



**Driver & Vehicle
Standards
Agency**

XXXXXX Redacted under FOIA Section 40
Commercial Category Officer
Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

Procurementbranch@dvs.gov.uk

Contract Agreement Number: K280020645

Insights Learning and Development

XXXXXX Redacted under FOIA Section 40

Terra Nova
3 Explorer Road
Technology Park
DD2 1EG

Dear XXXXX Redacted under FOIA Section 40

Acceptance of Quotation for K280020645 Insights Development Training

On behalf of the Secretary of State for Transport, I accept your tender dated 21.04.2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) DfT Standard Terms for Services
- (ii) Insights Investment Schedule – Discovery Profiles
- (iii) Insights Investment Schedule – Annual Licencing

The operative period of the Contract will be from **01.05.2021**, expiring on **30.04.2024**.

The **Firm Price** for the Contract is **£22,225.00**, exclusive of Value Added Tax.

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be provided to you shortly. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

**Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA]**

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter **and** contact the Contract Manager XXXXX Redacted under FOIA Section 40 via email at XXXXX Redacted under FOIA Section 40 to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXXX Redacted under FOIA Section 40

Commercial Category Officer
by authority of the Secretary of State for Transport

ORIGINAL