

Framework Schedule RM6217 (Order Form and Call-Off Schedules – Direct Award)

Order Form – HM Treasury

CALL-OFF REFERENCE: CC022023 (internal reference only)

THE BUYER: **HM Treasury Group**

BUYER ADDRESS
Rosebery Court
St Andrews Business Park
Norwich
NR7 0HS

THE SUPPLIER: **Calder Conferences**

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

REGISTRATION NUMBER: 3702902

DUNS NUMBER: 237077883

SID4GOV ID: 237077883

CALL-OFF START DATE: 23/02/2023

CALL-OFF EXPIRY DATE: 22/02/2025

CALL-OFF INITIAL PERIOD: 2 years

CALL-OFF OPTIONAL EXTENSION PERIOD: 12 months

GO LIVE DATE: Transitioning from RM6016 on 23/02/2023.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Deliverables and dated 23/02/2023

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	<input checked="" type="checkbox"/>	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. Joint Schedule 11 (Processing Data)
4. Framework Special Terms
5. The following Schedules in equal order of precedence:
6. The Core Terms (version 3.0.11)
7. Joint Schedule 5 (Corporate Social Responsibility) RM6217
8. Joint Schedule 6 (Key Subcontractors)
9. Call-Off Schedule 10 (Exit Management)
10. Call-Off Schedule 14 (Service Levels)
11. Call-Off Schedule 15 (Call-Off Contract Management)

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

[Redacted]

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 £600,000 (Financial Year 2023/24).

CALL-OFF CHARGES

Free of charge

CALL-OFF CONTRACT ANTICIPATED POTENTIAL VALUE

Total contract value is £1,800,000 (excluding VAT) for the total contract term, including extension option.

Notwithstanding anything to the contrary contained in the Call-Off Contract, the total anticipated potential value set out above does not create a commitment of any kind from the Buyer in relation (or bind the Buyer in any way) to any minimum committed spend, volume or otherwise and such anticipated potential value will not be taken into account when calculating any reasonable committed and unavoidable Losses under Clause 10.6.3(b) of the Core Terms.

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD – Please see attached Options

Current Payment Options: Billing to project and/ or cost centre.

Current Invoice Option:

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:

[Redacted]

BUYER AUTHORISED REPRESENTATIVE

[Redacted]

BUYER'S ENVIRONMENTAL POLICY

PPN 06/20, September 2020

Available online at : [Procurement Policy Note 06/20 – taking account of social value in the award of central government contracts - GOV.UK \(www.gov.uk\)](#)

HM Treasury's Climate Change Plan:

[Our energy use - HM Treasury - GOV.UK \(www.gov.uk\)](#)

BUYER'S SECURITY POLICY

GovS 007: Security, Version 2.0, September 2021

Available online at: [Government Functional Standard GovS 007: Security - GOV.UK \(www.gov.uk\)](#)

ICT POLICY

Not applicable– this is not an online solution

SUPPLIER AUTHORISED REPRESENTATIVE

[Redacted]

SUPPLIER'S CONTRACT MANAGER

[Redacted]

PROGRESS REPORT FREQUENCY

On the first Working Day of the calendar month on a quarterly basis

PROGRESS MEETING FREQUENCY

[Redacted]

QUALITY PLANS

Please see attached Service Levels -



RM6217 Quality
Plan.docx

KEY STAFF

[Redacted]

KEY SUBCONTRACTOR(S)

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

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

[Redacted]

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 3 (Continuous Improvement) and/or Call-Off Schedule 4 (Call-Off Tender)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[Redacted]	Signature:	[Redacted]
Name:	[Redacted]	Name:	[Redacted]
Role:	[Redacted]	Role:	[Redacted]
Date:	22/02/2023	Date:	22/02/2023

RM6217 – Joint Schedules

