



JBA Consulting
Salts Mill, Victoria Road
Saltaire
SHIPLEY
West Yorkshire BD18 3LF

Date: 01 November 2019

Contract Number: CPD/004/120/079

CONTRACT AWARD LETTER

Contract for Thames Estuary Natural Capital Analysis research

1. The documents listed below form a binding contract (the "Contract") between JBA Consulting with offices at Salts Mill, Victoria Road, Saltaire, SHIPLEY, West Yorkshire, BD18 3LF. (the "Contractor") and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG"):
 - i. 01. this Contract Award Letter;
 - ii. 02. the Statement of Requirement (Annex A);
 - iii. 03. the Contract Terms and Conditions (Annex B1 and B2);
 - iv. 04. the Price Schedule (Annex C);
 - v. 05. the Contractor's Proposal (Annex D);
 - vi. 06. the Contractor's bid clarification response (Annex E);
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 04 November 2019 (the "Effective Date") and shall terminate on 14 February 2020.
5. Not Used.

Prices and Invoicing

6. The firm price for the Contract is £41,600 (exclusive of VAT).
7. All invoices are to be submitted to: **REDACTED**



Ministry of Housing,
Communities &
Local Government

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 **REDACTED**.

Contract Representatives

10. MHCLG's representative for this Contract is:

REDACTED

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

REDACTED

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.

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 hard copy or a PDF version.