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Tender

## **Travel Management Services**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2025/S 000-020954

Procurement identifier (OCID): ocds-h6vhtk-04ea39

Published 13 May 2025, 4:04pm

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Email**

[mritchi7@ed.ac.uk](mailto:mritchi7@ed.ac.uk)

#### **Telephone**

+44 1316502759

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

**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

Reference number

EC1038

#### **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 Edinburgh aims to establish a comprehensive Travel Management Services contract to accommodate the increasing travel spend observed year-on-year. Please read the more detailed description below.

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

### **II.2) Description**

#### **II.2.1) Title**

Student Group Travel Services

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 63516000 - Travel management services

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

The proposed contract period will be 3 years, with the option to extend for an additional 4 x 1 year.

The core requirement of this project is to develop an integrated travel management platform that can handle a variety of travel-related services. The contract must have:

- Online and offline booking capabilities.
- Rail travel (including cross-channel rail services).
- Air travel (domestic, European, and international).
- Accommodation bookings (domestic, European, and international).
- Dedicated Account Management, Online and Offline teams who will serve as the direct contacts.

The need for a robust travel management system is driven by the increasing volume and complexity of travel arrangements, sustainability targets, enhanced duty of care, improved user experience and drive financial and administrative efficiencies. The objectives and goals of the UoE Sustainable Travel Policy are threefold:

1. Delivering on ambitious sustainability goals by reducing carbon emissions related to business travel and providing high-quality data for carbon and travel reporting.
2. Supporting the University's duty of care for staff and students, particularly those travelling overseas, ensuring their safety and well-being.
3. Providing value for money by improving cost efficiency and streamlining the administration of reimbursements within the University's large, complex organisational structure.

This contract will be divided into 2 separate lots;

Lot 1 – Business Travel Services - This lot provides Members with access to a fully

managed service for all UK and International travel and associated services. The Member will be able to research and book using an online tool and/or via offline booking channels using a traditional call centre/agent type operation (on the lowest cost non-Premium Line telephone number). This lot will cover UK and International Air, Rail, and Hotel services; Ferry services; Eurostar; International Vehicle Hire; Visa services; and relevant professional advice to all clients.

Lot 2 – Student Group Travel Services - This lot covers UK and International Air, Rail and Hotel / Hostel services; Ferry services; Eurostar; International Vehicle Hire; Group Travel services; and relevant professional advice to Members for student group travel.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

### **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

Total contract length: 3 years / 36 months

Contract start date: 1st February 2026

Contract end date: 31st January 2029

Any extensions: 4 x 12-month optional extensions

### **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

## **II.2) Description**

### **II.2.1) Title**

Business Travel Services

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 63516000 - Travel management services

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

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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.2.1) Previous publication concerning this procedure**

Notice number: [2025/S 000-008249](#)

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

Date

27 June 2025

Local time

12:00pm

#### **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: 4 (from the date stated for receipt of tender)

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

Date

27 June 2025

Local time

12:00pm

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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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28507. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

n/a

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Information and details can be found within the tender documents on PCS-T

(SC Ref:798612)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom