

Insight Direct UK Ltd
The Technology Building
Terry Street
Sheffield
S9 2BU

[@dvlagovuk](https://www.gov.uk/browse/driving)

Our ref: PS/24/67
Date: 24/6/2024

CONTRACT REFERENCE NUMBER: PS/24/67

CONTRACT TITLE: Provision of Miro Collaboration Tool – 75 Enterprise Licences

FRAMEWORK REFERENCE NUMBER: RM6098 Technology, Processes and Associated Software 2

Dear **Sir/Madam**,

On behalf of the Secretary of State for Transport, I accept your tender dated **June 13th 2024** for the above contract. The attached contract details ("Order Form") contract conditions and the Annexes set out the terms of the contract between DVLA and Insight Direct UK for the provision of the deliverables set out in the Order Form.

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 Order 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 **REDACTED** via **REDACTED@DVLA.gov.uk** to discuss arrangements for commencement of the contract.

Please confirm your acceptance of the Conditions by signing and returning the "Order Form" along with any requested Schedules/Annexes, within 7 days from the date of this Award Form. 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 ("Order Form") will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

REDACTED

Category Lead

Commercial Directorate

REDACTED@dvla.gov.uk

By authority of the Secretary of State for Transport