

Framework Schedule 6b (Order Form Template and Call-Off Schedules) Direct Award

Order Form

Contract for the Provision of External Room Booking Space for SCW 25-27

CALL-OFF REFERENCE: 1861

THE BUYER: NHS England on behalf of South, Central and West CSU

BUYER ADDRESS: Omega House, 112 Southampton Road, Eastleigh, SO50 5PB

THE SUPPLIER: Calder Conferences Limited

SUPPLIER ADDRESS: Unit 4 Woodside Court, Clayton Wood Rise, Leeds, LS16 6RF

REGISTRATION NUMBER: 03702902

DUNS NUMBER: 237077883

SID4GOV ID: 237077883

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **25 February 2025**.

It's issued under the Framework Contract with the reference number **RM6342** for the provision of Travel, Transport, Accommodation and Venue Solutions.

CALL-OFF LOT(S):

LOT NUMBER AND DESCRIPTION	Tick as applicable	SCHEDULE 20 (CALL-OFF SPECIFICATION) APPLICABLE PARAGRAPHS
Lot 1: UK & Overseas 0 Booked Business Travel, Approved Civilian	<input type="checkbox"/>	(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 1) (Lot 1: 6 - 6.449.9)

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Programmes and Emergency Response Solutions		
Lot 2: UK-Booked National and International Business Travel	<input type="checkbox"/>	(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 2) (Lot 2: 7 - 7.772)
Lot 3: Venue Find & Supporting Services for Meetings, Conferences & Events	<input checked="" type="checkbox"/>	(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 3) (Lot 3: 8 - 8.81)
Lot 4: Venue & Vessel Accommodation & Wraparound Services	<input type="checkbox"/>	(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 4) (Lot 4: 9 - 9.65)

Only those paragraphs of Schedule 20 (Call-Off Specification) listed in “column 2” of the above table (which, for the avoidance of doubt apply to the Call-Off Lot(s) selected by the Buyer) shall be incorporated into the Call-Off Contract, and those which do not apply to the Call-Off Lots(s) selected by the Buyer, shall not be incorporated into the Call-Off Contract.

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

This contract has been categorised as a Gold contract in accordance with the Cabinet Office Contract Tiering Tool

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6342**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6342**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for Call-Off reference number 1861
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6342**

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE: **01 April 2025**

CALL-OFF EXPIRY DATE: **31 March 2026**

CALL-OFF INITIAL PERIOD: **12 Months**

CALL-OFF OPTIONAL EXTENSION PERIOD: **12 Months**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)]

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£45,000.00 excluding VAT** Estimated Charges in the first 12 months of the Contract.

The Estimated Call-Off Optional Extension Period Charges used to calculate liability in the second Contract Year is **£45,000.00 excluding VAT** Estimated Charges in the optional extension of 12 months of the Contract.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

- Individual purchase orders to be raised for individual room booking requirement and invoiced citing purchase order number, and venue information.
- Invoices must reference a valid purchase order number as issued by the Authority.
- Invoices must be addressed to the Authority's invoice address
- Hard copies of invoices can be posted to the above invoice address, or electronic copies can be uploaded to Tradeshift. (See <https://sbs.nhs.uk/supplier-einvoicing> for further information).
- Invoices will be paid via BACS once they have been successfully matched to a purchase order or approved by the organisation receiving the goods/ services.
- NHS standard payment terms are 30 days from invoice date.

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method stipulated by the Buyer in the Order Form.

The Supplier must facilitate any change of payment method requested by the Buyer on reasonable notice to the Supplier during the term of any Call-Off Contract and for the avoidance of doubt any such change shall not be subject to the provisions of Clause 24.

The Supplier shall not charge the Buyer for implementing or complying with a change in payment method during the term of the Call-off Contract.

BUYER'S INVOICE ADDRESS:

NHS South, Central and West Commissioning Support Unit
0DF Payables M425
PO BOX 312
Leeds
LS11 1HP

BUYER'S AUTHORISED REPRESENTATIVE



BUYER'S ENVIRONMENTAL POLICY

Sustainability - NHS SCW Support and Transformation for Health and Care

BUYER'S SECURITY POLICY

NHS England – Information Security Policy V4.0

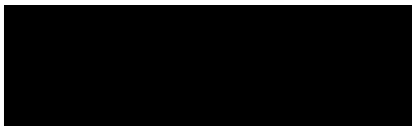
Available from: <https://www.england.nhs.uk/wp-content/uploads/2016/12/information-security-policy-v4.0.pdf>

