Driver & Vehicle Licensing Agency

Commercial Directorate
DVLA
Longview Road
Morriston
Swansea SA6 7JL
www.gov.uk/browse/driving
@dvlagovuk

XXXXX redacted under FOIA section [40]

Our ref:	PS/23/199
Date:	25/01/24

CONTRACT REFERENCE NUMBER: PS/23/199
CONTRACT TITLE: Provision of accessibility audit user testing for DVLA digital services
FRAMEWORK REFERENCE NUMBER: G cloud 13 RM1557.13

Dear **Sir/Madam**,

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated 6th December 2023 for the above contract (embedded below).

Re G Cloud 13
offeringClarification

The attached call off contract and the terms and conditions [the **Contract**] set out the terms of the contract between DVLA and Digital Accessibility Centre for the provision of the deliverables.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures, as referenced in the Award Form.

Please ensure invoices are sent to Shared Services arvato (SSa) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.

Please contact the Contract Owner XXXXX redacted under FOIA section [40] to discuss arrangements for commencement of the contract.

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Please confirm your acceptance of the **Contract** by signing and returning the call off contract within 5 days from the date of this award letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Contract will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

XXXXX redacted under FOIA section [40]

By authority of the Secretary of State for Transport