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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

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

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

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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

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

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