

Bytes Software Services
Bytes House
Randalls Way
Leatherhead
KT22 7TW

CONTRACT REFERENCE NUMBER: PS/24/28
CONTRACT TITLE: Provision of Articulate 360 Subscription Licences
FRAMEWORK REFERENCE NUMBER: RM6098

Dear Sir/Madam

On behalf of the Secretary of State for Transport, I accept your quote submitted in relation to the above ITT via the DfT Sourcing Portal. The attached contract details Framework Schedule 6 Order Form and Call-off contract conditions and the associated schedules set out the terms of the contract between DVLA and Bytes Software Services Ltd for the provision of the deliverables set out in the Order Form (Schedule 6).

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 as referenced in the Order Form (Schedule 6).

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.

All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

Please complete the following and return within **three weeks** of contract award:

- Annex A – Supplier Offshoring Questionnaire
- Annex B – Statement of Assurance Questionnaire (SoAQ)

The Contract Owner is **REDACTED** who can be contacted via the following email address:

Email: **REDACTED**

Please confirm your acceptance of the Conditions by signing and returning the Order Form (Schedule 6) 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 (Schedule 6) will be countersigned and will create a binding contract between the two named parties.

Yours faithfully,

REDACTED

Commercial Specialist

Commercial Directorate

REDACTED

By authority of the Secretary of State for Transport