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This Framework Award Form creates the Framework Contract **RM6342 Travel, Transport and Accommodation and Venue Solutions**. It summarises the main features of the procurement and includes CCS and the Supplier’s contact details.

|  | **CCS** | The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).  Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP. |
| --- | --- | --- |
|  | **Supplier** | | Name: | **[Insert** name (registered name if registered)] | | --- | --- | | Address: | [**Insert** address registered address if registered] | | Registration number: | [**Insert** registration number if registered] | | SID4GOV ID: | [**Insert** SID4GOV ID if you have one] | |  |  | |
|  | **Framework Contract** | This framework contract between CCS and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables [in Lot(s) [x, y]. You cannot deliver in any other Lot under this contract. Any references made to other Lots in this contract do not apply.]  This opportunity is advertised in the Contract Notice in the Find a Tender Service reference [**Insert** reference number] (FTS Contract Notice). |
|  | **Deliverables** | **[Insert** general description of the Deliverables, by Lot if relevant]  See Framework Schedule 1 (Specification) for further details. |
|  | **Framework**  **Start Date** | [**Insert** Day Month Year] |
|  | **Framework Expiry Date** | [**Insert** Day Month Year] |
|  | **Framework**  **Optional**  **Extension**  **Period** | [**Insert** detail about extensions of this contract]  Up to [**Insert** Day Month Year] |
|  | **Order**  **Procedure** | * [direct award] * [further competition]   See Framework Schedule 7 (Call-off Award Procedure) |
|  | **Framework Incorporated Terms**  (together these documents form the ‘the Framework Contract’) | The following documents are incorporated into the Framework Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:   1. This Framework Award Form 2. Any Framework Special Terms (see Section 10 ‘Framework Special Terms’ in this Framework Award Form) 3. Joint Schedule 1 (Definitions) **RM6342** 4. Joint Schedule 11 (Processing Data) **RM6342** 5. The following Schedules for **RM6342** (in equal order of precedence):    * Framework Schedule 1 (Specification)    * Framework Schedule 3 (Framework Prices)    * Framework Schedule 4 (Framework Management)    * Framework Schedule 5 (Management Charges and Information)    * Framework Schedule 6 (Order Form Template and Call-Off Schedules) including the following template Call-Off Schedules:      + Call-Off Schedule 1 (Transparency Reports)      + Call-Off Schedule 2 (Staff Transfer)      + Call-Off Schedule 3 (Continuous Improvement)      + [Call-Off Schedule 4 (Call-Off Tender) ]      + [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 (Security) ]      + [Call-Off Schedule 9B (MOD Security)      + [Call-Off Schedule 10 (Exit Management) ]      + [Call-Off Schedule 11 (Installation Works) Not Used ]      + [Call-Off Schedule 12 (Clustering) ]      + [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 17 (MOD Terms) ]      + [Call-Off Schedule 18 (Background Checks) ]      + [Call-Off Schedule 19 (Scottish Law) ]      + [Call-Off Schedule 20 (Call-Off Specification) ]      + [Call-Off Schedule 21 (Northern Ireland Law) ]      + [Call-Off Schedule 22 (Lease Terms) Not Used ]      + [Call-Off Schedule 23 (HMRC Terms) ]      + [Call-Off Schedule 24 (Corporate Resolution Planning)      + [Call-Off Schedule 25 (Managed Service Drawdown] ]  * [Framework Schedule 7 (Call-Off Award Procedure) * Framework Schedule 8 (Self Audit Certificate) * [Framework Schedule 9 (Cyber Essentials Scheme) * 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)] * [Joint Schedule 8 (Guarantee)] * [Joint Schedule 9 (Minimum Standards of Reliability)] * Joint Schedule 10 (Rectification Plan) * [Joint Schedule 12 (Supply Chain Visibility)]  1. CCS Core Terms (version 3.0.11) 2. Joint Schedule 5 (Corporate Social Responsibility) [**Insert** framework reference number] 3. Framework Schedule 2 (Framework Tender) [**Insert** framework reference number] as long as any part of the Framework Tender that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above |
|  | **Framework Special Terms** | * Special Term 1 –   Clause 4.3(a) shall be deleted and shall be replaced with *“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 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.* |
|  | **Framework Prices** | **[Insert** information about the prices]  Details in Framework Schedule 3 (Framework Prices) |
|  | **Insurance** | Details in Annex of Joint Schedule 3 (Insurance Requirements). |
|  | **Cyber**  **Essentials**  **Certification** | Cyber Essentials Scheme Plus Certificate (or equivalent). Details in Framework Schedule F9 (Cyber Essentials Scheme)] |
|  | **Management**  **Charge** | The Supplier will pay, excluding VAT, **1%** of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts. |
|  | **Supplier**  **Framework**  **Manager** | [**Insert** name]  [**Insert** job title]  [**Insert** email address]  **[Insert** phone number] |
|  | **Supplier**  **Authorised Representative** | [**Insert** name]  [**Insert** job title]  [**Insert** email address]  **[Insert** phone number] |
|  | **Supplier**  **Compliance Officer** | [**Insert** name]  [**Insert** job title]  [**Insert** email address]  [**Insert** phone number] |
|  | **Supplier Data Protection**  **Officer** | [**Insert** name]  [**Insert** job title]  [**Insert** email address]  [**Insert** phone number] |
|  | **Data Protection Liability Cap** | [£10,000,000] |
|  | **Supplier**  **Marketing Contact** | [**Insert** name]  [**Insert** job title]  [**Insert** email address]  [**Insert** phone number] |
|  | **Key Subcontractors** | **Key Subcontractor 1**  Name (Registered name if registered) [**insert** name]  Registration number (if registered) [**insert** number]  Role of Subcontractor [**insert** role]  **[Guidance:** copy above lines as needed] |
|  | **CCS**  **Authorised Representative** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |

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