



Ministry of Housing,  
Communities &  
Local Government

National Learning and Work Institute  
4th Floor, Arnhem House  
31 Waterloo Way  
Leicester  
LE1 6LP

Date: 18 October 2019

Contract Number: CPD/004/119/192

### **CONTRACT AWARD LETTER**

#### **CONTRACT FOR RESEARCH INTO ENGLISH LANGUAGE CONVERSATION CLUBS AND THE ROLE OF VOLUNTEERS**

1. The documents listed below form a binding contract (the "Contract") between National Learning and Work Institute with offices at 4th Floor, Arnhem House, 31 Waterloo Way, Leicester, LE1 6LP (the "Contractor") and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG"):
  - i. this Contract Award Letter;
  - ii. the Statement of Requirements (Annex A);
  - iii. the Contract Terms and Conditions (Annex B Parts 1 & 2);
  - iv. the Price Schedule (Annex C);
  - v. the Contractor's Proposal (Annex D1 and D2); and
  - vi. the Contractor's bid clarification response (Annex E).
2. In the event of conflict between any of the documents forming the Contract, the conflict shall be resolved by giving precedence to the documents in the order set out above.
3. In consideration of the full and proper performance by the Contractor of this Contract and subject to the other terms of this Contract, MHCLG shall pay the prices, rates and expenses specified in the Price Schedule (Annex C).

#### **Contract Term**

4. Subject to any termination provisions within the Contract, the term of the Contract shall commence on 25 October 2019 (the "Effective Date") and shall terminate on 31 March 2020. *MHCLG reserves the right to extend the term of the Contract by up to 6 months. MHCLG cannot guarantee any extension.*
5. Not used.



#### Prices and Invoicing

6. The firm price for the initial term of the Contract is £224,738.50 (exclusive of VAT).
7. All invoices are to be submitted to: **REDACTED**
8. Invoices must quote MHCLG's contract number and purchase order number (to be confirmed) and an appropriate description. Failure to do so may result in a delay in payment for which MHCLG cannot be held responsible.
9. Invoices must also quote MHCLG's vendor number. If the Contractor has not received a vendor number, the Contractor should complete a SAP7B form (available on request) and send it to MHCLG's Commercial Representative.

#### Contract Representatives

10. MHCLG's representative for this Contract is:

**REDACTED**

11. The Contractor's representative for this Contract is:

**REDACTED**

#### Tax

12. MHCLG may consult Her Majesty's Revenue and Customs (HMRC) for advice as to whether Schedule D or E tax applies to payments made under this Contract. The decision will be based upon the content of the Contract. Copies of the Contract may be submitted to HMRC. As there may be some delay before the decision is made, it may be necessary for MHCLG to deduct tax from early payments under the Contract. Such tax will be refunded if HMRC advise that Schedule D tax applies.



Execution

13. The Parties have executed and delivered this Contract as of the Effective Date.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

for and on behalf of the  
**Secretary of State for Housing,  
Communities & Local Government**

for the **Contractor**

Please confirm acceptance of this Contract as soon as possible by signing and returning this document to **REDACTED**. MHCLG will accept a PDF version.