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Tender

## **YPO - 001104 - Travel Management Solution II**

YPO

Eastern Shires Purchasing Organisation

F02: Contract notice

Notice identifier: 2022/S 000-031003

Procurement identifier (OCID): ocds-h6vhtk-037e85

Published 2 November 2022, 4:41pm

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

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

YPO

41 Industrial Park

Wakefield

WF2 0XE

#### **Contact**

Contracts Team

#### **Email**

[contracts@ypo.co.uk](mailto:contracts@ypo.co.uk)

#### **Telephone**

+44 01924664685

#### **Country**

United Kingdom

**Region code**

UKE45 - Wakefield

**Internet address(es)**

Main address

<http://www.ypo.co.uk/>

Buyer's address

<https://procontract.due-north.com/register?ReadForm>

**I.1) Name and addresses**

Eastern Shires Purchasing Organisation

Enderby

LE19 1ES

**Contact**

Arjun Karavadra

**Email**

[a.karavadra@espo.org](mailto:a.karavadra@espo.org)

**Country**

United Kingdom

**Region code**

UKF21 - Leicester

**Internet address(es)**

Main address

<https://www.espo.org>

## **I.2) Information about joint procurement**

The contract involves 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://procontract.due-north.com/register?ReadForm>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/register?ReadForm>

## **I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

YPO - 001104 - Travel Management Solution II

Reference number

001104

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

- 63516000 - Travel management services

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

Services

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

YPO are looking for Providers to be appointed onto a Framework Agreement for the supply of Travel Management Solutions II for all public sector organisations including but not limited to Local Authorities, Police Forces, Fire and Rescue Service, NHS, Universities and Charity sectors. This Framework is designed to meet the needs of YPO and Other Contracting Authorities by establishing an agreement where the end Customer will place the order with the Provider and the Provider delivers direct to the end Customer.

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

Value excluding VAT: £200,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Lot 1 - Business Travel

Lot No

1

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

- 63515000 - Travel services
- 63516000 - Travel management services
- 79952000 - Event services
- 79997000 - Business travel services

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

NUTS codes

- UK - United Kingdom

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

Lot 1 is for business travel needs and requirements. YPO is looking to work with up to three Travel Management Company (TMC's) Providers who are expected to work with YPO, ESPO, and the Contracting Authority to provide business travel for public sector organisations including, but not limited to Local Authorities, Government Departments, Housing Associations, Universities, Higher Education, Charity sectors. This will include an online booking portal and offline booking services.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Cost criterion - Name: Cost / Weighting: 10%

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

31 January 2023

End date

30 January 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

## Description of options

The Framework Agreement will cover the period from 31st January 2023 to 30th January 2025 with two options to extend for an additional 12 months. The first decision to extend the Framework period will be taken by the end of October 2024 and will be dependent on satisfactory completion of all aspects of the Framework to date, the current market conditions for this category and YPO's contracting structures. The maximum Framework period will therefore be 4 years, from 31st January 2023 to 30th January 2027 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

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

Lot 2 - Travel for Emergency Services

Lot No

2

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

- 63515000 - Travel services
- 63516000 - Travel management services
- 79952000 - Event services
- 79997000 - Business travel services

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

NUTS codes

- UK - United Kingdom

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

Lot 2 is for emergency services travel needs and requirements. YPO is looking for a strategic Provider who is expected to work with YPO, ESPO, and the Contracting Authority to provide travel for Emergency Services Customers (Including but not limited to Police Forces, Fire and Rescue and NHS). This will include an online booking portal and

offline booking services.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60%

Quality criterion - Name: Social Value /Sustainability / Weighting: 10%

Cost criterion - Name: Cost / Weighting: 30%

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

31 January 2023

End date

30 January 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 31st January 2023 to 30th January 2025 with two options to extend for an additional 12 months. The first decision to extend the Framework period will be taken by the end of October 2024 and will be dependent on satisfactory completion of all aspects of the Framework to date, the current market conditions for this category and YPO's contracting structures. The maximum Framework

period will therefore be 4 years, from 31st January 2023 to 30th January 2027 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

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

Lot 3 - Travel for Universities

Lot No

3

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

- 63515000 - Travel services
- 63516000 - Travel management services
- 79952000 - Event services
- 79997000 - Business travel services

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

NUTS codes

- UK - United Kingdom

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

Lot 3 is for travel needs and requirements for universities. YPO is looking for a strategic Provider who is expected to work with YPO, ESPO, and the Contracting Authority to provide business and study travel for university Customers. This will include an online booking portal and offline booking services.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80%

Quality criterion - Name: Social Value /Sustainability / Weighting: 10%



Cost criterion - Name: Cost / Weighting: 10%

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

31 January 2023

End date

30 January 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 31st January 2023 to 30th January 2025 with two options to extend for an additional 12 months. The first decision to extend the Framework period will be taken by the end of October 2024 and will be dependent on satisfactory completion of all aspects of the Framework to date, the current market conditions for this category and YPO's contracting structures. The maximum Framework period will therefore be 4 years, from 31st January 2023 to 30th January 2027 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The procurement is related to a project and/or programme financed by European Union funds: No

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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

Organisations must ensure that they are not in breach of any of the mandatory or discretionary exclusions contained in Regulation 57 of the Public Contracts Regulations 2015. Please refer to the

Tender Documentation/ Online Tender located on our E-Procurement system. The web address can be found under 'Procurement Documents' in 'Communication' section in this notice.

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please refer to the Framework Agreement Terms and Conditions located on our E-Procurement system. The web address can be found under Procurement Documents in 'Communication' Section in this notice.

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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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

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

Date

5 December 2022

Local time

2:00pm

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

5 December 2022

Local time

2:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

### **VI.3) Additional information**

YPO are purchasing on the behalf of other contracting authorities. Please see the below link

for details: <https://www.ypo.co.uk/about/customers/permissible-users>

YPO will incorporate a standstill period at the point of notification of the award of the contract

is provided to all bidders. The standstill period will be for a minimum of 10 calendar days, and

provides time for unsuccessful tenderers to challenge the award decision before the contract

is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

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

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

High Court of England and Wales

London

Country

United Kingdom