



Shelter, The National Campaign
For Homeless People Ltd
88 Old Street
London
EC1V 9HU

15 June 2019

Contract Number: CPD/004/119/177 – Lot 1

CONTRACT AWARD LETTER

CONTRACT FOR KEY GROUPS TRAINING - Lot 1; Non UK Nationals

1. The documents listed below form a binding contract (the “Contract”) between Shelter, The National Campaign For Homeless People Ltd with offices at 88 Old Street, London, EC1V 9HU (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 (Appendix B);
 - iii. the Contract Terms and Conditions (Appendices C2 and C3);
 - iv. the Price Schedule (Appendix E);
 - v. the Contractor’s Tender (Appendix F1).
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 (Appendix E).

Contract Term

4. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 17 June 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 12 months by giving the Contractor not less than two weeks written notice. MHCLG cannot guarantee any extension.*

Prices and Invoicing

5. The *firm price* for the initial term of the Contract is £66,965 (exclusive of VAT).
6. All invoices are to be submitted to: **REDACTED**
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:

REDACTED

10. The Contractor’s representatives for this Contract is:

REDACTED

11. The Contractor’s Key Personnel are as follows:

REDACTED
REDACTED
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 signed PDF version.