



Driver & Vehicle  
Standards  
Agency

Finance & Corporate  
Services  
Berkeley House, Croydon  
Street,  
Bristol, BS5 0DA

XXXXXX redacted under  
FOIA section 40  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

Tech Incubator Manchester Technology  
Centre,  
Oxford Road,  
Manchester, England, M1 7ED

23<sup>rd</sup> August 2021

Dear XXXXXX redacted under FOIA section 40,

**K280021524 Occupational Psychologists – Driving Examiners**

On behalf of the Secretary of State for Transport, I am writing to accept your quote of £15,500, dated 13<sup>th</sup> August 2021 for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. Your quote of £15,500 dated 13<sup>th</sup> August 2021
2. The **DfT Short Form** terms and conditions

The period of the contract will commence on 24<sup>th</sup> August 2021 and expire on 30<sup>th</sup> September 2021.

The price for the Contract is £15,500 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 DVSA's Invoicing Procedures.

**Please ensure invoices are sent to:**

DVSA Accounts payable  
DfT Shared Service Centre  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA70EA

Alternatively electronic invoices can be issued to:  
[ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

**Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me at the email address below.

Accepted for and on behalf of Robertson Cooper Ltd. by:
Signature: XXXXXX redacted under FOIA section 40
Name: XXXXXX redacted under FOIA section 40
Capacity: XXXXXX redacted under FOIA section 40
Date: 23/08/2021

Yours sincerely,

XXXXXX redacted under FOIA section 40

**On behalf of the Secretary of State for Transport**