



XXXXXX [redacted under FOIA section 40]

Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

procurementbranch@dvsa.gov.uk

Contract Agreement Number: K280021235

26 January 2021

Intelligencia Training Limited

XXXXXX [redacted under FOIA section 40]
3 Appley Ct
Haynes
Bedfordshire
MK45 3QQ

Dear XXXXXX [redacted under FOIA section 40],

Acceptance of Quotation for Contract K280021235 - Level 4 Intelligence Analyst Apprenticeship (Welsh Learner)

On behalf of the Secretary of State for Transport, I accept your tender dated 20 November 2020 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Contract Order Form
- (ii) DfT General Terms and Conditions for Services

The operative period of the Contract will be 5 years commencing on 29/01/2021

The Approved Maximum Cost for the Contract is £6,000, exclusive of Value Added Tax.

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will follow. You must quote the PO number on all invoices, and these must be submitted directly to: SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter **and** contact the Contract Manager XXXXXX [redacted under FOIA section 40] to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXXXX [redacted under FOIA section 40]
by authority of the Secretary of State for Transport