer dated 9th September 2021.
- III.* ***The Department's specification***
- IV.* Your Tender response dated 31st August 2021.

2. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be advised. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

***Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA***

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

3. To assist the payment process please provide drafts of the invoice due to be submitted to XXXXX prior to submission.

4. Please acknowledge receipt of this letter via the DfT portal **and** contact the Contract Manager XXXXXX on telephone number XXXXXX, email XXXXXXXX, to discuss arrangements for commencement of the Contract.

Yours sincerely,

XXXXXXX

by authority of the Secretary of State for Transport

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