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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](mailto: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

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## **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.aspx/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

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## **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

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## **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

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## **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](mailto: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](mailto: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](mailto:tenders@sunderland.ac.uk)

Country

United Kingdom

Internet address

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