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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): ocds-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

Telephone

+44 2073758175

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

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>

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

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

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:

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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

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