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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](mailto: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

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## **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

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## **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

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## **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

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## **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](mailto: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](mailto:purchasing@lstmed.ac.uk)

Telephone

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Country

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