



Driver & Vehicle  
Standards  
Agency

XXXXXX redacted under  
FOIA section 40  
DVSA  
The Ellipse  
Padley Road  
Swansea  
SA1 8AN  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

4<sup>th</sup> July 2024

**The UK Careers Fair Limited**

XXXXXX redacted under FOIA section 40  
3<sup>rd</sup> Floor, Office 4  
Greenwood House  
London Road  
Bracknell  
Berkshire  
RG12 2AA

Dear XXXXXX redacted under FOIA section 40,

**Award letter - K280022532 – Careers Fair Exhibitor Stands**

On behalf of the Driver and Vehicle Standards Agency (DVSA), I write to accept your quote dated 19<sup>th</sup> June 2024 for the above contract. This letter and the documents listed below form a binding contract between you and the DVSA.

1. This Award Letter
2. Your quote dated 19<sup>th</sup> June 2024
3. The UK Careers Fair Limited Terms & Conditions

The contract will commence on 1<sup>st</sup> August 2024 and expire on 31<sup>st</sup> December 2025. The maximum value of the contract is £20,000 exclusive of VAT. You must be in receipt of a valid purchase order (PO), before commencing any work. The purchase order number will follow shortly.

Invoices submitted to the Department **must quote the PO number** and must be submitted to: [SSa.invoice@Ubusinessservices.co.uk](mailto:SSa.invoice@Ubusinessservices.co.uk)

While email is preferable, if you need to send documents by post, you should send to:  
Unity Business Services (UBS)  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

**Invoices received without a purchase order number will be returned to you delaying 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

Yours sincerely

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

by authority of the Secretary of State for  
Transport

Accepted for and on behalf of The UK  
Careers Fair Limited by:-

Signature: XXXXXX redacted under  
FOIA section 40

Name: XXXXXX redacted under  
FOIA section 40

Capacity: Director

Date: 07/04/24