

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

Order Form For – Vehicle Certification Agency (VCA)

CALL-OFF REFERENCE: VCA0020

THE BUYER: **Vehicle Certification Agency**

BUYER ADDRESS: 1 The Eastgate Office Centre
Eastgate Road
Bristol BS5 6XX

THE SUPPLIER: **Calder Conferences**

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

REGISTRATION NUMBER: 3702902

DUNS NUMBER: 237077883

SID4GOV ID: 237077883

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27 June 2025.

It's issued under the Framework Contract with the reference number **RM6342** for the provision of Venue Find and Supporting Services for Meetings, Conferences and Events plus Accommodation and Venues for Approved Civilian Programmes

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 Programmes and	<input type="checkbox"/>	(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 1) (Lot 1: 6 - 6.449.9)

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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	X	(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 3) (Lot 3: 8 - 8.81)
Lot 4: Accommodation and Venues for Approved Civilian Programmes	<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 Bronze 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 6 (Key Subcontractors)
 - Call-Off Schedules for VCA0020
 - Call-Off Schedule 1 (Transparency Reports)

- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 25 (Managed Service Drawdown)

4. CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6342**

If Call-Off Schedule 9B (MOD Security) is incorporated into this Order Form, then Call-Off Schedule 9A (Security) shall not apply to the Call-Off Contract.

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: 27th June 2025

CALL-OFF EXPIRY DATE: 28th February 2027

CALL-OFF INITIAL PERIOD: 1 year 8 months

CALL-OFF DELIVERABLES: For the provision of Venue Find and Supporting Services for Meetings, Conferences and Events plus Accommodation and Venues for Approved Civilian Programmes

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 [REDACTED] Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

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



RM6342 Call-off
schedule 5 pricing d

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Variation
- Specific Change in Law

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

Payment Options: -

Consolidated invoice accounts, for example 7 or 30 days

Invoice Option:

Monthly Consolidated Invoice - 30 Day Settlement Terms

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:

Accounting assistant

finance@vca.gov.uk

1 The Eastgate Office Centre

Eastgate Road

Bristol, BS5 6XX

United Kingdom

BUYER'S AUTHORISED REPRESENTATIVE

Framework Ref: RM6342

Project Version: v1.0

Model Version: v3.10

[REDACTED]
Commercial Manager

[REDACTED]
1 The Eastgate Office Centre
Eastgate Road
Bristol, BS5 6XX

BUYER'S ENVIRONMENTAL POLICY

[Environmental and sustainability policy - GOV.UK](#)

BUYER'S SECURITY POLICY

[Security policy framework: protecting government assets - GOV.UK](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Chief Executive Officer

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

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
Operations Director

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

PROGRESS REPORT FREQUENCY

In the first 7 working days of the calendar month on a quarterly basis

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter or other, as agreed with Calder
Operation Director, [REDACTED]

KEY STAFF

[REDACTED]
Customer Relationship Category Manager

[REDACTED]
Calder Conferences
4 Woodside Court, Clayton Wood Rise

Leeds, LS16 6RF

KEY ROLES

Supplier Framework Manager	<div>██████████</div> <div>Chief Executive Officer</div> <div>██████████</div> <div>Calder Conferences</div> <div>4 Woodside Court, Clayton Wood Rise</div> <div>Leeds, LS16 6RF</div>
Supplier Marketing Contact	<div>██████████</div> <div>Business Development Lead</div> <div>██████████</div> <div>Calder Conferences</div> <div>4 Woodside Court, Clayton Wood Rise</div> <div>Leeds, LS16 6RF</div>
Project Manager	<div>██████████</div> <div>Operations Director</div> <div>██████████</div> <div>Calder Conferences</div> <div>4 Woodside Court, Clayton Wood Rise</div> <div>Leeds, LS16 6RF</div>
Implementation Manager	<div>██████████</div> <div>Operations Director</div> <div>██████████</div> <div>Calder Conferences</div> <div>4 Woodside Court, Clayton Wood Rise</div> <div>Leeds, LS16 6RF</div>

KEY SUBCONTRACTOR(S)

Amplitude Event Solutions Limited – Registration number: 09874604

Live Group – Registration number: 01201913

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

A Critical Service Level Failure is:

- Supplier inability to provide venue/end supplier options
- Supplier being unavailable for offline contact

ADDITIONAL INSURANCES


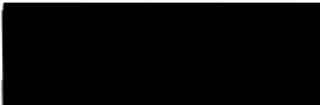
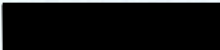

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	CEO	Role:	
Date:	Fri 27 June 2025	Date:	