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Tender

## **Export Market Visits and Exhibition Travel**

Welsh Government

F02: Contract notice

Notice identifier: 2023/S 000-018443

Procurement identifier (OCID): ocds-h6vhtk-03dd4b

Published 28 June 2023, 4:11pm

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

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

Welsh Government

Gwasanaethau Caffael Corfforaethol / Corporate Procurement Services, Parc Cathays / Cathays Park

Caerdydd / Cardiff

CF10 3NQ

#### **Contact**

CPS

#### **Email**

[kate.smith@gov.wales](mailto:kate.smith@gov.wales)

#### **Telephone**

+44 3000257095

#### **Country**

United Kingdom

**NUTS code**

UKL - Wales

**Internet address(es)**

Main address

<http://wales.gov>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0007](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0007)

**I.3) Communication**

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

<http://www.etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.etenderwales.bravosolution.co.uk>

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

National or federal Agency/Office

**I.5) Main activity**

General public services

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**Section II: Object**

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

**II.1.1) Title**

## Export Market Visits and Exhibition Travel

Reference number

C355/2022/2023

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

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

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

Services

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

The Client is seeking a supplier to manage the delivery of travel, accommodation and trade mission requirements.

Bidders are invited to submit Bids to be awarded the Contract for Export Market Visits and Exhibition Travel Contract.

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

Value excluding VAT: £8,000,000

### **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

- UK - United Kingdom

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

The Welsh Government is seeking to establish a single supplier contract to provide travel services and logistical support for Welsh Government staff travelling overseas for trade

missions and exhibitions.

This tender exercise aims to ensure that the Welsh Government has access to the necessary support for arranging and managing the logistics of travel to and from markets and trade exhibitions. This will cover a range of activities including transport, accommodation, venue hire, in market transport and collecting the companies contribution towards their travel and accommodation.

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

Quality criterion - Name: Technical / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

#### **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

12 months extension included

#### **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

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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: Yes

### **IV.2) Administrative information**

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

Date

7 August 2023

Local time

2:00pm

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

English, Welsh

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

7 August 2023

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

E-Tender Information:

<https://etenderwales.bravosolution.co.uk>

- The first person from your Organisation to use the Platform will be required to register on behalf of the

Organisation.

- Registration involves accepting a User Agreement, and providing basic information about your

Organisation and about the User

performing the Registration.

- On registering on the Platform the Super User will select a Username and will receive a password.

- The Password will be sent by e-mail to the email address that was specified in the User Details section of

the Registration page.

- In order to log-in to the Platform please enter your Username and Password.

- Note: If you forget your Password then visit the homepage and click "Forgot your

password?”

- Registration should only be performed once for each Organisation.
- If you think that someone in your Organisation may have already registered on this Platform then you

must not register again.

- Please contact the person who Registered (i.e. the Super User) in order to arrange access to the Platform.
- Contact the Helpdesk immediately if you are unable to contact the Super User (for example if they have

left your Organisation).

- Note: If your Organisation is already registered on the Platform then you must not make any additional

registration. Please contact the

Helpdesk to gain access to the Platform.

- Tenders must be uploaded to the BravoSolution portal by 14:00. Late bids will not be accepted.

How To Find The ITT:

- Once logged in you must click on ‘ITT’s Open to all Suppliers’
- The e-tender references for this contract are: project\_53757 and itt\_103425
- Click on the title to access summary details of the contract. If you are still interested in submitting a

tender, click the 'Express an

Interest' button. This will move the ITT from the ‘Open to all Suppliers’ area to the ‘My ITT’s’ on the home

page.

- You will then see the full details of the ITT in the qualification and technical envelopes

along with any

relevant documents in the

'Attachments' area.

- Any questions on the ITT, please use the 'Messages' area to contact the buyer directly  
– Please do not

contact the named person at the top

of this notice.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further

information record your interest on

Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=105095](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=105095)

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further

information record your interest on

Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=107985](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=107985)

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in

support of the authority's

economic and social objectives. Accordingly, contract performance conditions may relate in particular to

social and environmental

considerations. The Community Benefits included in this contract are:

The Client has decided to take a non-core approach to Community Benefits , this means that the Community

Benefits proposal that a

Bidder returns as part of this tender process will not be evaluated and scored but will form part of the

framework at call off stage.

The Community Benefits Policy is designed to support a number of strategic priorities in other policy areas.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further

information record your interest on

Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=110983](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=110983)

(WA Ref:110983)

The buyer considers that this contract is suitable for consortia

(WA Ref:131515)

The buyer considers that this contract is suitable for consortia bidding.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=132396](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=132396)

(WA Ref:132396)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom