

Hootsuite Enterprise
5 East 8th Avenue
Vancouver BC
Canada
V5T 4S8

www.gov.uk/browse/driving
[@dvlagovuk](https://twitter.com/dvlagovuk)

Our ref: PS/24/91
Date: 17/07/2024

CONTRACT REFERENCE NUMBER: PS/24/91
CONTRACT TITLE: Provision of Hootsuite Enterprise Premium Package
FRAMEWORK REFERENCE NUMBER: RM1557.13

Dear **Sir/Madam**,

On behalf of the Secretary of State for Transport, I accept your service offering **9417 2077 2900 300** and quote (embedded below) under the terms and conditions of the G-Cloud 13 Framework RM1557.13, for the above contract.



2024-07-09 -
DVLA-AF-09072024-I

The attached call off contract and the terms and conditions [the **Contract**] set out the terms of the contract between DVLA and Hootsuite Inc. for the provision of the deliverables.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures, as referenced in the Award Form.

Please ensure invoices are sent to our Shared Services Centre (SSC) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.

Please contact the Contract Owner – **REDACTED** via email **REDACTED@DVLA.gov.uk** to discuss arrangements for commencement of the contract.

Please confirm your acceptance of the **Contract** by signing and returning the call off contract within 14 days from the date of this award letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Contract will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

REDACTED
Category Lead
Commercial Directorate
REDACTED@dvla.gov.uk

By authority of the Secretary of State for Transport