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

**Order Form**

# CALL-OFF REFERENCE: **CCZX22A11- Provision of GIAA People Conference 2022**

THE BUYER: **Government Internal Audit Agency**

BUYER ADDRESS **[REDACTED TEXT under FOIA Section 40 Personal Information]**

|  |  |
| --- | --- |
| THE SUPPLIER: | **Calder Conferences Limited** |
| SUPPLIER ADDRESS: | **[REDACTED TEXT under FOIA Section 40 Personal Information]** |
| REGISTRATION NUMBER: | **3702902** |
| DUNS NUMBER:  SID4GOV ID: | **237077883** |
| CALL-OFF START DATE: | **11th October 2022** |
| CALL-OFF EXPIRY DATE: | **31st March 2023** |
| CALL-OFF INITIAL PERIOD: | **6 months** |

CALL-OFF OPTIONAL EXTENSION PERIOD: **Not Applicable**

GO LIVE DATE: 11th October 2022

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Deliverables and dated 10th October 2022

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:**

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| --- | --- | --- |
| **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 | ☐ | 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 | ☐ | 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 | ☐ | 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 | Checkmark | 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:
* Joint Schedule 2 (Variation Form)
* Joint Schedule 3 (Insurance Requirements)
* Joint Schedule 4 (Commercially Sensitive Information)
* Joint Schedule 6 (Key Subcontractors)
* Joint Schedule 7 (Financial Difficulties) o
* Joint Schedule 8 (Guarantee)
* Joint Schedule 9 (Minimum Standards of Reliability)
* Joint Schedule 10 (Rectification Plan)
* Joint Schedule 11 (Processing Data)
* Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for RM6217:
* Call-Off Schedule 1 (Transparency Reports)
* Call-Off Schedule 2 (Staff Transfer)
* Call-Off Schedule 3 (Continuous Improvement)
* Call-Off Schedule 5 (Pricing Details)
* Call-Off Schedule 6 (ICT Services)
* Call-Off Schedule 7 (Key Supplier Staff)
* Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
* Call-Off Schedule 9A (Short Form Security)
* Call-Off Schedule 10 (Exit Management)
* Call-Off Schedule 13 (Implementation Plan and Testing)
* Call-Off Schedule 14 (Service Levels) 
* Call-Off Schedule 15 (Call-Off Contract Management)
* Call-Off Schedule 16 (Benchmarking)
* Call-Off Schedule 18 (Background Checks)
* Call-Off Schedule 20 (Call-Off Specification)

1. The Core Terms (version 3.0.11)
2. 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**

Not Applicable

**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 up to £75,000.00

**CALL-OFF CHARGES**

See Call-Off Schedule 5

**CALL-OFF CONTRACT ANTICIPATED POTENTIAL VALUE**

The total anticipated potential value of the Call-Off Contract is in the following potential range up to £75,000.00.

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**

None

**PAYMENT METHOD**

BACS

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 TEXT under FOIA Section 40 Personal Information]**

**BUYER AUTHORISED REPRESENTATIVE**

**[REDACTED TEXT under FOIA Section 40 Personal Information]**

**BUYER'S ENVIRONMENTAL POLICY**

See section 1 1 in Attachment 3- Statement of Requirement.

**BUYER'S SECURITY POLICY**

See section 8 and 16 in Statement of Requirement.

**ICT POLICY**

Not Applicable

**SUPPLIER AUTHORISED REPRESENTATIVE**

**[REDACTED TEXT under FOIA Section 43 Commercial Interests]**

**SUPPLIER'S CONTRACT MANAGER**

**[REDACTED TEXT under FOIA Section 40 Personal Information]**

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Weekly and increasing in frequency towards the event, including detailed technical run throughs.

**QUALITY PLANS**

To be included in weekly updates from 11th October 2022.

**KEY STAFF**

**[REDACTED TEXT under FOIA Section 40 Personal Information]**

**KEY SUBCONTRACTOR**

**[REDACTED TEXT under FOIA Section 43 Commercial Interests]**

**COMMERCIALLY SENSITIVE INFORMATION**

See Joint Schedule 4- Commercially Sensitive Information.

**SERVICE CREDITS**

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

The Service Credit Cap is: £1000

The Service Period is: Six months

A Critical Service Level Failure is: Failure of supplier IT systems

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

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

