



National Centre for Social Research
35 Northampton Square
London
EC1V 0AX

10 July 2018

Contract Number: CPD/004/118/184

CONTRACT AWARD LETTER

CONTRACT FOR THE BRITISH SOCIAL ATTITUDES SURVEY 2018

1. The documents listed below form a binding contract (the “Contract”) between National Centre for Social Research with offices at 35 Northampton Square, London, EC1V 0AX (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 Contractor’s Proposal (Annex B).
 - iv. the Contract Terms and Conditions (Annex C);
 - v. the Price Schedule (Annex D);
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 **26 February 2018** (the “Effective Date”) and shall terminate on **30 September 2019**.

Prices and Invoicing

5. The firm price for the term of the Contract is **£97,850** (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.



Ministry of Housing,
Communities &
Local Government

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

Ministry of Housing, Communities and Local Government
1st Floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: **REDACTED**

Email: **REDACTED**

Contract Manager:

REDACTED

Ministry of Housing, Communities and Local Government
4th Floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: **REDACTED**

Email: **REDACTED**

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

Commercial Representative:

REDACTED

Director of Finance
National Centre for Social Research
35 Northampton Square
London
EC1V 0AX

Tel: **REDACTED**

Email: **REDACTED**



Contract Manager:

REDACTED

Senior Researcher
National Centre for Social Research
35 Northampton Square
London
EC1V 0AX

Tel: **REDACTED**

Email: **REDACTED**

11. The Key Personnel are as follows:

- **REDACTED**

Full details are set out in section 1.10 of the Contractor's proposal at Annex D.

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:

National Centre for Social Research
35 Northampton Square
London
EC1V 0AX



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** (details set out above). MHCLG will accept a signed hard copy or a PDF version.