

OFFICIAL
MHCLG, F13,
Ashdown House, T: REDACTED
Sedlescombe Road North, E: REDACTED
St Leonards on Sea,
East Sussex TN37 7GA

GUTTERIDGE HASKINS & DAVEY LIMITED

Thornton Science Park,
Pool Lane,
Ince, Chester CH2 4NU
FAO REDACTED

Date: 21 August 2020
Procurement ref: CPD04/121/106

Award of contract for the supply of Suitably Qualified Person (SQP) to Assess the Grenfell Environmental Testing Programme Stage 2

We are pleased to award the contract for the above services to the Ministry of Housing, Communities and Local Government (MHCLG) to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between MHCLG as the Customer and Gutteridge, Haskins & Davey Limited as the Supplier for the provision of the Services.

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 and agreed amendments set out in Annex 1a to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The Services shall be performed at the supplier’s own premises except in relation to community engagement meetings which will typically take place in the North Kensington area.
- 1.2. The contract value shall be £19,800.00, 22 days at £900 per day plus estimated travel costs of £1100.00, excluding VAT.
- 1.3. The terms and conditions will be as per the MHCLG Short Form Terms Annex 1 with agreed amendments as per Annex 1a.
- 1.4. Details of the service are as per the MHCLG Stage 2 specification (Annex 2).
- 1.5. The project timetable will be agreed with MHCLG.
- 1.6. The Term shall commence on 21 August 2020 (the “Start Date”) and the Expiry Date shall be 31 March 2021. **The Authority reserves the option to extend the contract by 1 period of 3 months.**

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1.7. The address for notices of the Parties are:

Customer

***The Ministry of Housing, Communities
and Local Government
2 Marsham Street
London
SW1P 2DF
Attention: REDACTED***

Supplier

Gutteridge, Haskins & Davey Limited
Thornton Science Park
Pool Lane
Ince, Chester
CH2 4NU
Attention: REDACTED

1.8. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	Environmental Programme Manager
REDACTED	Environmental Project Manager
REDACTED	SQP

1.9. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

All suppliers must have an MHCLG vendor number to submit invoices. If the supplier does not have a vendor number, they **must complete a SAP7B form** (attached) and follow the instructions on the form.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED. MHCLG will send you a unique Purchase Order as soon as possible. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, service description and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3. Liaison

For general liaison your contact will continue to be REDACTED.

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We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED at the above address within 5 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for the Ministry of Housing, Communities and Local Government (“the Customer”)

Name: REDACTED

Signature:

Date:

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Gutteridge, Haskins & Davey Limited (“the Supplier”)

Name:

Title:

Signature:

Date:

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