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Planning

## **Travel Management Services**

University Of Edinburgh

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-008249

Procurement identifier (OCID): ocds-h6vhtk-04ea39

Published 6 March 2025, 4:15pm

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Email**

[mritchi7@ed.ac.uk](mailto:mritchi7@ed.ac.uk)

#### **Telephone**

+44 1316502759

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**I.3) Communication**

Additional information can be obtained from 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**

Travel Management Services

Reference number

EC1038

#### **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 Edinburgh aims to establish a comprehensive Travel Management Services contract to accommodate the increasing travel spend observed year-on-year. Please read the more detailed description below.

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

This contract is divided into lots: Yes

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

#### **II.2.1) Title**

Business Travel Services

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 63516000 - Travel management services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

This PIN is to inform the market of a future strategic contract with The University of Edinburgh. The proposed contract period will be 3 years, with the option to extend for an additional 2 x 1 year.

The core requirement of this project is to develop an integrated travel management platform that can handle a variety of travel-related services. The contract must have:

- Online and offline booking capabilities.
- Rail travel (including cross-channel rail services).
- Air travel (domestic, European, and international).
- Accommodation bookings (domestic, European, and international).
- Dedicated Account Management, Online and Offline teams who will serve as the direct contacts.

The need for a robust travel management system is driven by the increasing volume and complexity of travel arrangements, sustainability targets, enhanced duty of care, improved user experience and drive financial and administrative efficiencies. The objectives and goals of the UoE Sustainable Travel Policy are threefold:

1. Delivering on ambitious sustainability goals by reducing carbon emissions related to business travel and providing high-quality data for carbon and travel reporting.
2. Supporting the University's duty of care for staff and students, particularly those travelling overseas, ensuring their safety and well-being.
3. Providing value for money by improving cost efficiency and streamlining the administration of reimbursements within the University's large, complex organisational structure.

This contract will be divided into 2 separate lots;

Lot 1 – Business Travel Services - This lot provides Members with access to a fully managed service for all UK and International travel and associated services. The Member will be able to research and book using an online tool and/or via offline booking channels

using a traditional call centre/agent type operation (on the lowest cost non-Premium Line telephone number). This lot will cover UK and International Air, Rail, and Hotel services; Ferry services; Eurostar; International Vehicle Hire; Visa services; and relevant professional advice to all clients.

Lot 2 – Student Group Travel Services - This lot covers UK and International Air, Rail and Hotel / Hostel services; Ferry services; Eurostar; International Vehicle Hire; Group Travel services; and relevant professional advice to Members for student group travel.

## **II.2) Description**

### **II.2.1) Title**

Student Group Travel Services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 63516000 - Travel management services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

This PIN is to inform the market of a future strategic contract with The University of Edinburgh. The proposed contract period will be 3 years, with the option to extend for an additional 2 x 1 year.

The core requirement of this project is to develop an integrated travel management platform that can handle a variety of travel-related services. The contract must have:

- Online and offline booking capabilities.
- Rail travel (including cross-channel rail services).
- Air travel (domestic, European, and international).
- Accommodation bookings (domestic, European, and international).

- Dedicated Account Management, Online and Offline teams who will serve as the direct contacts.

The need for a robust travel management system is driven by the increasing volume and complexity of travel arrangements, sustainability targets, enhanced duty of care, improved user experience and drive financial and administrative efficiencies. The objectives and goals of the UoE Sustainable Travel Policy are threefold:

1. Delivering on ambitious sustainability goals by reducing carbon emissions related to business travel and providing high-quality data for carbon and travel reporting.
2. Supporting the University's duty of care for staff and students, particularly those travelling overseas, ensuring their safety and well-being.
3. Providing value for money by improving cost efficiency and streamlining the administration of reimbursements within the University's large, complex organisational structure.

This contract will be divided into 2 separate lots;

Lot 1 – Business Travel Services - This lot provides Members with access to a fully managed service for all UK and International travel and associated services. The Member will be able to research and book using an online tool and/or via offline booking channels using a traditional call centre/agent type operation (on the lowest cost non-Premium Line telephone number). This lot will cover UK and International Air, Rail, and Hotel services; Ferry services; Eurostar; International Vehicle Hire; Visa services; and relevant professional advice to all clients.

Lot 2 – Student Group Travel Services - This lot covers UK and International Air, Rail and Hotel / Hostel services; Ferry services; Eurostar; International Vehicle Hire; Group Travel services; and relevant professional advice to Members for student group travel.

### **II.3) Estimated date of publication of contract notice**

31 March 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

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

(SC Ref:792608)