



Driver & Vehicle
Standards
Agency

XXXXXX redacted under FOIA
section 40
Senior Commercial Category Manager
DVSA
The Ellipse
Padley Road
Swansea
SA1 8AN
Commercialenquiries@dvsa.gov.uk

Contract Agreement Number: K280021719

24 March 2022

Institute of the Motor Industry

XXXXXX redacted under FOIA section 40

Fanshaws
Brickendon
Hertford
SG13 8PQ

Dear XXXXXX redacted under FOIA section 40,

**Acceptance of Quotation for K280021719 - IMI Accreditation and
Registration**

On behalf of the Secretary of State for Transport, I accept your quote dated 04.03.2022 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Pricing schedule*
- (ii) IMI Centre agreement
- (iii) Request for Quote letter

The operative period of the Contract will be from 24.03.2022, expiring on 25.03.2023.

*The pricing schedule shows a breakdown of costs however the Approved Maximum Cost for the Contract is £40,968.90, 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 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
XXXXXX redacted under FOIA section 40

via email at XXXXXX redacted under FOIA section 40 to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXXXX redacted under FOIA section 40

Senior Commercial Category Manager

by authority of the Secretary of State for Transport