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Tender

## **FSCS504 Travel Management Services**

Financial Services Compensation Scheme

F02: Contract notice

Notice identifier: 2025/S 000-006243

Procurement identifier (OCID): ocids-h6vhtk-04e50c

Published 20 February 2025, 2:05pm

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

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

Financial Services Compensation Scheme

Beaufort House, 15 St. Botolph Street

London

EC3A 7QU

#### **Contact**

Procurement

#### **Email**

[procurement@fscs.org.uk](mailto:procurement@fscs.org.uk)

#### **Telephone**

+44 2073758175

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.fscs.org.uk](http://www.fscs.org.uk)

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Travel-management-services./672XV92TCH>

Additional information can be obtained from the above-mentioned address

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**

Economic and financial affairs

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## **Section II: Object**

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

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

FSCS504 Travel Management Services

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

- 63516000 - Travel management services

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

Services

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

The FSCS is seeking to engage with a single Service Provider for the provision of “One Stop Shop” travel management services. The travel service is to be delivered to a high-quality standard whilst demonstrating value for money for the FSCS. The service must include an easy-to-use online booking facility for routine requirements, mainly in relation to UK travel and accommodation.

The Service Provider must be able to provide a travel management service which includes but is not limited to:

- Flight bookings for UK and Overseas travel
- Rail and road travel for UK and EU
- Hotel Accommodation for UK and International
- Advise and support needed for processing Visas for Non-EU travel
- Pre-travel medicals as required
- Venue finding services for meetings, booking group accommodation and supporting services
- Ability to interface with FSCS's Traveller Security Supplier in order to provide key travel information including but not limited to; traveller name, travel date, flight/train etc number, hotel details (incl. contact Number) and itinerary (where known).

- Ability to include multiple stage approvals prior travel, including via workflows through the online booking tool (self-service).

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

FSCS requires a travel management service provider who can provide a "One Stop Shop" travel management service. The service includes but is not limited to:

- Flight bookings for UK and Overseas travel
- Rail and road travel for UK and EU
- Hotel Accommodation for UK and International
- Advise and support needed for processing Visas for Non-EU travel
- Pre-travel medicals as required
- Venue finding services for meetings, booking group accommodation and supporting services
- Ability to interface with FSCS's Traveller Security Supplier in order to provide key travel information including but not limited to; traveller name, travel date, flight/train etc number, hotel details (incl. contact Number) and itinerary (where known).

- Ability to include multiple stage approvals prior travel, including via workflows through the online booking tool (self-service).

#### **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: £400,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

FSCS reserves the option to extend for 2 x 12 month contract extension (maximum term - 48 months)

#### **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**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/672XV92TCH>

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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

31 March 2025

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: 6 (from the date stated for receipt of tender)

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

Date

31 March 2025

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 4 years

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Travel-management-services./672XV92TCH>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/672XV92TCH>

GO Reference: GO-2025220-PRO-29506376

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

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

Financial Services Compensation Scheme

Beaufort House, 15 St. Botolph Street

London

EC3A 7QU

Telephone

+44 2073758197



Country

United Kingdom

**VI.4.2) Body responsible for mediation procedures**

The Royal Court of Justice

The Strand

London

Email

[procurement@fscs.org.uk](mailto:procurement@fscs.org.uk)

Telephone

+44 2073758197

Country

United Kingdom

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

Financial Services Compensation Scheme

Beaufort House, 15 St. Botolph Street

London

EC3A 7QU

Telephone

+44 2073758175

Country

United Kingdom