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Tender

Travel Management Services Tender

UNIVERSITY OF DERBY

F02: Contract notice

Notice identifier: 2024/S 000-020145

Procurement identifier (OCID): ocds-h6vhtk-047934

Published 2 July 2024, 3:24pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF DERBY

KEDLESTON ROAD

DERBY

DE221GB

Contact

Procurement Team

Email

procurement@derby.ac.uk

Country

United Kingdom

Region code

UKF11 - Derby

Companies House

3079282

Internet address(es)

Main address

www.derby.ac.uk

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

www.derby.ac.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/prospective-suppliers/>

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

Travel Management Services Tender

Reference number

PROC KB ITT/1197

II.1.2) Main CPV code

- 63516000 - Travel management services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Derby is seeking a high-quality innovative experienced supplier to deliver end to end staff travel services from air, rail and hotel accommodation etc. for domestic (UK) and international travel.

The appointed supplier will provide both a self-serve on-line booking portal and an off-line service, along with pro-active account management, traveller safety at its core, and clear Management Information to ensure an efficient, cost effective provision.

The appointed supplier will have demonstrable experience of working with higher education or large organisations with frequent and complex UK and international travel.

Commencing 1st May 2025, the initial contract duration is for two (2) years with the option to extend up to a maximum of four (4) years subject to supplier performance.

The tender process will follow the restricted procedure under the Public Contract Regulations 2015 (PCR 2015).

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF - East Midlands (England)

II.2.4) Description of the procurement

The University of Derby is seeking a high-quality innovative experienced supplier to deliver end to end staff travel services from air, rail and hotel accommodation etc. for domestic (UK) and international travel.

The appointed supplier will provide both a self-serve on-line booking portal and an off-line service, along with pro-active account management, traveller safety at its core, and clear Management Information to ensure an efficient, cost effective provision.

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The tender process will follow the restricted procedure under the Public Contract Regulations 2015 (PCR 2015).

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: £4,000,000

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

Start date

1 May 2025

This contract is subject to renewal

Yes

Description of renewals

Option to extend up to a maximum of four (4) years.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

The University will shortlist at Stage 1 (SSQ stage), a maximum of five (5) preferred bidders to be invited to participate in Stage 2 (ITT stage).

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/>

If not already registered as a supplier on the University of Derby's Oracle portal please follow the links to Prospective suppliers for the links and guides to registration. Please note you will need to be registered as a prospective supplier in order to be able to view the tender documents.

Once registered as a supplier please use the Existing suppliers tab for the links and guides to viewing negotiations (tenders) for the full documentation of this opportunity.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

31 July 2024

Local time

12:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

University of Derby

Derby

Country

United Kingdom