



Department
for Transport

[REDACTED]

[REDACTED]

Group Commercial Directorate
One Priory Square,
Hastings,
East Sussex
TN34 1EA

[REDACTED]

Web site: www.dft.gov.uk

16 February 2023

Calder Conferences Ltd
4 Woodside Court
Clayton Wood Rise
Leeds
LS16 6RF
FAO: [REDACTED]

Dear [REDACTED]

DfT Contract ref: TCA 3-7-1350

The Provision of DfT Group Meetings and Venues Managed Service

On behalf of the Secretary of State for Transport, I write to advise you that it is the department's intention to award the above mentioned contract to your organisation under the terms and conditions of the Travel and Venue Solutions framework (RM6217).

This letter and documents listed below form a binding contract between you and the Department for Transport.

1. The Terms and Conditions for RM6217 Travel and Venue Solutions
2. Calder Framework Fees RM6217 Lot 4 Booking Solutions Venues and Events
3. The Framework Specification



RM6217-Core-terms
(2).docx



RM6217-Framework
-Schedule-1-Specific

[REDACTED]

The contract will commence on the day this letter is signed by Calder Conferences Ltd for a period of the 3 years with an option to extend for a further 1 year unless identified differently within the respective agency's Order Form. The service will commence on a day to be agreed between each individual DfT agency and Calder and identified in their respective Enabling Agreements. The organisations included in this contract are DfTc, DVLA, HS2, DVSA, MCA, NH, ORR and BTP.

The Department's anticipated spend is £12.55 million (excluding VAT) for the duration of the contract. To note, this is a pass-through cost and is not committed spend and is exclusively based on need across each organisation.

The payment mechanism each individual Executive Agency has opted for will be identified in their Enabling Agreement with 30 day settlement terms. Invoices submitted to the Department and its Executive Agencies identified above must be as agreed in these individual Enabling Agreements and sent to:

[REDACTED]

All individual agency contract managers for this contract have been identified in each Enabling Agreement.

Yours sincerely,

[REDACTED]

[REDACTED]

By authority of the Secretary of State for Transport