



Gardiner & Theobald LLP
10 South Crescent
London
WC1E 7BE

05/05/2020

Contract Number: CPD 004 120 224

CONTRACT AWARD LETTER

Cost Review Services for the Holocaust Memorial and Learning Centre

1. The documents listed below form a binding contract (the "Contract") between *Gardiner & Theobald LLP* with offices at 10 South Crescent (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_Final and Agreed
 - iii. CDP4120224_Schedule 1 _COI (Contained within Schedule 5 Proposal)
 - iv. CDP4120224_Schedule 2 _Specification_Holocaust Memorial Cost Plan
 - v. CDP4120148_Schedule 3_Resouce and Pricing
 - vi. CDP4120148_Schedule 4_Sighned NDA_G&T
 - vii. CDP4120148_Schedule 5_G&T Proposal
 - viii. CPD4120148_Schedule 6_ Processing of Personal Data
 - ix. CPD4120148_Schedule 7_ Rate Card
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 and Schedule 7_Rate Card

Contract Term

4. Subject to any termination provisions within the Contract, the term of the Contract shall commence on 7th May 2020 (the "Effective Date") and shall terminate on the 6th June 2020. MHCLG reserves the right to extend the term of the Contract by up to 2 months. MHCLG cannot guarantee any extension.



Prices and Invoicing

6. The fee 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. MHCLG will accept a signed hard copy or a PDF version.