|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
|  |  |
| Our ref: | PS/24/94 |
| Date: | 19th August 2024 |

XMA Limited

Nottingham

NG11 7EP

Dear Sir / Madam

**CONTRACT REFERENCE NUMBER:** PS/24/94

**CONTRACT TITLE:** Supply of 20 Printers and Accessories

**FRAMEWORK REFERENCE NUMBER:** RM6098 Technology Products & Associated Services 2 - Lot 2

On behalf of the Secretary of State for Transport, I accept your bid submitted on 5th August 2024 under the terms and conditions of the **RM6098 Technology Products & Associated Services 2 - Lot 2.** This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference
2. The Department's specification.
3. Your bid submitted on 5th August 2024**.**

The value of the Contract is **£29,695.36** exclusive of Value Added Tax, for every item noted within the pricing schedule submitted. This contract will be valid for a 1 year.

You must be in possession of a written purchase order (PO), before 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.



**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.**

Please contact the Contract Owner Xxxxx redacted under FOI Section 40 via email,

Xxxxx redacted under FOI Section 40 **@dvla.gov.uk** to discuss arrangements for commencement of the contract.

Please acknowledge your receipt and understanding of this letter by signing in the allocated space below and returning to me via email

Yours faithfully,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | Xxxxx redacted under FOI Section 40 | | Commercial Specialist | | Commercial Directorate | | [Xxxxx redacted under FOI Section 40 @dvla.gov.uk](mailto:nicola.green@dvla.gov.uk)  **On behalf of the Secretary of State for Transport** | |

Accepted for and on behalf of XMA Limited by:

Signature: Xxxxx redacted under FOI Section40

Name: Xxxxx redacted under FOI Section 40

Capacity: FULFILMENT MANAGER

Date: 19/08/2024