



*Fifty-Fifty Post,
Redacted
Redacted*

26/07/2018

Contract Number: CPD/004/119/066

CONTRACT AWARD LETTER

CONTRACT FOR FIFTY FIFTY POST

1. The documents listed below form a binding contract (the "Contract") between *Fifty-Fifty Post* with offices at "Redacted", (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 (Annex A);
 - iii. the Contract Terms and Conditions (Annex B);
 - iv. the Price Schedule (Annex C);
 - v. the Contractor's Tender (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 26/07/2018 (the "Effective Date") and shall terminate on 26/10/2018.

Prices and Invoicing

5. The *fixed price* for the initial term of the Contract is £9,980 (exclusive of Value Added Tax (VAT)).
6. All invoices are to be submitted to: "Redacted"CP2P
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, redacted, redacted.*

Contract Manager: *redacted, redacted, redacted*

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

Commercial Representative: *redacted, redacted, redacted*

Contract Manager: *redacted, Fifty-Fifty Post, redacted*

Tax

14. MHCLG may consult Her Majesty's Revenue and Customs (HMRC) for advice as to whether Schedule *redacted or redacted* 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 *redacted* tax applies.

Premises

15. The Premises where the *Services are to be performed / Goods are to be delivered* is/are as follows: The Suppliers Office.

Execution

18. 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



Ministry of Housing,
Communities &
Local Government

Please confirm acceptance of this Contract as soon as possible by signing and returning a scanned version of this document to redacted at *redacted* Copying in *redacted*

MHLCG will return a counter signed copy to you.