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Tender

## **GSS24061 - Travel Assistance Centre**

UK Research and Innovation

F02: Contract notice

Notice identifier: 2024/S 000-007444

Procurement identifier (OCID): ocds-h6vhtk-0446a2

Published 8 March 2024, 9:28am

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

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

UK Research and Innovation

Polaris House, North Star Avenue

SWINDON

SN21UH

#### **Contact**

Abigail Woods

#### **Email**

[coreservices@uksbs.co.uk](mailto:coreservices@uksbs.co.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk)

Additional information can be obtained from another address:

UK Shared Business Services Ltd

Polaris House, North Star Avenue

Swindon

SN2 1FF

**Email**

[coreservices@uksbs.co.uk](mailto:coreservices@uksbs.co.uk)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

Tenders or requests to participate must be submitted electronically via

<https://beisgroup.ukp.app.jaggaer.com/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Research

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## **Section II: Object**

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

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

GSS24061 - Travel Assistance Centre

Reference number

GSS24061

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

- 79997000 - Business travel services

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

Services

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

The final date and time for the submission of bids is Monday 15th April 2024 at 11:00hrs GMT.

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

Please note that this is a Services Contract.

UK Research and Innovation (UKRI) brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UKRI requires a Travel Assistance Centre (TAC) to support UKRI travellers assess and achieve preparedness requirements prior to travel and provides security and medical advice and assistance to travellers when undertaking travel globally.

The TAC service provides a resource and support platform for all UKRI travel risk management requirements.

This contract is being Established for a term of 3 years + 1 year + 1 year (31st July 2027 with the option to extend for two further years 31st July 2028 and 31st July 2029)

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found within Jaggaer Sourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the RFP document.

### How to Apply

UK Shared Business Services Ltd (UK SBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the ITT reference number: itt\_1460 or search using the procurement reference: GSS24061

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

Value excluding VAT: £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

- UK - United Kingdom

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

Provision of TAC support globally on the following basis:

- Full TAC support for all international travellers as per the technical specification, other than those travelling past the gateway points into Antarctica or Arctic regions.

- Support for UK travellers with limited provision of travel advice, alerting of threats and use of the track service for check-ins following a national critical incident.
- Provision of in-country personnel security support and consultancy service as described in the TAC additional service section.

#### **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: £500,000

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

Start date

18 May 2024

End date

31 July 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for an additional 2 years on a 1+1 basis to 31st July 2029.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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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

15 April 2024

Local time

10:00am

#### **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: 3 (from the date stated for receipt of tender)

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

Date

15 April 2024

Local time

11:00am

Place

Electronically via Jaggaer eSourcing Portal

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

DO NOT APPLY DIRECTLY TO BUYER

All submissions will be assessed in accordance with the Public Procurement Regulations that apply to this opportunity.

Responses must be received by the date and time in the tender documentation; responses received outside of the deadline or not sent via the Jaggaer eSourcing portal will not be accepted or considered by the Contracting Authority further for this opportunity, unless a system outage is experienced, to which the Contracting Authority will advise upon accordingly. Interested organisations should ensure that they allow a sufficiency of time, prior to the deadline to allow all sections to be completed in full and any attachments to be uploaded.

As a user of the Jaggaer eSourcing Portal you will have access to the Jaggaer messaging service which facilitates all messages sent to you and from you, as well as other messages and updates in relation to any specific tender event. Please note that any and all information secured outside of the messaging service, shall have no Legal Standing, merit or worth and should not be relied upon by any organisation submitting a tender response.

Please note it is your organisations responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The Contracting Authority expressly reserves the right:

i. not to award any contract as a result of the procurement process commenced by publication of this notice; and

ii. to make whatever changes it may see fit to the content and structure of the procurement; and under no circumstances as part of your organisations participation in this opportunity, will the Contracting Authority be liable for any costs incurred by any organisation as a result. If the Contracting Authority decides to enter into a contract with any successful organisation(s), this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of your organisation in doing so.

#### About UK Shared Business Services

UK Shared Business Services Ltd (UKSBS) brings a commercial attitude to the public sector; helping our contracting authorities to improve efficiency, generate savings and modernise.

Where UKSBS is not named as the Contracting Authority within the documentation, UKSBS will be acting as an agent on behalf of the Contracting Authority.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

For full details of our partner base please review the following link:

<https://www.ukpbs.co.uk/clients/>

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

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

UK Shared Business Services Ltd

Polaris House, North Star Avenue

Swindon

SN2 1FF

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Country

United Kingdom

Internet address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

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

UK Shared Business Services Ltd

Polaris House, North Star Avenue

Swindon

SN2 1FF

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Country

United Kingdom