



Driver & Vehicle  
Standards  
Agency

**Driver and Vehicle Standards Agency  
Commercial**

The Ellipse  
Padley Road  
Swansea  
SA1 8AN

commercialenquiries@dvs.gov.uk

**Space 2 (UK) Ltd trading as Smarter Not Harder**

XXXXXX redacted under FOIA section 40

Innovation House,  
Molly Millars Close,  
Wokingham, Berks  
RG41 2RX

Our ref: K280021443

Date: 16 August 2021

Dear XXXXXX redacted under FOIA section 40,

**K280021443 - Productivity Training**

On behalf of the Secretary of State for Transport, I accept your tender dated 23 July 2021 for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. Form of Tender
2. DfT Standard Terms for Services
3. Specification
4. Tender Response
5. Pricing Schedule
6. Invitation to Tender letter
7. Instructions for Tenderers

The period of the contract will be **3 years with the option to extend for a further 1 year**, commencing on 17 August 2021 and expiring on 16 August 2024.

The Firm Price for the Contract is £59,388, exclusive of Value Added Tax.

You must be in possession of a written purchase order (PO), before commencing any work, or 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 DVSA's Invoicing Procedures below.



Invoicing  
procedures.docx

**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.**

Please acknowledge receipt of this letter by accepting through the Jaggaer eSourcing system. Once this has been accepted you can then contact the Contract Owner XXXXXX redacted under FOIA section 40, to discuss arrangements for commencement of the contract.

Yours sincerely,

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

Commercial Category Manager

**On behalf of the Secretary of State for Transport**