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Tender

Provision of Travel Management Services Framework for Northern Ireland Civil Service, Agencies, Non-Departmental Public Bodies and other Participating Bodies

Department of Finance

The Executive Office

Department of Agriculture Environment and Rural Affairs NI

Department for Communities NI

Department of Education NI

Department for the Economy NI

Department of Finance

Department for Infrastructure NI

Department of Health NI

Department of Justice NI

Public Prosecution Service for Northern Ireland

Utility Regulator Northern Ireland

Northern Ireland Environment Agency

Agri-Food and Biosciences Institute NI

Armagh Observatory

Armagh Planetarium

Arts Council of Northern Ireland

Attorney General for Northern Ireland

Belfast Health and Social Care Trust

FE Belfast Metropolitan College

Business Services Organisation

Commissioner for Children and Young People for Northern Ireland

Commission for Victims and Survivors

Community Relations Council

Council for the Curriculum Examinations and Assessment

Education Authority NI

Equality Commission for Northern Ireland

Health and Safety Executive for Northern Ireland
Regional Health and Social Care Board
Invest Northern Ireland
Labour Relations Agency NI
Libraries NI
Livestock and Meat Commission for Northern Ireland
Local Government Staff Commission
Maze Long Kesh Development Corporation
Middletown Centre for Autism
Northern Health and Social Care Trust
NI Ambulance Service Trust
Northern Ireland Audit Office
NI Blood Transfusion Service
NI Fire and Rescue Services
NI Guardian Ad Litem Agency
Northern Ireland Housing Executive
Northern Ireland Judicial Appointments Commission
Legal Services Agency Northern Ireland
NI Medical and Dental Training Agency
Northern Ireland Office
Northern Ireland Public Services Ombudsman
Northern Ireland Policing Board
Northern Ireland Policing Fund
NI Practice and Education Council for Nursing and Midwifery
Northern Ireland Screen
NI Social Care Council
FE Northern Regional College
FE North West Regional College
NI Tourist Board
NI Patient Client Council
Police Ombudsman Northern Ireland
Police Service of Northern Ireland
Probation Board for Northern Ireland
NI Public Health Agency
NI Regulation and Quality Improvement Authority
FE South Eastern Regional College
South Eastern Health and Social Care Trust
Southern Health and Social Care Trust
FE Southern Regional College

FE South West College
Sport NI
Stranmillis University College
Strategic Investment Board
Charity Commission for Northern Ireland
The Commissioner for Older People for NI
Ulster Supported Employment Limited
Translink
Victims and Survivors Service
Western Health and Social Care Trust

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Section I: Contracting authority

I.1) Name and addresses

Department of Finance

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Department of Agriculture Environment and Rural Affairs NI

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Department for Communities NI

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Department of Education NI

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Department for Infrastructure NI

Clarence Court Adelaide Street

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Department of Health NI

Castle Buildings

Belfast

BT4 3SQ

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Department of Justice NI

Block B, Castle Buildings

Belfast

BT4 3SG

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Country

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Public Prosecution Service for Northern Ireland

Linum Chambers, 2 Bedford Square

Belfast

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Utility Regulator Northern Ireland

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Northern Ireland Environment Agency

Goodwood House, 44 - 58 May Street

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Agri-Food and Biosciences Institute NI

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Armagh Observatory

College Hill

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Armagh Planetarium

College Hill

Armagh

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Arts Council of Northern Ireland

MacNeice House 77 Malone Road

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Belfast Health and Social Care Trust

A Floor, Belfast City Hospital, Lisburn Road

Belfast

BT9 7AB

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FE Belfast Metropolitan College

Titanic Quarter Campus, 7 Queens Road

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Business Services Organisation

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Commissioner for Children and Young People for Northern Ireland

Equality House, 7-9 Shaftesbury Square

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Commission for Victims and Survivors

7-9 Shaftesbury Square, 4th Floor Equality House

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I.1) Name and addresses

Community Relations Council

6 Murray Street

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Council for the Curriculum Examinations and Assessment

29 Clarendon Rd, Clarendon Dock

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Education Authority NI

40 Academy Street

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I.1) Name and addresses

Equality Commission for Northern Ireland

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Health and Safety Executive for Northern Ireland

83 Ladas Drive

Belfast

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Regional Health and Social Care Board

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Invest Northern Ireland

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Libraries NI

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Livestock and Meat Commission for Northern Ireland

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Local Government Staff Commission

22 Gordon Street, Belfast

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Maze Long Kesh Development Corporation

Maze Long Kesh, Halftown Road

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Middletown Centre for Autism

35 Rathtrillick Park

Middletown

BT60 4HZ

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Northern Health and Social Care Trust

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NI Ambulance Service Trust

Knockbracken Healthcare Park, Saintfield Road

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Northern Ireland Audit Office

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NI Blood Transfusion Service

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NI Guardian Ad Litem Agency

Centre House, 79 Chichester Street

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Northern Ireland Housing Executive

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Northern Ireland Judicial Appointments Commission

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Legal Services Agency Northern Ireland

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NI Medical and Dental Training Agency

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Northern Ireland Public Services Ombudsman

Progressive House 33 Wellington Place

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Northern Ireland Policing Board

31 Clarendon Road

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Northern Ireland Policing Fund

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NI Practice and Education Council for Nursing and Midwifery

Centre House, 79 Chichester St

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NI Social Care Council

Millennium House, 19-25 Great Victoria St

Belfast

BT2 7AQ

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FE Northern Regional College

