



Commercial Directorate

DVLA
Longview Road
Morriston
Swansea SA6 7JL

Phone: 01792 788565

www.gov.uk/browse/driving

@dvlagovuk

Your ref:

Our ref: PS/21/213

Date: 24 May 2022

XXXXXX "redacted under FOIA section [No 40 –
Personal Information]
The Market Research Society
The Old Trading House,
15 Northburgh Street,
London
EC1V 0JR

Dear XXXXXX "redacted under FOIA section [No 40 – Personal Information]

Acceptance of Tender for:

CONTRACT REFERENCE NUMBER: PS/21/213

**CONTRACT TITLE: Provision of Market Research Society Membership &
Accreditation Services**

On behalf of the Secretary of State for Transport, I accept your tender dated 14 April 2022 and your subsequent email dated 10 May 2022 for the above contract. The attached Order Form, contract conditions and the Annexes set out the terms of the contract between DVLA and The Market Research Society 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.

The period of the contract will be 2 years, commencing on 1 May 2022 and expiring on 30 April 2024, with an option to extend for a further period of 1 year.

The Firm Price for the Contract is **£28,783.50** excluding 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 DVLA's Invoicing Procedures below.



Invoicing
Procedures v2.1.doc

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

Please contact the Contract Owner XXXXXX “redacted under FOIA section [No 40 – Personal Information], to discuss arrangements for commencement of the contract.

Please complete the Supplier Details form at Annex **A** and return to the email address below.

Please confirm your acceptance of the Conditions by signing and returning the Order Form within [7] days from the date of this 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 Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

XXXXXX “redacted under FOIA section [No 40 – Personal Information]
Commercial Advisor
Commercial Directorate
Jean.jackson@dvla.gov.uk

By the authority of the Secretary of State for Transport

DVLA SHORT FORM CONTRACT

Please complete/sign and return



Appendix C - T&C's
Short Form Contract (