



DVLA
Longview Road
Morriston
Swansea SA6 7JL
Phone:

01792 788565

XXXXXX "redacted under FOIA section [No 40 –
Personal Information]
Bond Solon Training Ltd
5th Floor
10 Whitechapel High Street
London
E1 8QS

www.gov.uk/browse/driving
[@dvlagovuk](https://twitter.com/dvlagovuk)

Your ref:

Our ref:

Date:

PS/22/84

28 March 2023

Dear XXXXXX "redacted under FOIA section [No 40 – Personal Information]

Acceptance of Tender for:

CONTRACT REFERENCE NUMBER: PS/22/84

CONTRACT TITLE: Provision of Annual Expert Witness Conference

On behalf of the Secretary of State for Transport, I accept your tender dated 16 January 2023 for the above contract. The attached Order Form, contract conditions and the Annexes are set out in the terms of the contract between DVLA and Bond Solon Training Ltd for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

The period of the contract will be **24** months, commencing on 1 May 2023 and expiring on 30 April 2025 with an option to extend for a further period of 12 months

The Firm Price for the Contract is **£9,600.00**, excluding Value Added Tax

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 follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.



Invoicing
Procedures v2.1.doc

Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.



Driver & Vehicle Licensing Agency

Employment of staff under this contract will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with data protection legislation that an individual's refusal to undergo an essential check where there are no alternatives could lead to a refusal of employment.

Please confirm your acceptance of the Conditions by signing and returning the Order Form within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

XXXXXX "redacted under FOIA section [No 40 – Personal Information]

Commercial Advisor
Commercial Directorate

XXXXXX "redacted under FOIA section [No 40 – Personal Information]

On behalf of the Secretary of State for Transport