

XXXXXX "redacted under FOIA section [40 Personal Information]"

Customer Service Manager
IRM UK Strategic IT Training Ltd
2nd Floor, Monument House
215 Marsh Road
Pinner
HA5 5NE

Dear XXXXXX "redacted under FOIA section [40 Personal Information]" ,

CONTRACT REFERENCE NUMBER: PS/22/130**CONTRACT TITLE: Provision of Mastering the Requirement Process**

On behalf of the Secretary of State for Transport, I accept your tender dated 25 October 2022 for the above contract. This letter and the documents listed below form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA).

1. Mid-Tier Award Form and all associated Schedules

The period of the contract will be one (1) year, commencing on **5 December 2022** and expiring on **4 December 2023**, with an option to extend for a further two (2), one (1) year periods (1 + 1 + 1),

The Firm Price for the Contract is **£14,328**, 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.docx

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 [40 Personal Information]” to discuss arrangements for commencement of the contract

Please complete the questionnaire at Annex A and return to the email address below

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

Please sign the Order Form/Award Form and return to be at the email address below.

Yours sincerely,

XXXXXX “redacted under FOIA section [40 Personal Information]”

XXXXXX “redacted under FOIA section [40 Personal Information]”

Commercial Advisor
Commercial Directorate
Jean.jackson@dvla.gov.uk

On behalf of the Secretary of State for Transport