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Tender

Business Travel Services

FIRST GROUP HOLDINGS LIMITED

F05: Contract notice – utilities

Notice identifier: 2022/S 000-027575

Procurement identifier (OCID): ocds-h6vhtk-037214

Published 30 September 2022, 4:29pm

Section I: Contracting entity

I.1) Name and addresses

FIRST GROUP HOLDINGS LIMITED

8th Floor, The Point, 37 North Wharf Road

LONDON

W21AF

Contact

Helen Gardiner

Email

helen.gardiner@firstbus.co.uk

Country

United Kingdom

Region code

UK - United Kingdom

Companies House

02029363

Internet address(es)

Main address

www.firstgroupplc.com

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<http://redirect.transaxions.com/events/dZKig>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://redirect.transaxions.com/events/dZKig>

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

First Group Holdings Ltd

London

Email

FRH-Procurement.Indirects@firstrail.com

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

<http://redirect.transaxions.com/events/dZKig>

I.6) Main activity

Urban railway, tramway, trolleybus or bus services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Business Travel Services

II.1.2) Main CPV code

- 79997000 - Business travel services

II.1.3) Type of contract

Services

II.1.4) Short description

Business travel solutions for First Rail, including Avanti West Coast, Great Western Railway, South Western Railway, TransPennine Express and First Bus.

The service provision will provide best value whilst managing travel risk, supporting traveller well-being and maximising business travel return on investment. The Travel Management Company will support our requirements for booking hotels, rail travel, air travel, venues and short-term car hire across our multiple businesses throughout the UK.

II.1.5) Estimated total value

Value excluding VAT: £13,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79997000 - Business travel services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

First Rail and First Bus are seeking to contract with one supplier to manage the Group's Business Travel Requirements covering hotels, rail travel, air travel, venues/conferences and short-term car hire. We are seeking proposals that will provide the overall best value whilst delivering the following requirements: -

*a booking tool that is user friendly and reliable with the ability to embed our policy requirements and internal approvals.

*a flexible contract structure that will fulfil each Divisions (Rail & Bus) requirements.

*the option of 24 hour support for the Divisions that require this.

*a pricing structure to ensure the supplier provides the best rates using benchmarking.

*account management support to react to our changing demands.

*a wide enough range of hotels which meet our requirements and hotel rate price caps across the UK.

The procurement process will include both First Rail and First Bus requirements and will be conducted in accordance with the Utility Contract Regulations 2016. Following the formal call for competition (contract notice) we will adopt the Negotiated Procedure (ITN) initially shortlisting suppliers through a Pre-Qualification Questionnaire (PQQ) process.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £13,500,000

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

Option to extend the contract for a period of up to 24 months.

NB. The estimated contract value specified is for the initial 3 year term.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated procedure with prior call for competition

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

7 November 2022

Local time

12:00pm

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

English

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

First Group Holdings Ltd

London

Country

United Kingdom