



**Driver & Vehicle
Standards
Agency**

XXXX 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: K280021533

08 October 2021

The Living Leader

XXXX Redacted under FOIA Section 40
Festival House
Newbury
Berkshire
RG14 1JG

Dear XXXX Redacted under FOIA Section 40

Acceptance of Quotation for K280021533 The Living Leader Training.

On behalf of the Secretary of State for Transport, I accept your quote dated 03.09.2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Appendix A - Specification
- (ii) Appendix B – Pricing Schedule
- (iii) Appendix C - General-conditions-of-contract-for-services
- (iv) Appendix D - Form of Tender
- (v) Request for Quote Letter

The operative period of the Contract will be from **07.09.2021**, expiring on **31.12.2021**.

The **Approved Maximum Cost** for the Contract is **£22,225.25**, 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:

SSa.invoice@sharedservicesarvato.co.uk

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 **XXXX Redacted under FOIA Section 40** to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXX Redacted under FOIA Section 40

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