Antrim Campus, Fountain Street

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NI Tourist Board

Floors 10-12 Linum Chambers Bedford Street

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NI Patient Client Council

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I.1) Name and addresses

Police Ombudsman Northern Ireland

New Cathedral Buildings, Writers' Square, 11 Church Street

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Probation Board for Northern Ireland

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BT1 1LD

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Public Health Agency

Linenhall Street Unit, 12-22 Linenhall Street

Belfast

BT2 8BS

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

NI Regulation and Quality Improvement Authority

9th Floor Riverside Tower, 5 Lanyon Place

Belfast

BT1 3BT

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

FE South Eastern Regional College

Victoria Avenue

Newtownards

BT23 7EH

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

South Eastern Health and Social Care Trust

Ulster Hospital, Upper Newtownards Rd

Belfast

BT16 1RH

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Southern Health and Social Care Trust

Craigavon Area Hospital, 68 Lurgan Road

Portadown

BT63 5QQ

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

FE Southern Regional College

Patrick Street

Newry

BT35 8DN

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

FE South West College

2 Mountjoy Road

Omagh

BT79 7AH

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Sport NI

House of Sport, 2a Upper Malone Road

Belfast

BT9 5LA

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Stranmillis University College

Stranmillis Road

Belfast

BT9 5DY

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Strategic Investment Board

Carleton House Gasworks Business Park 1 Cromac Avenue

Belfast

BT7 2JA

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Charity Commission for Northern Ireland

257 Lough Road Lurgan

Craigavon

BT66 6NQ

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

The Commissioner for Older People for NI

Equality House 7-9 Shaftesbury Square

Belfast

BT2 7DP

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Ulster Supported Employment Limited

182-188 Cambrai Street

Belfast

BT13 3JH

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Translink

Procurement Department

Belfast

BT2 7LX

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Victims and Survivors Service

1st Floor, Seatem House 28-32 Alfred Street

Belfast

BT2 8EN

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.1) Name and addresses

Western Health and Social Care Trust

Altnagelvin Area Hospital, Glenshane Road

Londonderry

BT47 6SB

Email

Collaboration.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.2) Information about joint procurement

The contract involves joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Travel Management Services Framework for Northern Ireland Civil Service, Agencies, Non-Departmental Public Bodies and other Participating Bodies

Reference number

3346821

II.1.2) Main CPV code

- 63516000 - Travel management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Framework Agreement will provide a fully managed Travel Management Service for all UK and International Travel, accommodation and any other associated services that aid Business, Non-staff, Patient, Student and Security Personnel travel. The range of Travel Services will cover as a minimum Air, Rail, Ferry, Car Hire, Taxi / onward road travel, Car parking, Accommodation and Hotel Conferencing and travel insurance. This Framework Agreement will allow the Participating bodies listed in the Specification Schedule to establish a Call-off Contract with the successful Contractor to provide their Travel services when required. There is no commitment to the usage, volume or value of services required under this Framework.

II.1.5) Estimated total value

Value excluding VAT: £75,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63515000 - Travel services
- 79997000 - Business travel services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63510000 - Travel agency and similar services

II.2.3) Place of performance

NUTS codes

- UKN - NORTHERN IRELAND

II.2.4) Description of the procurement

The Framework Agreement will provide a fully managed Travel Management Service for all UK and International Travel, accommodation and any other associated services that aid Business, Non-staff, Patient, Student and Security Personnel travel. The range of Travel Services will cover as a minimum Air, Rail, Ferry, Car Hire, Taxi / onward road travel, Car parking, Accommodation and Hotel Conferencing and travel insurance. This Framework Agreement will allow the Participating bodies listed in the Specification Schedule to establish a Call-off Contract with the successful Contractor to provide their Travel services when required. There is no commitment to the usage, volume or value of services required under this Framework.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £75,000,000

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

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored (see <https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0112-contract-management-principles-and-procedures>).

Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be grounds for termination of the contract at the Contractors expense. In lieu of termination they may be issued with a Notice of Written Warning or a Notice of Unsatisfactory Performance. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. . Any contractor in receipt of multiple Notice of Written Warning or Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy. The value of spend under this framework is estimated to be in the range of £60-£75 million. There is however no commitment to the usage, volume or value of services required under this Framework.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The successful Contractor's performance will be managed as per the specification and conditions of contract.

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 a single operator

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.2.1) Previous publication concerning this procedure

Notice number: [2020/S 182-440796](#)

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

Date

8 March 2021

Local time

3:00pm

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

Tender must be valid until: 6 June 2021

IV.2.7) Conditions for opening of tenders

Date

8 March 2021

Local time

3:30pm

Information about authorised persons and opening procedure

Only CPD Procurement Staff with access to the project on eTendersNI.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored (see <https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0112-contract-management-principles-and-procedures>).

Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be grounds for termination of the contract at the Contractors expense. In lieu of termination they may be issued with a Notice of Written Warning or a Notice of Unsatisfactory Performance. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. . Any contractor in receipt of multiple Notice of Written Warning or Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy. The value of spend under this framework is estimated to be in the range of £60-£75 million. There is however no commitment to the usage, volume or value of services required under this Framework.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any such bodies with responsibility for appeal/mediation procedures.

N/A

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

The UK does not have any such bodies with responsibility for appeal/mediation procedures.

N/A

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision.