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Not applicable

Travel Management Services

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

F14: Notice for changes or additional information

Notice identifier: 2023/S 000-030137

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

Published 12 October 2023, 3:09pm

Section I: Contracting authority/entity

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>

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.

Section VI. Complementary information

VI.6) Original notice reference

Notice number: [2023/S 000-026835](#)

Section VII. Changes

VII.1.2) Text to be corrected in the original notice

Section number

IV.2.2

Place of text to be modified

Time limit for receipt of tenders

Instead of

Date

8 October 2023

Local time

11:59pm

Read

Date

15 October 2023

Local time

11:59pm