

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/015948-2024>

Tender

LW101 Travel Management Services

Liverpool School of Tropical Medicine

F02: Contract notice

Notice identifier: 2024/S 000-015948

Procurement identifier (OCID): ocds-h6vhtk-04691d

Published 21 May 2024, 10:05am

Section I: Contracting authority

I.1) Name and addresses

Liverpool School of Tropical Medicine

Pembroke Place, Liverpool

Liverpool

L3 5QA

Contact

Procurement

Email

purchasing@lstmed.ac.uk

Telephone

+44 1517053152

Country

United Kingdom

Region code

UKD72 - Liverpool

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Liverpool:-Travel-agency-and-similar-services./6B5H87A789>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-Liverpool:-Travel-agency-and-similar-services./6B5H87A789>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Liverpool:-Travel-agency-and-similar-services./6B5H87A789>

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

LW101 Travel Management Services

Reference number

LW101

II.1.2) Main CPV code

- 63510000 - Travel agency and similar services

II.1.3) Type of contract

Services

II.1.4) Short description

LSTM is looking to appoint a travel management company for the provision of travel booking and management services to LSTM staff and students located in UK, Malawi, Kenya, Uganda, Zimbabwe, and Nepal and other countries. Services include the booking of international and domestic flights, accommodation, and rail.

II.1.5) Estimated total value

Value excluding VAT: £6,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD72 - Liverpool

Main site or place of performance

Liverpool

II.2.4) Description of the procurement

Travel Management Services

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: £6,000,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 further years (24months)

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

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

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

20 June 2024

Local time

4:00pm

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

20 June 2024

Local time

4:01pm

Place

Delta Portal

Information about authorised persons and opening procedure

LSTM Procurement Team

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: at end of contract period

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Liverpool:-Travel-agency-and-similar-services./6B5H87A789>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/6B5H87A789>

GO Reference: GO-2024520-PRO-26121322

VI.4) Procedures for review

VI.4.1) Review body

Liverpool School of Tropical Medicine

Pembroke Place

Liverpool

L3 5QA

Telephone

+44 1517053237

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Liverpool School of Tropical Medicine

Pembroke Place, Liverpool

Liverpool

L3 5QA

Email

duncan.preston@lstmed.ac.uk

Telephone

+44 1517053237

Country

United Kingdom

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

Liverpool School of Tropical Medicine

Pembroke Place, Liverpool

Liverpool

L3 5QA

Email

purchasing@lstmed.ac.uk

Telephone

+44 1517053237

Country

United Kingdom