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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](mailto:procurement@derby.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKF11 - Derby

**Companies House**

3079282

**Internet address(es)**

Main address

[www.derby.ac.uk](http://www.derby.ac.uk)

**I.3) Communication**

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

[www.derby.ac.uk](http://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

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## **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.

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.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.

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## **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

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## **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