



**** [DN: Supplier's name and address]

[DN: date]

Contract Number: CPD/0004/121/029

CONTRACT AWARD LETTER

CONTRACT FOR DEVELOPMENT OF THE NATIONAL MODEL DESIGN CODE

1. The documents listed below form a binding contract (the "Contract") between **** [DN: insert Supplier's name] with offices at **** [DN: insert Supplier's address] (the "Supplier") 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 Price Schedule (Annex C);
 - v. [DN: the Supplier's Clarification Responses dated ****;] (Annex D)
 - vi. the Supplier's Tender (Annex D[1]).
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 Supplier 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 [initial] term of the Contract shall commence on **** (the "Effective Date") and shall terminate on ****. [DN: MHCLG reserves the right to extend the term of the Contract by up to **** by giving the Supplier not less than **** months / weeks written notice. MHCLG cannot guarantee any extension.]
5. Not used.



Prices and Invoicing

6. The *firm price / fixed price / approved maximum cost* [DN: delete as appropriate] for the [initial] term of the Contract is **** (exclusive of Value Added Tax (VAT)).
[DN: The *firm price / fixed price / approved maximum cost* [DN: delete as appropriate] for the extended term of the Contract is **** (exclusive of VAT).]
7. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.
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 Supplier has not received a vendor number, the Supplier should complete a SAP7B form (available on request) and send it to MHCLG's Commercial Representative.

Contract Representatives

10. MHCLG's representatives for this Contract are:

Commercial Representative: **** [DN: insert name of procurement contact who managed the procurement], **** [DN: insert address]. Tel: ****. Email: ****.

Contract Manager: **** [DN: insert name], **** [DN: insert address]. Tel: ****. Email: ****.

11. The Supplier's representatives for this Contract are:

Commercial Representative: **** [DN: insert name], **** [DN: insert address]. Tel: ****. Email: ****.

Contract Manager: **** [DN: insert name], **** [DN: insert address]. Tel: ****. Email: ****.

12. The *Consultant(s) / Key Personnel* are as follows: ****.



Premises

13. The Premises where the *Services are to be performed / Goods are to be delivered* [DN: delete as appropriate] is/are as follows:

Execution

15. 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 Supplier

Please confirm acceptance of this Contract as soon as possible by signing and returning this document to **** [DN: insert name] at [DN: insert address or email]. MHCLG will accept a signed hard copy or a PDF version.

To be completed on award of Contract