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Contract

## **Provision of Hotel Booking Service**

UHI Executive Office

F03: Contract award notice

Notice identifier: 2023/S 000-023006

Procurement identifier (OCID): ocids-h6vhtk-0391a3

Published 8 August 2023, 9:41am

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

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

UHI Executive Office

12b Ness Walk

Inverness

IV3 5SQ

#### **Contact**

Julie Fraser

#### **Email**

[julie.fraser@uhi.ac.uk](mailto:julie.fraser@uhi.ac.uk)

#### **Telephone**

+44 1463279000

#### **Fax**

+44 1463279001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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**

Provision of Hotel Booking Service

Reference number

UHI-RES-24981

### **II.1.2) Main CPV code**

- 55100000 - Hotel services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The Contractor shall be required to provide internet coverage for the University, and afford 'guests' the ability to book a room via direct bookings and online travel agents.

The Contractor shall be responsible for managing online booking services on behalf of the University. Responsibilities shall include, but shall not be limited to:

- Updating of rates (only when requested by the University) and availability
- Advertising promotions
- Content management
- Dealing with guest requests and providing phone support
- Liaise with all Booking Channels and report no shows and cancellations to avoid excess commission charges
- Facilitating and processing all guest payments on behalf of the University and facilitating the transfer of funds to a nominated bank account by the University
- Providing accurate information to all guests in relation to facilities at the property (such as, but not limited to: check-in/out times, reception opening hours and payment information).
- Liaise with the University throughout the process from point of referral through to the Guest check in

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

This contract is divided into lots: No

## **II.2) Description**

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

- 55110000 - Hotel accommodation services
- 55130000 - Other hotel services
- 98341000 - Accommodation services
- 48000000 - Software package and information systems
- 48100000 - Industry specific software package
- 48517000 - IT software package
- 72260000 - Software-related services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Inverness

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

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as, but not limited to: check-in/out times, reception opening hours and payment information).

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

Quality criterion - Name: Platform Functionality / Weighting: 15%

Quality criterion - Name: Implementation Plan / Weighting: 5%

Quality criterion - Name: Exit Strategy / Weighting: 5%

Quality criterion - Name: Added Value Benefits / Weighting: 5%

Quality criterion - Name: Account Management / Weighting: 5%

Quality criterion - Name: Fair Working Practices / Weighting: 5%

Price - Weighting: 60%

#### **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.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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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: [2022/S 000-035564](#)

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## **Section V. Award of contract**

### **Contract No**

UHI-RES-24981

A contract/lot is awarded: No

### **V.1) Information on non-award**

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

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## **Section VI. Complementary information**

### **VI.3) Additional information**

(SC Ref:740981)

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

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

Inverness Sheriff & Justice of the Peace Court

Inverness

IV2 3EG

Country

United Kingdom