



Calder Conferences Ltd
5 Woodside Court
Clayton Wood Rise
Leeds
West Yorkshire
LS16 6RF

Attn: Tracey

REDACTED@calders.org.uk

Date: 27th June 2017

Procurement ref: CCCS17A11

Dear Sir/Madam,

Award of contract for the supply of Government Financial Services Event

Following your tender for the supply of Government financial services event to Her Majesty's Treasury we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty's Treasury as the Customer and Calder Conferences Ltd as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex A to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The Services shall be performed as specified within Annex C – Statement of Requirements. The location of the Services shall be determined as part of the Service delivery.
- 1.2. The charges for the Services shall be as set out in Annex B. The total contract value shall be £98,000.00.
- 1.3. The specification of the Services to be supplied is as set out in Annex C.
- 1.4. The Term shall commence on 1st July 2017 (the "Start Date") and the Expiry Date shall be 30th June 2018.



1.5. The address for notices of the Parties are:

Customer

Her Majesty's Treasury
1 Horseguards Road
London
SW1A 2HQ

Attention: REDACTED
Email: REDACTED@hmtreasury.gsi.gov.uk

Supplier

Calder Conferences Ltd
5 Woodside Court
Clayton Wood Rise
Leeds
LS16 6RF

Attention: REDACTED
Email: REDACTED@calders.org.uk

1.6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	Communications & Engagement Manager, HMT
REDACTED	Account Manager, Calder Conferences Ltd

For the purposes of the Agreement the data security requirements are within Annex 3.

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: HM Treasury, Accounts receivable, Roseberry Court, St Andrews Business Park, Norwich, NR7 0HS. Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3. Liaison

For general liaison your contact will continue to be REDACTED

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to

OFFICIAL



Patrick Civil by return email **within 3** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of Her Majesty's Treasury ("the Customer")

Name REDACTED
Communications Manager

Signature:

Date:

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Calder Conferences Ltd ("the Supplier")

Name: REDACTED

Signature:

Date: