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Tender

Provision of Travel Services

SSE Plc

F05: Contract notice – utilities

Notice identifier: 2022/S 000-024236

Procurement identifier (OCID): ocids-h6vhtk-036444

Published 31 August 2022, 10:27am

Section I: Contracting entity

I.1) Name and addresses

SSE Plc

200 Dunkeld Road

Perth

PH1 3AQ

Contact

Helen Gerrard

Email

helen.gerrard@sse.com

Country

United Kingdom

Region code

UK - United Kingdom

National registration number

SC117119

Internet address(es)

Main address

<http://www.sse.com>

Buyer's address

<http://WWW.SSE.COM>

I.3) Communication

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

[www.sse.com/potential Suppliers](http://www.sse.com/potential%20Suppliers)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.sse.com>

Tenders or requests to participate must be submitted to the following address:

SSE Plc

200 Dunkeld Road

Perth

PH1 3AQ

Contact

Helen Gerrard

Email

Helen.Gerrad@sse.com

Country

United Kingdom

Region code

UK - United Kingdom

National registration number

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Main address

<http://www.sse.com>

I.6) Main activity

Electricity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Travel Services

II.1.2) Main CPV code

- 63516000 - Travel management services

II.1.3) Type of contract

Services

II.1.4) Short description

SSE Corporate Services provide an in-house travel management service managed by our dedicated travel

experts and supported by a third party travel company. This requirement is for a digital travel portal to support

our in-house travel team and staff..

Our key aim is to improve the customer experience for booking travel in addition to streamlining and automating

the processes that support the booking process.

The Pre-Qualification Questionnaire (Provision of Travel Services - PQQ) can be downloaded from

www.sse.com/potential-suppliers.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63515000 - Travel services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

SSE Corporate Services provide an in-house travel management service managed by our dedicated travel

experts and supported by a third party travel company. SSE now require to tender these services in line with

enhanced digital solutions and developing technology. Please note that our requirement does not permit

removal of our in-house travel team. Our key aim is to improve the customer experience for booking travel in

addition to streamlining and automating the processes that support the booking process.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

48

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 3

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

Pre-qualification shortlisting, criteria and weightings as shown in Pre-qualification Questionnaire.

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

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

Participants must be verified on Achilles UVDB or Level 3 Supplyline by award of contract

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

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

Participants must be verified on Achilles UVDB or Level 3 Supplyline by award of contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated procedure with prior call for competition

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

20 September 2022

Local time

2:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

7 October 2022

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

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

SSE Plc

Perth

Country

United Kingdom