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Tender

Travel Management Service

The SMB Group

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-020045

Procurement identifier (OCID): ocds-h6vhtk-050bb4 ([view related notices](#))

Published 9 May 2025, 12:44pm

Scope

Reference

Travel Management Service inc Apprenticeship Programme

Description

Service provider to provide full management service for general travel arrangements, Lot 1 Rail, Taxi, flights, Hotel/Accommodation - Lot 1

Service provider to provide full management service for the SMB Groups Apprenticeship Programme - Bespoke in Hotel bookings, individual, block and bulk - example 10+ - 80+ per month. Travel between hotel and college to be supported and full safeguarding supported by hotel. full criteria in the ITT

Total value (estimated)

- £800,000 excluding VAT

- £960,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 August 2026
- 1 year

Main procurement category

Services

CPV classifications

- 63516000 - Travel management services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Lot constraints

Description of how multiple lots may be awarded:

Yes Service providers may tender for individual lots or combined.

Not the same for all lots

Options are shown in Lot sections, because they are not the same for all lots.

Lot 1. General Transport

Description

General travel management support for rail, flights, taxi. accommodation. very low usage

Lot value (estimated)

- £30,000 excluding VAT
- £36,000 including VAT

Options

The right to additional purchases while the contract is valid.

General business travel.

May require emergency support if students have missed public transport/routed transport.

May require support for staff and students for emergencies ie DR/Hospital etc.

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Apprenticeship Programme

Description

Travel management service to support our Apprentice curriculum.

Predominately accommodation with selected hotel chains, securing special rates. transfer transport between hotels and college all agreed within the academic year calendar and scope of work within the ITT.

Lot value (estimated)

- £770,000 excluding VAT
- £924,000 including VAT

Options

The right to additional purchases while the contract is valid.

Additional requirements may be required to ensure apprenticeship students are meeting the curriculum

May require employer - Event Travel

May require Travel to Assessments etc.

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Particular suitability

Lot 1. General Transport

Lot 2. Apprenticeship Programme

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

21 May 2025, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

23 May 2025, 12:00pm

Submission address and any special instructions

<https://suppliers.multiquote.com/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Suppliers to be invited to tender

Lot 2. Apprenticeship Programme

Maximum 7 suppliers

Selection criteria:

Service providers selected through Pre Market Engagement

Award decision date (estimated)

30 May 2025

Award criteria

Name	Type	Weighting
Service Quality	Quality	60%
Cost	Cost	30%
Social Value	Quality	10%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Closed (competitive Flex) tender to be completed in one round.

Contract may be split with the select up to two suppliers to support Lots. Lot 1 general travel arrangements and Lot 2 specifically for Apprenticeship Programme.

Open Communication during the process to understand capability of service provider. As Apprenticeship Programme more complexed with safeguarding requirements.

Reduced tendering period

Yes

Pre-selected tenderers - utilities contract or not central government - minimum 10 days

Documents

Documents to be provided after the tender notice

Multi-quote portal

Contracting authority

The SMB Group

- UK Register of Learning Providers (UKPRN number): 10000952
- Public Procurement Organisation Number: PVGV-4379-GQVQ

Stephenson College Thornborough Road

Coalville

LE67 3TN

United Kingdom

Email: procurement@smbgroup.ac.uk

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government