



Glenigan Ltd  
Floor 5  
80 Holdenhurst Road  
Bournemouth  
BH8 8AQ

25 November 2020

Contract Number: CPD/004/121/101

## **CONTRACT AWARD LETTER**

### **Contract for Planning Application and Development Pipeline Data services**

1. The documents listed below form a binding contract (the "Contract") between Glenigan Ltd with offices at Floor 5, 80 Holdenhurst Road, Bournemouth, BH8 8AQ (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 / SoR (Annex A);
  - iii. the Contract Terms and Conditions (Annex B);
  - iv. the Price Schedule (Annex C);
  - v. the Contractor's Proposal (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 initial term of the Contract shall commence on 26 November 2020 (the "Effective Date") and shall terminate on 25 November 2021. *MHCLG reserves the right to extend the term of the Contract by two further periods of up to 12 months each by giving the Contractor not less than 4 weeks written notice. MHCLG cannot guarantee any extension.*
5. *Not used.*

### **Prices and Invoicing**

6. The *firm price* for the initial term of the Contract is £99,950 (exclusive of VAT). *The firm price for the two optional extension periods is £99,950 per annum (exclusive of VAT).*



Ministry of Housing,  
Communities &  
Local Government

7. All invoices are to be submitted to: **REDACTED**
8. Invoices must quote **REDACTED**. Failure to do so may result in a delay in payment for which MHCLG cannot be held responsible.
9. Invoices must also quote **REDACTED**.

Contract Representatives

10. MHCLG's representative for this Contract is:

**REDACTED**

11. The Contractor's representative for this Contract is:

**REDACTED**

12. *Not used.*

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 Word or PDF version.