SUPPLIER'S AUTHORISED REPRESENTATIVE



Calder Conferences
4 Woodside Court, Clayton Wood Rise
Leeds, LS16 6RF

SUPPLIER'S CONTRACT MANAGER



Calder Conferences
4 Woodside Court, Clayton Wood Rise
Leeds, LS16 6RF

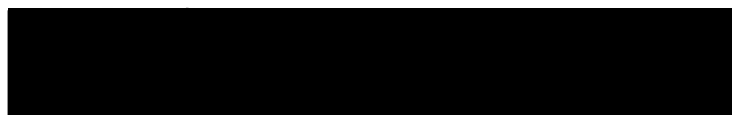
PROGRESS REPORT FREQUENCY

Within the first 7 working days of each calendar month

PROGRESS MEETING FREQUENCY


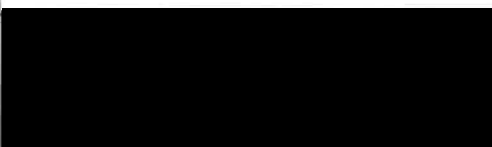


Quarterly on the first Working Day of each quarter

KEY STAFF



Calder Conferences
4 Woodside Court, Clayton Wood Rise
Leeds, LS16 6RF

KEY ROLES

Supplier Framework Manager	 Calder Conferences 4 Woodside Court, Clayton Wood Rise Leeds, LS16 6RF
Supplier Marketing Contact	 Calder Conferences 4 Woodside Court, Clayton Wood Rise Leeds, LS16 6RF
Project Manager	 Calder Conferences 4 Woodside Court, Clayton Wood Rise Leeds, LS16 6RF
Implementation Manager	 Calder Conferences 4 Woodside Court, Clayton Wood Rise Leeds, LS16 6RF

KEY SUBCONTRACTOR(S)

The below listed subcontractors may be utilised upon the need or request for full event management only

Amplitude Event Solutions Limited – Registration number: 09874604
Live Group – Registration number: 01201913

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	18 th March 2025	Date:	21/03/25

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	Contract for the Provision of External Room Booking Space for SCW 25-27 ("the Buyer") And Calder Conferences Limited ("the Supplier")
Contract name:	Contract for the Provision of External Room Booking Space for SCW 25-27 ("the Contract")
Contract reference number:	[insert contract reference number]
Details of Proposed Variation	
Variation initiated by:	[delete as applicable: CCS/Buyer/Supplier]
Variation number:	[insert variation number]
Date variation is raised:	[insert date]
Proposed variation	
Reason for the variation:	[insert reason]
An Impact Assessment shall be provided within:	[insert number] days
Impact of Variation	
Likely impact of the proposed variation:	[Supplier to insert assessment of impact]
Outcome of Variation	
Contract variation:	This Contract detailed above is varied as follows: <ul style="list-style-type: none">[CCS/Buyer to insert original Clauses or Paragraphs to be varied and the changed clause]
Financial variation:	Original Contract Value: £ [insert amount]
	Additional cost due to variation: £ [insert amount]
	New Contract value: £ [insert amount]

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by Buyer
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the **[delete]** as applicable: CCS / Buyer]

Signature

Date

Name (in Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address

Call-Off Schedule 5 (Pricing Details)

Contractual pricing will utilise a Call Off model with a total maximum budget of £45,000.00 Exc. VAT per annum with a maximum total contract value of £90,000 for the entire contract duration with no commitment to spend.

The Pricing Details shall be:

Meetings and Venue Find Services	Unit	Service Fee

Accommodation related to Venue Find Services for Events ONLY	Unit	Service Fee

Pre-Sourced Venue Bookings	Unit	Service Fee

Negotiated Accommodation & Venues Programme	Unit	
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Credit Card Merchant Fees	Unit	
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Software Licences	Unit	

Management Information		

Call-Off Schedule 20 (Call-Off Specification)

Service Delivery / Product Requirement

Calders shall provide the SCW with a facility to tailor search options in the Online Booking Solution including, but not limited to, price, distance from specified location to provide the most efficient search results using a quick list, or equivalent.

Calders shall provide the SCW with an Online Booking System for venue find where venues make Inventory available online.

Calders shall provide an Online Booking Solution with sufficient functionality to display all rates whether Commissionable or Non-Commissionable, in accordance with the accommodation providers' default position on Commissions, and also including but not limited to, last minute offers and advance booking promotions, Supplier owned rates, HM Government, CCS Public Sector Negotiated Programme rates without exception or limitations.

They shall provide a comprehensive and cost effective service to provide full facilities for meetings, conferences, interviews and training courses on a residential and non- residential basis throughout the United Kingdom and overseas to the Buyer and other nominated individuals. This includes the booking of venues for exclusive use and group accommodation.

This should be delivered using the following three tier approach:

Tier 1: The Shared Facilities Register which shall be provided and this should always be the first consideration for fulfilling all venue finding requirements from the Buyer.

Tier 2: In the event that the Buyer's requirement cannot be fulfilled from Tier 1 and there is an audit trail to confirm this, then the Supplier's second consideration shall be the paid government estate and the voluntary and community sector.

Tier 3: In the event that the Buyer's requirement cannot be fulfilled from Tier 1 or 2, then the third consideration shall be the paid commercial providers.

Outcomes

The designed outcomes are that we have an online booking solution for external meeting and even facilities.

Monitoring and Reporting

The Supplier shall present the HM Government/CCS Preferred Venue Terms and Conditions to the venues with every enquiry, and encourage compliance. Where the venue will not comply, the Supplier shall advise the Booker and provide a copy of the venue's terms and conditions prior to the booking being confirmed in writing.

The Supplier shall seek to achieve best value for money and present the same to the Buyer by considering day delegate meeting rate(s) against room hire and refreshments individual pricing.

The Supplier shall cross check invoicing from each venue against each element of the original booking to ensure no overcharging has taken place by the venue, prior to submitting to the Buyer for payment. Prior to invoice payment the Supplier shall investigate any discrepancies with the Buyer and either:

- obtain any relevant authorisation from the Buyer for approval of additional charges; or
- challenge any unauthorised additional charges with the venue and, where possible, ensure these are removed from the invoice.

Monthly reports of usage should be sent to the Corporate Governance Team to monitor usage against the contract and ensure it was used in line with the standards of Business Conduct Policy.

