

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

Order Form - DEFRA

CALL-OFF REFERENCE:



THE BUYER:

Department for the Environment, Food and Rural Affairs (DEFRA) and associated Arm's Length Bodies as listed below:

- Environment Agency
- Natural England
- Animal and Plant Health Agency (APHA)
- Rural Payments Agency (RPA)
- Joint Nature Conservation Committee (JNCC)
- Marine Management Organisation (MMO)
- Centre for Environment, Fisheries, Aquaculture Science (CEFAS)

BUYER ADDRESS

Nobel House, 17 Smith Square SW1A 3JR

THE SUPPLIER:

Calder Conferences

SUPPLIER ADDRESS:



REGISTRATION NUMBER:

3702902

DUNS NUMBER:

237077883

SID4GOV ID:

237077883

CALL-OFF START DATE:

15th April 2024

CALL-OFF EXPIRY DATE:

14th April 2025

CALL-OFF INITIAL PERIOD:

1 year

CALL-OFF OPTIONAL EXTENSION PERIOD: None

GO LIVE DATE: 15th April 2024

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Deliverables and dated 8th April 2024

This Order Form is issued under the Framework Contract with the reference number RM6217 for the provision of Travel and Venue Solutions.

CALL-OFF LOT(S) AND APPLICABLE SCHEDULE 20 (CALL-OFF SPECIFICATION) TERMS:

Column 1		Column 2
LOT NUMBER AND DESCRIPTION	Tick as applicable	SCHEDULE 20 (CALL-OFF SPECIFICATION) APPLICABLE PARAGRAPHS
Lot 1: Booking Solutions UK Points of Sale – Low Touch	<input type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 4 (Mandatory Service Requirements: Lots 1-3) Paragraph 5 (Lot 1: Booking Solutions UK Points of Sale – Low Touch)
Lot 2: Booking Solutions UK & Overseas Points of Sale – High Touch	<input type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 4 (Mandatory Service Requirements: Lots 1-3) Paragraph 6 (Lot 2: Booking Solutions UK & Overseas Points of Sale – High Touch)
Lot 3: Booking Solutions Specialist Needs	<input type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 4 (Mandatory Service Requirements: Lots 1-3) Paragraph 7 (Lot 3: Booking Solutions Specialist Needs)
Lot 4: Booking Solutions Venues & Events	X	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 8 (Lot 4: Booking Solutions Venues & Events)

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.

The Buyer must comply with its obligations set out in Schedule 20 (Call-Off Specification).

CALL-OFF INCORPORATED TERMS

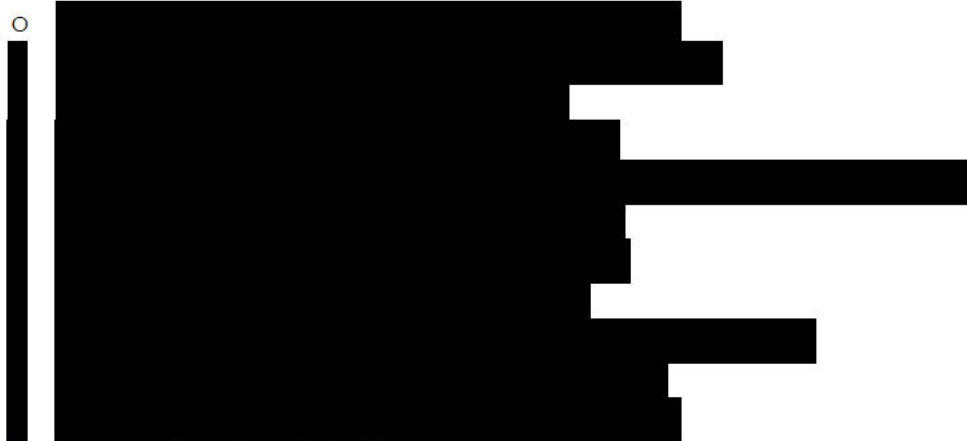
The following documents are incorporated into the Call-Off Contract. Where Schedule numbers are missing, this is intentional as they do not apply to the Call-Off Contract. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms.
2. Joint Schedule 1 (Definitions and Interpretation) RM6217.
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6217:



- Call-Off Schedules for RM6217:



5. The Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6217

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/performance.

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:

[illegible]

CALL-OFF DELIVERABLES

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

Overseas Points of Sale

Not Applicable

MAXIMUM LIABILITY

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is
£4,900,000

CALL-OFF CHARGES

[REDACTED]

CALL-OFF CONTRACT ANTICIPATED POTENTIAL VALUE

The total anticipated potential value of the Call-Off Contract is in the following potential range £3m to £4.9m

[REDACTED]

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

Appended at Appendix 1 to this Order Form and such Appendix is incorporated into this Order Form

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

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

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

BUYER'S INVOICE ADDRESS:

Appended at Appendix 1 to this Order Form and such Appendix is incorporated into this Order Form.

BUYER AUTHORISED REPRESENTATIVE

Appended at Appendix 1 to this Order Form and such Appendix is incorporated into this Order Form.

BUYER'S ENVIRONMENTAL POLICY

Appended at Appendix 2 to this Order Form and such Appendix is incorporated into this Order Form

BUYER'S SECURITY POLICY

Appended at Appendix 3 to this Order Form and such Appendix is incorporated into this Order Form

ICT POLICY

Not applicable– this is not an online solution

SUPPLIER AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

[REDACTED]

PROGRESS MEETING FREQUENCY

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

QUALITY PLANS

[REDACTED]

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

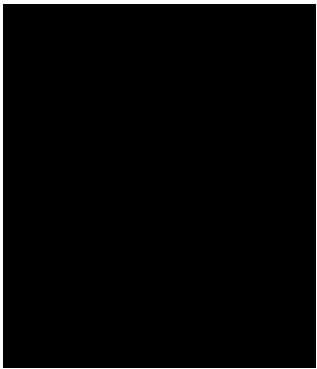
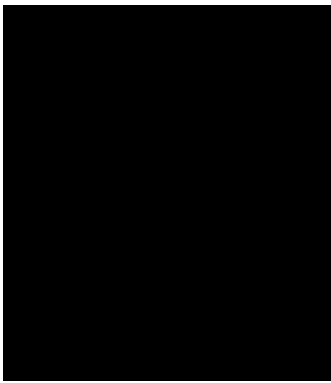




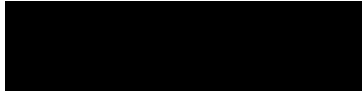
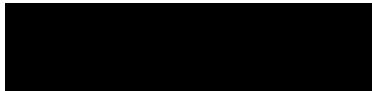
[REDACTED]

ADDITIONAL INSURANCES

[REDACTED]

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 3 (Continuous Improvement).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Appendix 1 – Buyer's Payment Method, Invoice address and Authorised representative

Payment Method:

Department Name	Payment Method	Invoice Method
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

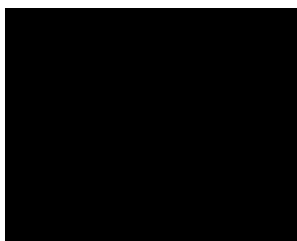
Department Name	Invoice Address	Buyers Authorised Representative			
		Name	Role	Email address	Address
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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Appendix 2 – Environmental Policy



[Redacted]

[Redacted]

[Redacted]

[Redacted]