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| --- | --- |
| Commercial Directorate | |
| XXXXXX redacted under FOIA section 40 | |
|  |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | PS/22/115 |
| Our ref: | PS/22/115 |
| Date: | 30 January 2023 |

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

Dear XXXXX redacted under FOI Section 40

**CONTRACT REFERENCE NUMBER:** PS/22/115

**CONTRACT TITLE:** Provision of Supply and Installation of Audio Visual Facility within Meeting Rooms

**FRAMEWORK REFERENCE NUMBER:** RM6225

On behalf of the Secretary of State for Transport, I accept your tender dated 08/12/2022 under the terms and conditions of the **RM6225 – Audio Visual Consultancy and Commissioning** This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference **-** RM6225 – Audio Visual Consultancy and Commissioning**.**
2. The Department’s Request for Proposal letter dated 22/11/2022
3. The Department's specification
4. Your quote dated 08/12/2022.
5. The Call Off Order Form for Framework reference RM6225 (Audio Visual Consultancy and Commissioning)
6. All Annexes sent as part of the ITQ pack if applicable

The period of the contract will be **2 Years,** commencing on 31/01/2023 and expiring on 30/01/2025, with an option to extend for a further period of 12 Months**.**

The Firm Price for the Contract is £71,659, exclusive of 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.

**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 **XXXXX redacted under FOI Section 40** on telephone number to discuss arrangements for commencement of the contract

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

Yours sincerely

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| --- |
| **XXXXX redacted under FOI Section 40** |
| Commercial Specialist |
| Commercial Directorate |
| **XXXXX redacted under FOI Section 40**  **On behalf of the Secretary of State for Transport** |

**Annex A**

**XXXXXX redacted under FOIA section 40**