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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): ocids-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

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

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

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

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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. 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

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 . 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