



**Commercial Directorate**

XXXX redacted under FOIA section 40 Driver  
and Vehicle Standards Agency  
Berkeley House  
Croydon Street  
Bristol, BS5 0DA

XXXX redacted under FOIA section 40  
Our ref: K280021947  
Date: 18/11/2023

XXXX redacted under FOIA section 40  
Gartner UK Limited  
XXXX redacted under FOIA section 40

Dear XXXX redacted under FOIA section 40

**Acceptance of Quotation for Gartner Research Services**

On behalf of the Secretary of State for Transport, I accept your quote dated 17/11/2022, under the terms and conditions of Crown Commercial Services G-Cloud 12 Framework Agreement (RM1557.12)

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 RM1557.12
2. The quote received 17/11/2022
3. RM1557.12 Call-off Form (once signed by both parties)

The period of the contract is from 01/01/2023 to 31/12/2024. The maximum budget for the requirement is £ 373,533.33 Ex. VAT.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. Purchase order must be included on each invoice.

Invoices should be emailed to: [ssa.invoice@sharingservicesarvato.co.uk](mailto:ssa.invoice@sharingservicesarvato.co.uk) or posted to the following address:

Shared Services Arvato  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

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

The Contract Owner is XXXX redacted under FOIA section 40 who can be contacted by email address: XXXX redacted under FOIA section 40 to discuss arrangements for commencement of the contract.

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

Yours sincerely,  
XXXX redacted under FOIA section 40

XXXX redacted under FOIA section 40  
**by authority of the Secretary of State for Transport**

We accept the terms set out in this letter, including the Conditions.  
Signed for and on behalf of Gartner UK Limited ("the Supplier")

Name: XXXX redacted under FOIA section 40

Job Title: XXXX redacted under FOIA section 40

Signature: XXXX redacted under FOIA section 40

Date: 25/11/2022