



**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: K280021449

**Andrea Adams Consultancy Limited**

XXXX Redacted Under FOIA Section 40  
Enterprise House  
7 Coventry Road  
Birmingham  
B46 3BB

Dear XXXX Redacted Under FOIA Section 40

**Acceptance of Quotation for K280021449 Building Respect and the  
Confident Manager Training.**

On behalf of the Secretary of State for Transport, I accept your tender dated 24.08.2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Specification
- (ii) General Conditions of Contract for Services
- (iii) Pricing Schedule AAC return 24 08 2021

The operative period of the Contract will be from **30.08.2021**, expiring on **28.02.2022**.

The **Approved Maximum Cost** for the Contract is **£9,800**, 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](mailto: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