



CONTEXT
New Line, Oranmore,
Co. Galway
H91 K660
Republic of Ireland

Friday, 08 June 2018

Contract Number: CPD/004/119/028

CONTRACT AWARD LETTER

Contract for the provision of simultaneous interpretation services for an INTERREG Atlantic Area meeting in Belfast on June 21st 2018.

1. The documents listed below form a binding contract (the "Contract") between CONTEXT with offices at New Line, Oranmore, Co. Galway, H91 K660, Republic of Ireland (the "Contractor") and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG"):
 - i. this Contract Award Letter;
 - ii. the Specification (Annex A);
 - iii. the Contract Terms and Conditions (Annex B);
 - iv. the Contractor's Tender and price schedule (Annex C).
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 June 1st 2018 (the "Effective Date") and shall terminate on June 22nd 2018.

Prices and Invoicing

5. The *approved maximum cost* for the term of the Contract is £7,910 (exclusive of Value Added Tax (VAT)).
6. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.



7. 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.
8. 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

9. MHCLG's representatives for this Contract are:

Commercial Representative: <REDACTED>, 2, Marsham Street, LONDON SW1P 4DF. Tel: <REDACTED>. Email: <REDACTED>

Contract Manager: <REDACTED>, 2, Marsham Street, LONDON SW1P 4DF. Tel: <REDACTED>. Email: <REDACTED>

10. The Contractor's representatives for this Contract are:

Commercial Representative: <REDACTED>, Oranmore, Galway, H91K660, Ireland. Tel: <REDACTED> Email: <REDACTED>

Contract Manager: <REDACTED>, Oranmore, Galway, H91K660, Ireland. Tel: <REDACTED> Email: <REDACTED>

11. The Key Personnel are as follows:

<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.

Premises

13. The Premises where the Services are to be performed is as follows:
Room Olympic 2, Clayton Hotel Belfast, 22-26 Ormeau Avenue, Belfast, BT2 8HS.



Execution

14. 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 signed hard copy or a PDF version.