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Tender

Business Travel Management Services

University of Sunderland

F02: Contract notice

Notice identifier: 2021/S 000-005048

Procurement identifier (OCID): ocds-h6vhtk-029b29

Published 12 March 2021, 12:39pm

Section I: Contracting authority

I.1) Name and addresses

University of Sunderland

3rd Floor Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Contact

Andrea Brook

Email

tenders@sunderland.ac.uk

Country

United Kingdom

NUTS code

UKC23 - Sunderland

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Business Travel Management Services

Reference number

UoS/Travel Services/1020

II.1.2) Main CPV code

- 63516000 - Travel management services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Sunderland and its subsidiaries requires a single Travel Management Company to provide both online and offline business travel and associated services, to commence from approximately June 2021. Expressions of interest and tender documents are available via In-Tend <https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

II.1.5) Estimated total value

Value excluding VAT: £2,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKC23 - Sunderland

Main site or place of performance

Sunderland, Tyne & Wear, and Canary Wharf, London, UK

II.2.4) Description of the procurement

The University of Sunderland and its subsidiaries, is inviting tenders to provide Business Travel Management Services for its UK and International requirements including Air, Rail, and Hotel services; Ferry, Eurostar, International Rail, Taxi and Vehicle Hire; and relevant professional advice to all clients, including Visa, travel alerts, etc. The successful supplier will provide both a self-serve on-line portal and an off-line service, along with pro-active account management, traveller safety at its core, and clear Management Information to ensure an efficient, cost effective provision. Commencing approximately June 2021, the tender is for a period of 3 years' with the option to extend for 2 years' in annual increments. Overall contract value is estimated at GBP 2,500,000 over 5 years' (the maximum contract length) i.e. GBP £500,000 per annum (excluding VAT) - note there are no guarantees on spend levels. We also reserve the right to spend a further 50% of the anticipated spend, subject to changes to requirements across the University for the duration of the award. Expressions of interest and tender documents are available via In-Tend <https://in-tendhost.co.uk/universityofsunderland/asp/Home>

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: £2,500,000

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

Duration in months

60

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: Yes

Identification of the project

Various projects funded by the EU

II.2.14) Additional information

It is anticipated that some travel may be part or fully funded from external streams, including European Union (EU) funding (ERDF/ESIF) and potentially research bodies, etc

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

16 April 2021

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

16 April 2021

Local time

12:00pm

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.4) Procedures for review

VI.4.1) Review body

University of Sunderland

3rd floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Email

tenders@sunderland.ac.uk

Country

United Kingdom

Internet address

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

VI.4.2) Body responsible for mediation procedures

University of Sunderland

Legal Services, 4th floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Email

legal@sunderland.ac.uk

Country

United Kingdom

Internet address

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

VI.4.4) Service from which information about the review procedure may be obtained

Procurement, University of Sunderland

3rd floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Email

tenders@sunderland.ac.uk

Country

United Kingdom

Internet address

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