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Tender

Travel Management Services

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

F02: Contract notice

Notice identifier: 2023/S 000-026835

Procurement identifier (OCID): ocds-h6vhtk-03fbc9

Published 11 September 2023, 4:19pm

The closing date and time has been changed to:

15 October 2023, 11:59pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

Clive House,70 Petty France

LONDON

SW1H9EX

Email

procurement@wfd.org

Country

United Kingdom

Region code

UKI32 - Westminster

Companies House

02693163

Internet address(es)

Main address

<https://www.wfd.org>

I.3) Communication

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

<https://www.wfd.org/vacancy-supplier/invitation-tender-travel-management-company>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.wfd.org/vacancy-supplier/invitation-tender-travel-management-company>

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

Other activity

Democracy Support

Section II: Object**II.1) Scope of the procurement**

II.1.1) Title

Travel Management Services

Reference number

WFD_TMC_2023

II.1.2) Main CPV code

- 63510000 - Travel agency and similar services

II.1.3) Type of contract

Services

II.1.4) Short description

Due to the nature of the work WFD carries out, more than 50% of our staff and consultants travel on a regular basis both locally in and to the UK and overseas to a diverse range of countries. Our travel needs are often short-notice or subject to last-minute changes due to the changing needs of travellers. For the logistical arrangements of these business trips, WFD needs the services of a provider that can facilitate both an individual's travel arrangements, complex group trips, and VIP travel. The successful bidder will provide the following services: visas; air travel; rail travel (UK, Europe, and international); ground transportation (e.g. transfers); event venue/meeting space finding and booking; and hotel bookings with no guaranteed minimum annual expenditure on travel and accommodation. This will need to be reflected in a flexible cost and billing structure.

In particular, WFD is looking for a provider that has an effective online booking tool that conforms with our Safe & Sustainable Travel Policy and Expenditure Authorisation requirements, to enable staff to book their own travel if they wish to, bookable from international and UK points of sale. Additionally, we require dedicated agents on hand to help with any queries or to fulfil offline travel bookings for staff and sponsored third party travellers.

Supplier questions are published on our website, please refer to the link below. The deadline for supplier questions is 17:00 BST, 3 October.

Please also refer to the same web page for the full Invitation to Tender and information on how to apply. Alternatively, the ITT can be downloaded below.

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63520000 - Transport agency services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

For full details, please refer to the Invitation to Tender document or our website page.

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

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

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: No

IV.2) Administrative information

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

Originally published as:

Date

8 October 2023

Local time

11:59pm

Changed to:

Date

15 October 2023

Local time

11:59pm

See the [change notice](#).

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

9 October 2023

Local time

9:00am

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

Westminster Foundation for Democracy

London

Email

procurement@wfd.org

Country

United Kingdom

Internet address

<https://www.wfd.org/vacancy-supplier/invitation-tender-travel-management-company>