



Veretec Ltd  
10 Bonhill Street  
EC2A 4PE

27/03/2020

Contract Number: CPD 004 120 148

### **CONTRACT AWARD LETTER**

#### **Contract For Holocaust Memorial and Learning Centre – Architectural and Engineering Peer Review Services**

1. The documents listed below form a binding contract (the “Contract”) between *Veretec Ltd* with offices at 10 Bonhill Street (the “Contractor”) and the Secretary of State for the Ministry of Housing, Communities and Local Government (“MHCLG”):
  - i. this Contract Award Letter;
  - ii. Terms and Conditions for Services\_Holocaust Memorial and Learning Centre
  - iii. CDP4120148\_Schedule 1\_Details and COI
  - iv. CDP4120148\_Schedule 2 \_Specification
  - v. CDP4120148\_Schedule 3\_Resouce and Pricing
  - vi. CDP4120148\_Schedule 4\_NDA as signed
  - vii. CDP4120148\_Schedule 5\_MHCLG\_Holocaust Memorial and Learning Centre Design Audit\_Veretec Proposal
  - viii. Further Information and Guidance\_Holocaust Memorial and Learning Centre
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 Schedule 3\_Resouce and Pricing

#### **Contract Term**

4. Subject to any termination provisions within the Contract, the term of the Contract shall commence on 30<sup>th</sup> March 2020 (the “Effective Date”) and shall terminate after 6 weeks. *MHCLG reserves the right to extend the term of the Contract by up to 2 months or any amount deemed necessary to complete the deliverables of the contract should there be a delay in performance as a result of COVID 19 or*



related government advice or policy to the pandemic. MHCLG cannot guarantee any extension.

#### Prices and Invoicing

6. The *firm* for the term of the Contract is [REDACTED] (exclusive of Value Added Tax (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 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 representatives for this Contract are:

[REDACTED]

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

[REDACTED]



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 Joanna Means at [joanna.means@communities.gov.uk](mailto:joanna.means@communities.gov.uk). MHCLG will accept a signed hard copy or a PDF version.