



**Driver & Vehicle
Standards
Agency**

XXX
Finance, Commercial and Assurance Directorate
Fleet and Travel Commercial Category
Berkeley House
Croydon Street
Bristol BS5 0DA

T XXX

www.gov.uk/dvsa

XXX
Dawsongroup Bus and Coach Limited
Delaware Drive
Tongwell
Milton Keynes
MK15 8JH

12 August 2021

The following document has been redacted in line with FOIA sections 40 and 43

Dear XXX

DVSA Contract K280021196: PSV Hire for DVSA Training

1. On behalf of the Secretary of State for Transport, I accept your tender dated 15 April 2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department:
 - (i) Form of Tender
 - (ii) DfT Standard Terms for Services
 - (iii) Statement of Requirement
 - (iv) Pricing Schedule
 - (v) Travel and Subsistence Annex
 - (vi) Invitation to tender letter
 - (vii) Instructions for Tenderers
2. The operative period of the Contract will be for two years, commencing on 1 August 2021, with a further one-year extension option.
3. The Approved Maximum Cost for the Contract is Eighty-Three Thousand Pounds [£83,000], exclusive of Value Added Tax. Correct Pricing Schedule (iv) detailing rental charges is included in Annex 1.
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. POs for this contract will be issued from DVSA Training & Development Admin Office. You must quote the relevant 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*

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
6. Please acknowledge receipt of this letter and contact the Contract Manager, XXX, on telephone number XXX, to discuss arrangements for commencement of the Contract.

Yours sincerely

XXX

Commercial Category Manager (Fleet and Travel)

by authority of the Secretary of State for Transport

D XXX
E XXX

Enc. Annex 1: Pricing Schedule

Annex 1: Pricing Schedule

Group Vehicle	Description	Cost of hire for (1 - 7 days minimum charge)	Cost of additional hire (daily)
A	A DDA compliant public service vehicle including wheelchair access with at least 40 seats.	XXX	XXX
B	A minibus which is DDA compliant with wheelchair access and up to 17 seats but more than 9.	XXX	XXX
C	A full coach specification with DDA facilities and wheelchair access. If not available this should be notified to the DVSA Contracts Manager for approval before supplying a none DDA coach when requested.	XXX	XXX
D	Hybrid/full electric goods vehicle over 7,500kg GVW.	XXX	XXX
E	Hybrid/Full electric Public Service Vehicles with DDA and at least 40 seats.	XXX	XXX