

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

Order Form For - **Crown Commercial Services**

CALL-OFF REFERENCE: CCYZ26A02

THE BUYER: **Crown Commercial Services**

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40 Personal Information.**

THE SUPPLIER: **Calder Conferences**

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40 Personal Information.**

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 February 27th 2026.

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

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Lot 1: UK & Overseas 0 Booked Business Travel, Approved Civilian Programmes and Emergency Response Solutions		(Mandatory Service Requirements All Lots) (Mandatory Service Requirements: Lots 1) (Lot 1: 6 - 6.449.9)
Lot 2: UK-Booked National and International Business Travel		(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		(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 Tying 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 CCYZ26A02

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)

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- Call-Off Schedules for CCYZ26A0
 - 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**

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 SPECIAL TERMS

The clauses in the Core Terms shall be amended in accordance with the following Call-Off Special Terms which shall be incorporated into the Call-Off Contract:

- Clause 2.4 shall be deleted and replaced with the following wording:

“If the Buyer decides to buy Deliverables under the Framework Contract it must use Framework Schedule 7 (Call-Off Award Procedure) and must state its requirements using either Framework Schedule 6A (Order Form Template and Call-Off Schedules - Further Competition) or Framework Schedule 6B (Order Form Template and Call-Off Schedules – Direct Award). If allowed by the Regulations, the Buyer can:

- (a) make changes to the Order Form Template;
- (b) create new Call-Off Schedules;
- (c) exclude optional template Call-Off Schedules; and/or
- (d) use Special Terms in the Order Form to add or change terms.

- Clause 3.1.2 does not apply to the Call-Off Contract;

- Clause 3.2 does not apply to the Call-Off Contract;

- Clause 4.3(a) shall be deleted and replaced with the following wording:
“exclude VAT (and any other similar or equivalent taxes, duties, fees and levies imposed from time to time by any government or other authority), which is payable in addition to the Charges and the Management Charge in the

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

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manner and at the rate prescribed by applicable law, in the jurisdiction in which the relevant supply takes place, from time to time, subject to the provision of a valid VAT invoice (or its local equivalent) as prescribed by local law or practice”

- Clause 7.5 shall be amended by the inclusion of the following wording at the end of Clause 7.5: “including arising out of or in connection with the removal of their activity in connection to this call of contract of their employment and/or the exercise of the Buyer’s right under Clause 7.2”;
- Clause 10.6.3(b) shall be amended so that the words “in the Contract Year in which termination occurs” will be added before the words “if the Contract” in the last line
- Clause 14.4 shall be amended by the inclusion of the words “(including, but not limited to, the Supplier System as defined in Call-Off Schedule 6)” after the words “Supplier system”;
- Clause 14.8(c), shall be deleted and replaced with the following wording: “must securely (i) destroy all Storage Media that has held Government Data at the end of life of that media, or (ii) erase all Government Data from all Storage Media prior to any sale, gift or other transfer of that media, in each case using Good Industry Practice”;
- A new Clause 15.8 shall be added at the end of Clause 15 as follows: “15.8 Nothing in this Clause 15 shall prevent a Recipient Party from using any techniques, ideas or Know-How which the Recipient Party has gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the Disclosing Party’s Confidential Information or an infringement of its Intellectual Property Rights.”.

CALL-OFF START DATE: **01st March 2026**

CALL-OFF EXPIRY DATE: 28th February 2029

CALL-OFF INITIAL PERIOD: **3 years plus 1 year + 1 year extension**

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

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

The Estimated Charges used to calculate liability in the Contract is £1,500,000.00.

CALL-OFF CHARGES

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

[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:

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD – Please choose one of each

Payment Options: -

Individual and / or single bill back, for example not consolidated invoices

Invoice Option:

We currently receive 1 invoice per individual Purchase Order raised for each event which have 30-day 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:

Crown Commercial Service,

Email – **REDACTED TEXT under FOIA Section 40 Personal Information.**

REDACTED TEXT under FOIA Section 40 Personal Information.

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40 Personal Information.

BUYER'S ENVIRONMENTAL POLICY

Not applicable

BUYER'S SECURITY POLICY

<https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40 Personal Information.

SUPPLIER'S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40 Personal Information.

PROGRESS REPORT FREQUENCY

Within the first 7 days of the month on a monthly basis

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter or other, as agreed with Calder Operation Director, Joanne Riordan

KEY STAFF

REDACTED TEXT under FOIA Section 40 Personal Information.

KEY ROLES

Supplier Framework Manager	REDACTED TEXT under FOIA Section 40 Personal Information.
Supplier Marketing Contact	REDACTED TEXT under FOIA Section 40 Personal Information.
Project Manager	REDACTED TEXT under FOIA Section 40 Personal Information.
Implementation Manager	REDACTED TEXT under FOIA Section 40 Personal Information.

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

Framework Ref: RM6342

Project Version: v1.0

Model Version: v3.10

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED TEXT under FOIA Section 40 Personal Information.	Signature:	REDACTED TEXT under FOIA Section 40 Personal Information.
Name:	REDACTED TEXT under FOIA Section 40 Personal Information.	Name:	REDACTED TEXT under FOIA Section 40 Personal Information.
Role:	REDACTED TEXT under FOIA Section 40 Personal Information.	Role:	REDACTED TEXT under FOIA Section 40 Personal Information.
Date:		Date:	