



Driver & Vehicle
Standards
Agency

Finance & Corporate
Services
Berkeley House, Croydon
Street,
Bristol, BS5 0DA

XXXXXX redacted under
FOIA section
www.gov.uk/dvsa

Thatcham Research,
Colthrop Way,
Thatcham, Berkshire,
England,
RG19 4NR
27/08/2021

Dear XXXXXX redacted under FOIA section 40.

K280021515 – Steering Assistance – Failure Assessment

On behalf of the Secretary of State for Transport, I am writing to accept your quote provided on the 23 August 2021 for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport.

- (i) Form of Tender - Services
- (ii) General Conditions for Contract for Services
- (iii) Steering Assistance Requirement
- (iv) Pricing Schedule
- (v) Invitation to tender letter
- (vi) Instructions for Tenderers
- (vii) Thatcam quotation

The period of the contract will commence on 30 August 2021 and expire 29 October 2021.

The price for the Contract is £15,000 exclusive of 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 DVSA's Invoicing Procedures.

Please ensure invoices are sent to:

DVSA Accounts payable
DfT Shared Service Centre
5 Sandringham Park
Swansea Vale

Helping you **stay safe** on **Britain's roads**

Swansea
SA70EA

Alternatively electronic invoices can be issued to:
ssa.invoice@sharedservicesarvato.co.uk

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

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me at the email address below.

Accepted for and on behalf of Thatcham. By:- XXXXXX redacted under FOIA section 40
Signature: XXXXXX redacted under FOIA section 40
Name: XXXXXX redacted under FOIA section 40
Capacity: XXXXXX redacted under FOIA section 40
Date: 27/08/2021

Yours sincerely,

XXXXXX redacted under FOIA section 40

On behalf of the Secretary of State for Transport