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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@csltd.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

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

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

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- Conference Event Management & Planning

- 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 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.

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

Agreement (GPA)

years:
IV.1.8) Information about the Government Procurement

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

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:

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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 Island

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.ie/JersevCoastquard/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.vas.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

 $\underline{https://www.gov.im/categories/home-and-neighbourhood/charities/index-of-registered-charities-and-departmental-information/}$

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