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Tender

## **Travel Management Services - Y21005**

Kent County Council (t/a KCS)

F02: Contract notice

Notice identifier: 2021/S 000-001810

Procurement identifier (OCID): ocds-h6vhtk-028e68

Published 29 January 2021, 9:58am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Kent County Council (t/a KCS)

Head Office, 1 Abbey Wood Group, Kings Hill

West Malling

ME19 4YT

#### **Contact**

Mr Ian Day

#### **Email**

[ian.day@cs ltd.org.uk](mailto:ian.day@cs ltd.org.uk)

#### **Telephone**

+44 1622236697

#### **Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<http://www.commercialservices.org.uk>

Buyer's address

<http://www.pcommercialservices.org.uk>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com/Advert/Index?advertId=a6e1069c-1562-eb11-8106-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=a6e1069c-1562-eb11-8106-005056b64545>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Travel Management Services - Y21005

Reference number

DN522950

#### **II.1.2) Main CPV code**

- 63516000 - Travel management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The main purpose of this Framework is to provide a competitively priced, service centred and easy to use online and offline travel booking service.

We envisage that this Agreement will be able to provide a place where customers can research, book and manage their travel requirements and any additional supporting services that they may require.

We are looking to appoint Supplier(s) that can provide the full range of Services

Requirements may include, but not be limited to, the following applications:

- Booking Online & Offline
- Rail Travel & Cross Channel Rail Services
- Air Travel Domestic, European & International
- Accommodation
- Conference Event Management & Planning
- Venue Hire

- Travel Visa Services
- Other associated services

#### **II.1.5) Estimated total value**

Value excluding VAT: £50,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 63516000 - Travel management services

#### **II.2.3) Place of performance**

NUTS codes

- UK - UNITED KINGDOM

#### **II.2.4) Description of the procurement**

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- Venue Hire
- Travel Visa Services
- Other associated services

NB> Tenderers must ensure that Annex H – Education Management Systems Framework Agreement Terms and Conditions and Annex I – Education Management Systems Individual Contract Terms and Conditions are agreed and signed by the appropriate authorised signatory during the Tender process and any queries raised during the clarification process.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

This opportunity will be completed via ProContract, a site run by Proactis, the electronic tendering suite of the Kent Business Portal.

If you have difficulty in locating this opportunity following download please go to <https://procontract.due-north.com/Login> and login using your supplied username and appropriate password.

Tenderers must ensure that they maintain their registration to the Portal at all times to ensure that they receive any subsequent mini competition requests.

If, at any time, you experience difficulty accessing ProContract please visit the help centre <https://supplierhelp.due-north.com/> or alternatively contact ProContract on email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com) or submit a ticket via the supplier support help desk <http://proactis.kayako.com/default>

Tenderers should note the following when uploading documents to the ProContract portal prior to submission:

A 10 Mb file will take approximately 5 minutes on average to upload on a standard Broadband connection (256 Kbps upload speed). Please take this into consideration when uploading larger files and ensure that you leave sufficient time to complete your submission.

Instructions on how to submit your response can be found within the 'Help' facility in ProContract. These instructions should be consulted in order to ensure that your response is submitted correctly.

The ProContract System maintains a strict audit trail part of which gives detail as to the exact time that a response was uploaded. This audit trail will be used to determine if a tender or mini-competition response is late.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4

years:

**IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

**IV.2) Administrative information**

**IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

12 March 2021

Local time

2:00pm

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

12 March 2021

Local time

2:10pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Member Authorities that have expressed interest in accessing the Framework Agreement from the outset are:

- Brighton and Hove City Council
- Buckinghamshire Council
- Cambridgeshire Council
- Central Bedfordshire Council
- Dorset Council
- Essex County Council
- Luton Borough Council
- Milton Keynes council
- Northamptonshire County Council
- Oxfordshire County Council
- Suffolk county Council

Other public bodies will have access to this Framework Agreement but may only do so with the agreement of the Contracting Authority. Those organisations who may wish to access this Framework Agreement will be members, Affiliates and associates of the CBC Group, local government authorities, the police service, the fire service, the NHS and NHS trusts, housing associations, third sector organisations, academic centres (including Academies), free schools, publicly funded organisations and publicly owned private companies, operating within the geographic boundaries of the United Kingdom, Channel Islands, Northern Ireland and Isle of Man.

The Framework Agreement will also be open for use by all other local authorities and



public sector bodies. Full details of the classification of potential Participating Authorities and Customer's geographical areas and organisation classifications are detailed as follows:

#### LOCAL AUTHORITY COUNCILS:

England:

County, Unitary, District, Borough, and Metropolitan Councils. (Parish and Community Councils are also permissible users). See link:

<https://www.registers.service.gov.uk/registers>

<https://www.local.gov.uk/topics>

<http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm>

Northern Ireland: Administered across 26 Districts of Northern Ireland. See link:

<http://www.nidirect.gov.uk/local-councils-in-northern-ireland>

Scotland: Administered across 32 Council areas. See link:

<http://www.cosla.gov.uk/scottish-local-government>

Wales: Administered across 22 Council areas. See link:

<http://wales.gov.uk/topics/localgovernment/?skip=1andlang=en>

Isle of Man: Administered across 22 local authorities, consisting of 4 town authorities, 2 district authorities, 2 village authorities, and 14 parish authorities.

