

XXXXX redacted under FOIA section [40]

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CONTRACT REFERENCE NUMBER: PS/23/138
CONTRACT TITLE: Provision of Research and
Insight (Campaign evaluation contract)
FRAMEWORK REFERENCE NUMBER: RM6126

Our ref: PS/23/138
Date: 19 March 2024

Dear XXXXX redacted under FOIA section [40],

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated **13 March 2024** for the above contract. The attached contract details Order Form, contract conditions and the Annexes set out the terms of the contract between Driver & Vehicle Licencing Agency and Walnut Unlimited Ltd 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 XXXXX redacted under FOIA section [40] on telephone number XXXXX redacted under FOIA section [40] 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, 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,

XXXXXX redacted under FOIA section [40]

By authority of the Secretary of State for Transport