



**Driver & Vehicle
Standards
Agency**

XXXX Redacted under FOIA Section 40
Commercial Category Manager
DVSA
The Axis Building
Upper Parliament Street
Nottingham
NG1 6LP
Commercialenquiries@dvsa.gov.uk

Contract Agreement Number: K280021838

21 July 2022

Hootsuite Media UK Limited

XXXX Redacted under FOIA Section 40
10 John Street
London
WC1N 2EB

Dear XXXX Redacted under FOIA Section 40,

K280021838 – Hootsuite Enterprise Social Relationship Platform

On behalf of the Secretary of State for Transport, I accept your quote reference Q-333263-2 for the above-mentioned Contract. This letter and the document listed below form a binding contract between you and this Department.

(i) Hootsuite Authorisation Form

The operative period of the Contract will be from 31.03.2022, expiring on 30.03.2024.

*The pricing schedule shows a breakdown of costs however the Approved Maximum Cost for the Contract is £39,036.13, 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 Manager
by authority of the Secretary of State for Transport