<https://www.gov.im/categories/home-and-neighbourhood/local-authorities/local-authority-contacts/>

Channel Islands:

<https://www.gov.je/Government/Departments/Pages/default.aspx>

<https://www.gov.gg/article/152949/Government-Departments>

#### EMERGENCY SERVICES:

POLICE:

## National

<https://www.btp.police.uk/>

<http://www.mod.police.uk>

<http://www.npas.police.uk/>

## England

<http://www.police.uk/forces.htm>

<https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

## Northern Ireland

<https://www.police.uk/northern-ireland/>

## Scotland

<http://www.scotland.police.uk/>

<https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

## Wales

<https://www.police.uk/dyfed-powys/>

<https://www.police.uk/gwent/>

<https://www.police.uk/north-wales/>

<https://www.police.uk/south-wales/>

<https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

## Isle of Man

<https://www.iompolice.im/>

## Channel Islands

<https://jersey.police.uk/>

<http://www.guernsey.police.uk/>

## FIRE and RESCUE

UK – England, Scotland, Northern Ireland, Wales, IOM

<http://www.fireservice.co.uk/information/ukfrs/>

<https://www.ukfirestations.co.uk/brigades>

## Channel Islands

<https://www.gov.je/Government/Departments/HomeAffairs/Pages/default.aspx>

## MARITIME AND COASTGUARD AGENCY

UK – England, Scotland, Northern Ireland, Wales, IOM

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/access-and-opening>

## Isle of Man

<https://www.gov.im/coastguard>

## Channel Islands

<http://www.ports.je/JerseyCoastguard/Pages/default.aspx>

<https://www.rnli.org.gg/guernseys-lifeboat/>

## NHS/HEALTH BODIES AND AMBULANCE SERVICES:

### England

<https://www.nhs.uk/servicedirectories/pages/nhstrustlisting.aspx>

### East Midlands Ambulance Service NHS Trust

<http://www.emas.nhs.uk>

### East of England Ambulance Service NHS Trust

<http://www.eastamb.nhs.uk>

London Ambulance Service NHS Trust

<http://www.londonambulance.nhs.uk>

North East Ambulance Service NHS Foundation Trust

<http://www.neas.nhs.uk>

North West Ambulance Service NHS Trust

<http://www.nwas.nhs.uk>

South Central Ambulance Service NHS Foundation Trust

<http://www.southcentralambulance.nhs.uk>

South East Coast Ambulance Service NHS Foundation Trust

<http://www.secamb.nhs.uk>

South Western Ambulance Service NHS Foundation Trust

<https://www.swast.nhs.uk/welcome>

West Midlands Ambulance Service NHS Trust

<http://www.wmas.nhs.uk>

Yorkshire Ambulance Service NHS Trust

<http://www.yas.nhs.uk>

Northern Island

<http://www.hscni.net/index.php?link=trusts>

<http://www.niamb.co.uk/>

Scotland

<https://www.scot.nhs.uk/organisations/>

<http://www.scottishambulance.com/WhatWeDo/Default.aspx>

Wales

<http://www.wales.nhs.uk/nhswalesaboutus/structure>

<https://www.ambulance.wales.nhs.uk/>

#### Isle of Man

<https://www.gov.im/about-the-government/departments/health-and-social-care/>

<https://www.gov.im/categories/health-and-wellbeing/isle-of-man-ambulance-service/>

#### Channel Islands

<https://www.gov.je/Government/Departments/HealthSocialServices/Pages/index.aspx>

<https://www.gov.gg/article/119652/Health-Social-Care--Wellbeing>

<https://www.gov.je/pages/contacts.aspx?contactid=87>

<https://stjohn.gg/>

#### CENTRAL GOVERNMENT DEPARTMENTS AND THEIR AGENCIES:

<http://www.direct.gov.uk/en/DI1/Directories/A-ZOfCentralGovernment/index.htm>

#### REGISTERED SOCIAL LANDLORDS:

Government-funded, not-for-profit organisations that provide affordable housing. They include housing associations, trusts and cooperatives.

#### England

<https://www.gov.uk/government/publications/current-registered-providers-of-social-housing>

#### Scotland

<https://directory.scottishhousingregulator.gov.uk/Pages/Datasets-and-Reports.aspx>

#### Northern Ireland

<https://www.nidirect.gov.uk/contacts/housing-associations>

#### Wales

<https://gov.wales/>

Isle of Man

<https://www.gov.im/categories/home-and-neighbourhood/affordable-housing/public-sector-housing/housing-authority-contacts/>

Channel Islands

<https://www.gov.je/Home/RentingBuying/OtherRentalOptions/Pages/OtherHousing.aspx>

<http://www.gha.gg/>

## EDUCATIONAL ESTABLISHMENTS:

Nursery, primary, middle or high schools, secondary schools, Academies, free schools, special schools, Pupil Referral Units (PRU), further education colleges, universities.

UK – England, Scotland, Northern Ireland, Wales

<http://www.schoolswebdirectory.co.uk/index.php>

<https://get-information-schools.service.gov.uk/>

<https://www.hefcw.ac.uk/>

<http://www.universitiesuk.ac.uk/aboutus/members/Pages/default.aspx>

Isle of Man

<https://www.gov.im/categories/education-training-and-careers/schools-and-colleges/>

Channel Islands

<https://www.gov.je/Education/Schools/FindingSchool/Pages/default.aspx>

<https://www.gov.gg/article/163185/Education-Working--Retiring>

## CHARITIES

England and Wales

<https://www.gov.uk/government/organisations/charity-commission>

Scotland

<http://www.oscr.org.uk/>

Northern Ireland

<https://www.charitycommissionni.org.uk/charity-search/>

Isle of Man

<https://www.gov.im/categories/home-and-neighbourhood/charities/index-of-registered-charities-and-departmental-information/>

Channel Islands

<http://www.jerseycharities.org/members>

<http://www.charity.org.gg/Find>

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Commercial Services Kent Ltd

1 Abbey Wood Road, Kings Hill

West Malling

ME19 4YT

Country

United Kingdom