

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/025108-2025>

Pipeline

## **Travel Management Services for Ordnance Survey**

ORDNANCE SURVEY LIMITED

UK1: Pipeline notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-025108

Procurement identifier (OCID): ocds-h6vhtk-051e9a

Published 22 May 2025, 3:27pm

### **Scope**

### **Reference**

BS.0320

### **Description**

Ordnance Survey Ltd (OS) is Britain's mapping agency and is responsible for the surveying, production, maintenance and marketing of a wide range of geographic information, relied on by government, business and individuals.

OS is a private limited company (company registration number 09121572), and the entire share capital is owned by the Department for Science, Innovation and Technology. OS also has several wholly owned subsidiaries who may access this contract.

Ordnance Survey employee around 1,400 staff who are based around the UK. Business travel is imperative to OS as our staff are required to travel for meetings, international projects, events, conferences, office visits etc.

OS are seeking a Supplier to provide Travel Management Services. This will enable OS employees to book domestic and international hotel accommodation, flights, and rail travel

in accordance with the parameters outlined in the OS corporate travel policy.

The provider must have an online booking portal and telephone service. It is imperative that a seamless booking process is offered, with a variety of options (air, accommodation) which are within set budgets and offer flexibility. Booking support in the UK and whist overseas should be available 24/7 as well as credit payment terms. Management information should be possible in order to track spend and trends.

**Total value (estimated)**

- £4,000,000 excluding VAT
- £4,800,000 including VAT

**Contract dates (estimated)**

- 16 January 2026 to 15 January 2030
- 4 years

**Main category**

Services

**CPV classifications**

- 63515000 - Travel services
- 63516000 - Travel management services

---

**Submission**

## **Publication date of tender notice (estimated)**

2 September 2025

---

## **Contracting authority**

### **ORDNANCE SURVEY LIMITED**

- Companies House: 09121572

Explorer House Adanac Drive

Southampton

SO16 0AS

United Kingdom

Contact name: Sarah Gatt

Telephone: +442380055163

Email: [sarah.gatt@os.uk](mailto:sarah.gatt@os.uk)

Website: <https://www.ordnancesurvey.co.uk/>

Region: UKJ36 - Central Hampshire

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)