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Tender

## **TC924 - Framework Provision for Travel Services**

Manchester City Council

F02: Contract notice

Notice identifier: 2022/S 000-015060

Procurement identifier (OCID): ocds-h6vhtk-03417a

Published 30 May 2022, 1:38pm

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

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

Manchester City Council

Level 5, Town Hall Extension

Manchester

M60 2LA

#### **Contact**

Mrs Damayanti Tailor

#### **Email**

[damayanti.tailor@manchester.gov.uk](mailto:damayanti.tailor@manchester.gov.uk)

#### **Telephone**

+44 1612344106

#### **Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.manchester.gov.uk>

Buyer's address

<http://www.manchester.gov.uk>

**I.3) Communication**

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

[www.the-chest.org.uk](http://www.the-chest.org.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.the-chest.org.uk](http://www.the-chest.org.uk)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

TC924 - Framework Provision for Travel Services

Reference number

DN615126

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

- 60000000 - Transport services (excl. Waste transport)

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

Services

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

TC924 - Framework Provision for Travel Services

The Council has introduced a staff travel policy with a view to reducing the carbon emissions through in-work travel by 100 tonnes of CO2 a year. The staff travel policy includes the introduction of a travel hierarchy which asks staff to prioritise sustainable modes. Public transport is a big part of that and making public transport modes easy to access for staff will be the key to success.

Manchester City Council is seeking a supplier(s) for the provision of travel booking for in-work staff travel. This will provide an alternative to 'grey fleet' travel for employees to conduct in-work travel via sustainable modes in line with the Travelling Sustainably staff travel policy.

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

Value excluding VAT: £1,000,000

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

This contract is divided into lots: No

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

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

- 63500000 - Travel agency, tour operator and tourist assistance services

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

NUTS codes

- UKD3 - Greater Manchester

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

TC924 - Framework Provision for Travel Services

The Council has introduced a staff travel policy with a view to reducing the carbon emissions through in-work travel by 100 tonnes of CO2 a year. The staff travel policy includes the introduction of a travel hierarchy which asks staff to prioritise sustainable modes. Public transport is a big part of that and making public transport modes easy to access for staff will be the key to success.

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## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50%

Quality criterion - Name: Social & Ethical Value / Weighting: 20%

Quality criterion - Name: Environment & climate Change / Weighting: 10%

Price - Weighting: 20%

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

Duration in months

48

This contract is subject to renewal

No

## **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**

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk). Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on Friday, 1 July 2022

## **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

1 July 2022

Local time

11:00am

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

1 July 2022

Local time

11:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk) . Once registered, applicants will be emailed a log-in and password which will allow them to gain access to the documentation relating to this opportunity. Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on Friday, 1 July 2022 as referred to in IV.2.2. Any clarification queries must also be submitted via the Chest website by the date referred to in the tender documentation.

The contracts will be for 4 years, expected to commence 1 October 2022.

The successful supplier will be required to actively participate in the economic and social regeneration of the locality of, and surroundings of, the place of delivery of the contract. Therefore, selection and award criteria, specification requirements and contract performance conditions may relate in particular to social and environmental considerations as relevant to the subject matter of this project.

The Council reserves the right not to award the framework, as a result of this Contract Notice. The Council shall not be liable for any costs or expenses incurred by any organisation in responding to this notice or in tendering for the proposed framework.

All submissions must be in English, with any clarifications or discussions conducted in English. Tenders and supporting documents must be priced in pounds sterling and all payments under the proposed contract will be made in pounds sterling.

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

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

Manchester City Council

Manchester

M60 2LA

Country

United Kingdom

Internet address

<https://www.manchester.gov.uk>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the framework is communicated to tenderers prior to entering into the framework. If an appeal regarding the award of a framework has not been successfully resolved, the Public Contract Regulations 2015 provide for