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Planning

Travel Management Services

UNIVERSITY OF DERBY

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-014731

Procurement identifier (OCID): ocds-h6vhtk-045813

Published 8 May 2024, 4:06pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF DERBY

Kedleston Road

DERBY

DE221GB

Contact

Procurement Team

Email

procurement@derby.ac.uk

Country

United Kingdom

Region code

UKF - East Midlands (England)

Companies House

3079282

Internet address(es)

Main address

www.derby.ac.uk

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Travel Management Services

Reference number

PROC KB ITT 1197

II.1.2) Main CPV code

- 63510000 - Travel agency and similar services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Derby (UoD) is currently developing its procurement requirements and is potentially seeking to appoint a one stop shop provider for all forms of staff travel mainly air, rail and hotel bookings for domestic and overseas travel.

Providers are invited to attend a market engagement event to help shape and inform a new service model and service specification. The service will support an integrated online travel booking tool including call centre support in addition to offline service for complex, group bookings and 24/7 assistance.

The service will require account management, management information, and experience of HE sector travel or similar.

The event will cover an overview of our requirements, as follows:

- Types of travel bookings
- Frequent locations
- Market innovations
- Booking tools interfaces / apps

- Out of hours assistance
- Best practice for management information

The aim of the market engagement event is to provide an overview of the services required, explore market experience and appetite, gain market knowledge, and explain the potential procurement process. The information we gather from this exercise will help us to identify a potential provider that can meet the University's visions and support our objectives.

The market engagement event will be held virtually using Teams on 22 May 2024. Information about time and joining the session will be made available to registered suppliers after the closing date to register. To participate in this market engagement exercise please complete the MS form online form at <https://forms.office.com/e/4BZiD2HB6e> by 12pm on 17th May 2024. A maximum of 2 attendees from each organisation can attend.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF - East Midlands (England)

II.2.4) Description of the procurement

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Providers are invited to attend a market engagement event to help shape and inform a new service model and service specification. The service will support an integrated online travel booking tool including call centre support in addition to offline service for complex, group bookings and 24/7 assistance.

II.3) Estimated date of publication of contract notice

3 June 2024

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