



**REDACTED**

London Communications Agency Ltd  
Berkshire House  
168-173 High Holborn  
London  
WC1V 7AA

Date: 02 October 2020

Contract Number: CPD/004/121/094

**CONTRACT AWARD LETTER**

**Contract for Spatial Framework engagement strategy (OxCam Arc)**

1. The documents listed below form a binding contract (the “Contract”) between London Communications Agency Ltd with offices at Berkshire House, 168-173 High Holborn, London, WC1V 7AA (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 / Statement of Requirements (Annex A);
  - iii. the Contract Terms and Conditions (Annex B);
  - iv. the Price Schedule (Annex C);
  - v. the Contractor’s Proposal (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 term of the Contract shall commence on 07 October 2020 (the “Effective Date”) and shall terminate on 11 December 2020. *MHCLG reserves the right to extend the term of the Contract by up to 3 months by giving the Contractor not less than 2 weeks written notice. MHCLG cannot guarantee any extension.*
5. Not Used.



Prices and Invoicing

6. The firm price for the Contract is £40,659.20 (exclusive of VAT).
7. All invoices are to be submitted to: **REDACTED**
8. Invoices must quote **REDACTED**. Failure to do so may result in a delay in payment for which MHCLG cannot be held responsible.
9. Invoices must also quote **REDACTED**.

Contract Representatives

10. MHCLG's representative for this Contract is:

**REDACTED**  
Tel: **REDACTED**  
Email: **REDACTED**

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

**REDACTED**  
Tel: **REDACTED**  
Email: **REDACTED**

Tax

12. Not used.



Ministry of Housing,  
Communities &  
Local Government

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 Word or PDF version.