



*Barker Langham, 1 Naoroji St, Clerkenwell,  
London, WC1X 0GB*

13/07/2018

Contract Number: CPD/004/119/047

## **CONTRACT AWARD LETTER**

### **CONTRACT FOR BARKER LANGHAM**

1. The documents listed below form a binding contract (the “Contract”) between *Barker Langham* with offices at *1 Naoroji St, Clerkenwell, London, WC1X 0GB* (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 13/07/2018 (the “Effective Date”) and shall terminate on 24/7/2018

#### **Prices and Invoicing**

5. The *fixed price* for the initial term of the Contract is £12,500 (exclusive of Value Added Tax (VAT)).
6. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.



- 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**, 2 Marsham Street, Westminster, London. **REDACTED**. Email: **REDACTED**

Contract Manager: **REDACTED** . Tel: **REDACTED** Email: **REDACTED**

- 12. The Contractor’s representatives for this Contract are:

Commercial Representative: **REDACTED** *Barker Langham, 1 Naoroji St, Clerkenwell, London, WC1X 0GB* Tel: **REDACTED** Email: **REDACTED**

Contract Manager: **REDACTED**, *Barker Langham, 1 Naoroji St, Clerkenwell, London, WC1X 0GB* Tel: **REDACTED** Email: **REDACTED**

Tax

- 14. 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.

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 **REDACTED** \_\_\_\_\_

Name \_\_\_\_\_

Position Procurement Manager

Position \_\_\_\_\_



Ministry of Housing,  
Communities &  
Local Government

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** at **REDACTED** copying **REDACTED**. MHCLG will accept a signed hard copy or a PDF version.