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Tender

## **Travel Management Services 2023**

Southern Universities Purchasing Consortium (SUPC)

F02: Contract notice

Notice identifier: 2023/S 000-027918

Procurement identifier (OCID): ocds-h6vhtk-037ca5

Published 21 September 2023, 2:21pm

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

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

Southern Universities Purchasing Consortium (SUPC)

Reading Enterprise Centre, The University of Reading, Whiteknights Road, Earley Gate

Reading

RG6 6BU

#### **Contact**

Clare Whitfield

#### **Email**

[supc@reading.ac.uk](mailto:supc@reading.ac.uk)

#### **Telephone**

+44 1183784304

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**National registration number**

111357

**Internet address(es)**

Main address

<https://www.supc.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/86623>

**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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=72990&B=SUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=72990&B=SUPC)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=72990&B=SUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=72990&B=SUPC)

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**

Education

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## **Section II: Object**

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

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

Travel Management Services 2023

Reference number

PFB4053 SU

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

- 63516000 - Travel management services

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

Services

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

This tender is to establish a multi-supplier framework for online and offline travel services to include business travel, conferencing services, student group travel, and other associated services for organisations accessing the agreement.

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

Value excluding VAT: £800,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

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

#### **II.2.1) Title**

Lot 1 Business Travel

Lot No

1

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

- 63516000 - Travel management services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63512000 - Sale of travel tickets and package tours services
- 55100000 - Hotel services
- 63510000 - Travel agency and similar services
- 63515000 - Travel services
- 79997000 - Business travel services
- 55120000 - Hotel meeting and conference services
- 63500000 - Travel agency, tour operator and tourist assistance services
- 55110000 - Hotel accommodation services
- 55130000 - Other hotel services

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

NUTS codes

- UK - United Kingdom

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

Business Travel Management Services providing Members with access to a fully managed service for all UK and International travel and associated services. The Member will be able to research and book using an online tool and/or via offline booking channels using a traditional call centre/agent type operation (on the lowest cost non-premium line telephone number). This lot will cover UK and international air, rail, and hotel services; ferry services; Eurostar; international vehicle hire; visa services and relevant professional advice to all clients.

### **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: £347,000,000

### **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: Yes

Description of options

SUPC will award this framework on the basis of 3 + 1 years.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Various projects funded by EU in various institutions in the UK.

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

It is anticipated that some of the future call-off contracts under this framework will be part or fully funded from external streams, include European Union (EU) funding (ERDF/ESIF) and potentially other research bodies.

All funding accessed under this framework will be considered compliant for the purposes of external funding by named participants.

## **II.2) Description**

### **II.2.1) Title**

Lot 2 - Student Travel

Lot No

2

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

- 63516000 - Travel management services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63512000 - Sale of travel tickets and package tours services
- 55100000 - Hotel services
- 63510000 - Travel agency and similar services
- 63515000 - Travel services
- 79997000 - Business travel services
- 55120000 - Hotel meeting and conference services
- 63500000 - Travel agency, tour operator and tourist assistance services
- 55110000 - Hotel accommodation services
- 55200000 - Camping sites and other non-hotel accommodation
- 55130000 - Other hotel services

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

NUTS codes

- UK - United Kingdom

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

Student Group Travel Services covering UK and international air, rail and hotel/hostel services; ferry services;

Eurostar; international vehicle hire; group travel services: and relevant professional advice to members for student group travel.

### **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: £58,000,000

#### **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: Yes

Description of options

SUPC will award this Framework Agreement on the basis of 3 + 1 years.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Various projects funded by EU in various institutions in the UK.

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

It is anticipated that some of the future call-off contracts under this framework will be part or fully funded from external streams, include European Union (EU) funding (ERDF/ESIF) and potentially other research bodies.

All funding accessed under this framework will be considered compliant for the purposes of external funding by named participants.

## **II.2) Description**

### **II.2.1) Title**

Lot 3 - Business and Student Travel Combined

Lot No

3

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

- 63516000 - Travel management services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63512000 - Sale of travel tickets and package tours services
- 55100000 - Hotel services
- 63515000 - Travel services
- 79997000 - Business travel services
- 55120000 - Hotel meeting and conference services
- 63500000 - Travel agency, tour operator and tourist assistance services
- 55110000 - Hotel accommodation services
- 55130000 - Other hotel services
- 63510000 - Travel agency and similar services
- 55200000 - Camping sites and other non-hotel accommodation

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

NUTS codes

- UK - United Kingdom

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

Lot 3 is combined travel solutions supporting Business Travel Management Services providing Members with access to a fully managed service for all UK and International

travel and associated services, as well as, Student Group Travel Services covering UK and international air, rail and hotel/hostel services; ferry services;

Eurostar; international vehicle hire; group travel services: and relevant professional advice to members.

#### **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: £395,000,000

#### **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: Yes

Description of options

SUPC will award this framework on the basis of 3 + 1 years.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Various projects funded by EU in various institutions in the UK.

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

It is anticipated that some of the future call-off contracts under this framework will be part or fully funded from external streams, include European Union (EU) funding (ERDF/ESIF) and potentially other research bodies.

All funding accessed under this framework will be considered compliant for the purposes of external funding by named participants.

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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 documentation.

#### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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 several operators

Envisaged maximum number of participants to the framework agreement: 12

**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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-030313](#)

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

Date

20 October 2023

Local time

5:00pm

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

English

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

Date

20 October 2023

Local time

5:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### VI.3) Additional information

The Framework Agreement is being tendered on behalf of members of the following purchasing organisations:

(the Participating Consortia):

— Southern Universities Purchasing Consortium (SUPC)

<http://www.supc.ac.uk/engage/our-members/ourmembers>

— North East Universities Purchasing Consortium (NEUPC) <http://www.neupc.ac.uk/our-members>

— North West Universities Purchasing Consortium (NWUPC) <http://www.nwupc.ac.uk/our-members>

— London Universities Purchasing Consortium (LUPC) <http://www.lupc.ac.uk/list-of-members.html>

— Advanced Procurement for Universities and Colleges (APUC) <http://www.apuc-scot.ac.uk/!members>

— Higher Education Purchasing Consortium Wales (HEPCW) <http://www.hepcw.ac.uk/>

(the members of such Participating Consortia, together with SUPC Members being Members). Some institutions are not public bodies within the meaning of the PCR2015. They may advertise their contracts in the OJEU on a voluntary basis and without prejudice to their freedom to depart from the rules set out in the PCR2015. Their aim is to apply best practice and secure the best value outcome for the institution.

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

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

Southern Universities Purchasing Consortium

SUMS, Reading Enterprise Centre, University of Reading, Earley Gate, Whiteknights Road, Reading RG6 6BU

Reading

RG6 6BU

Email

[supc@reading.ac.uk](mailto:supc@reading.ac.uk)

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