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Tender

## **BATP provision of travel management services contract**

WEST MIDLANDS GROWTH COMPANY LIMITED

F02: Contract notice

Notice identifier: 2021/S 000-023873

Procurement identifier (OCID): ocids-h6vhtk-02e4b2

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

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

WEST MIDLANDS GROWTH COMPANY LIMITED

Baskerville House, 2 Centenary Square

BIRMINGHAM

B12ND

#### **Contact**

Ronny Tigere

#### **Email**

[ronny.tigere@wmgrowth.com](mailto:ronny.tigere@wmgrowth.com)

#### **Telephone**

+44 1212025057

#### **Country**

United Kingdom

**NUTS code**

UKG3 - West Midlands

**Internet address(es)**

Main address

<https://www.wmgrowth.com>

Buyer's address

<https://in-tendhost.co.uk/wmgrowth.aspx/Home>

**I.3) Communication**

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

<https://in-tendhost.co.uk/wmgrowth.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/wmgrowth.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

BATP provision of travel management services contract

Reference number

2021-WMGC-0048

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

- 63516000 - Travel management services

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

Services

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

The scope of these services is to provide travel management services for the Business and Tourism Programme (BATP) and Business as Usual BAU

#### **II.1.5) Estimated total value**

Value excluding VAT: £431,189

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

This contract is divided into lots: No

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

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

- 63516000 - Travel management services

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

NUTS codes

- UKG3 - West Midlands

Main site or place of performance

As the crow flies from B1

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

WMGC Ltd requires setting up a Framework Agreement with a single Travel Management Company at no volume guarantee basis to assist in the planning, booking, organisation, scheduling and issue resolution of both domestic and international travel. The Travel Management Company should have an Online Booking Tool (OBT) software which has the ability to integrate with WMGC Ltd expense management solution and a team of dedicated back office staff who will be able to learn, understand and provide WMGC LTD travel requirements inline with travel policy and guidelines

The services of an experienced Travel Management Company is required for the following markets:

- a) Australia
- b) USA and Canada
- c) India
- d) Singapore and Malaysia
- e) Dubai
- f) China

This tender will cover the provision of a fully managed travel service for the purpose of booking all rail and air travel tickets, all hotel accommodation and other requirements related to business travel. The selected contractor to this Framework will provide WMGC Ltd with travel related services that will enable staff and event planners to book flights, accommodation and with an online booking tool (OBT) and, when required, with the assistance of a live contact centre agent who can completely book full trip itineraries for both international and domestic travel. The BATP and BAU has a requirement for both domestic (within United Kingdom) and overseas travel to key markets and the intention of this 4-year Framework Agreement is to standardise and control corporate travel across the business.

Rail, Hotel accommodation and Flights are a key spend areas for the BATP and it is estimated that spend against the Framework shall be in the region of £0 to £431,189.00 over the life of the Framework and it is estimated that the bulk of the spend (transactions) shall be on flights bookings, Rail and Hotel accommodation. The successful bidder will be required to perform, but not limited to, the services detailed in the service specifications

brief. In the initial stages of the Framework call off contracts, it is expected that the majority of transactions will be undertaken off-line, but as process becomes fully embedded between WMGC Ltd and the Framework contracted Suppliers develops and spend becomes controlled, an on-line transaction will be rolled out to all service areas.

WMGC Ltd are also looking to have a solution which offers a streamlined back-office processes which helps in producing management information as required by finance and staff. The successful bidder to the framework will be required to offer and develop solutions to ensure all processes are as efficient and integrated as possible.

#### **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: £431,189

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

Duration in months

48

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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

Act as a single point of contact for all travel management of WMGC for period of 4 years.

Fulfil BATP and BAU travel management requirements for series of major global industry and leisure tourist events in the following markets - Canada, Australia and India, Malaysia and Singapore. May extend to North America and China. Which will include:

International Business Meetings / Events

International Sporting Events

Export Showcase Events

QBR Sales Missions

Market Visits

International Leisure Tourism Event

This will be a 4-year framework agreement - translated into a contract at the point of demand led call off. Based on the following specifications:

Spec 1 Online Rail Specification

Spec 2 Online Accommodation Specification

Spec 3 Online Air Specification

Spec 4 Online Travel Specification

Spec 5 Online Group Support Services Specification

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As per Tender documents

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

As per tender documents

Minimum level(s) of standards possibly required

As per Tender Documents

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

As Per Tender Documents

Minimum level(s) of standards possibly required

As per Tender Documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As per Tender 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.2.2) Time limit for receipt of tenders or requests to participate**

Date

25 October 2021

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: 3 (from the date stated for receipt of tender)

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

Date

25 October 2021

Local time

1:00pm

Place

Remotely online

Information about authorised persons and opening procedure

Procurement Lead



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

The framework will be available for use by BATP and BAU and does not guarantee suppliers any business through this framework.

The duration will be a maximum of 4 years from date when the enabling agreement is signed and we do not expect to extend the framework after the initial term. We also reserve the right to award the services outside the framework. The framework agreement will utilise WMGC terms and conditions as part of the call off process which shall be binding to all contracts as a result of call off from the framework. This procurement will be managed electronically via the In-Tend WMGC e-tendering tool. This will be the route for sharing all information and communicating with potential providers.

Once registered on In-Tend e-sourcing tool, you will be able to express your interest in this specific procurement. Your registered user will receive a notification e-mail to alert them once this has been done. Please note this procurement exercise is being conducted using In-Tend (e-tendering platform . All

tenderers wishing to participate in this tender process are required to register on this link

<https://in-tendhost.co.uk/wmgrowth.aspx/Registration> and use the Register / Sign In button which is located on the left hand side of the page and complete the registration forms. Following registration, an e-mail will be sent to you advising of your user ID along with a reminder of your e-mail address and password. Details of the project are located under the current tenders link which is also where you can express an interest and receive the

documentation. Once you have done this you must log back into the website using the details provided following registration and locate the contract document under Tenders, My Tenders on the menu. The Tender should be received no later than Monday 25th October 2021. The value of the Framework headroom may be varied inline PCR (2015) Regulation 72 modification of contracts during their term in line with principles set in that regulation by varying up to 50% of the framework value as long as the modification is not substantial in altering initial procurement.

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

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

Commercial Working Group

Baskerville House 2 Centenary Square Birmingham United Kingdom

Birmingham

B1 2ND

Email

[ronny.tigere@wmgc.com](mailto:ronny.tigere@wmgc.com)

Telephone

+44 1212025115

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

WMGC Ltd will incorporate a minimum of 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting Authority before the contract is entered into. The further clarification request of the intention to award must be sought within 10 days of issuing the intention to award letters.