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Tender

## **Travel Management Service**

CADENT GAS LIMITED

F05: Contract notice – utilities

Notice identifier: 2023/S 000-034707

Procurement identifier (OCID): ocds-h6vhtk-041c59

Published 23 November 2023, 2:54pm

### **Section I: Contracting entity**

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

CADENT GAS LIMITED

Ansty Park, Pilot Way

COVENTRY

CV7 9JU

#### **Contact**

Stephen Acaster

#### **Email**

[box.itandcorporateservicestenders@cadentgas.com](mailto:box.itandcorporateservicestenders@cadentgas.com)

#### **Telephone**

+44 7815977858

#### **Country**

United Kingdom

**Region code**

UKG13 - Warwickshire

**Companies House**

Cadent Gas Limited

**Internet address(es)**

Main address

<https://cadentgas.com/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://cadentgas.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.6) Main activity**

Production, transport and distribution of gas and heat

## **Section II: Object**

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

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

Travel Management Service

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

- 63516000 - Travel management services

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

Services

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

Introduction & Framework Duration

The TMC will be responsible for the booking, online and offline, and fulfilment of all business travel requirement including but not limited to,

- Air/Flights.
- Hotel Accommodation.
- Conference Management Services, including ad hoc venue find when required.
- Corporate Hospitality Services.
- Trains.
- Taxis.
- Other associated travel peripherals, such as but not limited to visa's/passports/currency/airport parking.
- Afterhours services, including a 24/7 helpline.
- Traveller tracking.

Management Information and reporting

Cadent aims to develop a partnership with a TMC who can,

? Implement an online tool, in conjunction with an offline service, empowering the business travel policy.

? Train and communicate a travel services and peripherals, hotel accommodation and conferencing management services to all business entities and business departments as and when required.

? Deliver the range of services within predefined agreed performance levels, service levels and quality levels.

? Ensure contract deliverables are achieved on time in accordance with an agreed objectives or targets.

? Provide support to travellers during emergencies (I.e. national disasters, acts of terrorism, wars, etc.)

? Provide the services in a cost effective, flexible and efficient polite manner.

? Help travellers that have unexpected changes in their itinerary (weather delays, strikes, etc.)

? Ensure compliance to travel policy with every booking.

? Strategically and proactively guide Cadent towards best practices, innovation and cost savings.

? The Supplier will be responsible for providing relevant Management Information and reporting as requested by Cadent on a regular basis. Cadent will detail in the contract the types of MI that are required and where/when they shall be reported.

? Ability for Cadent to access a self-serve service on reports.

? Offer rate parity.

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

Value excluding VAT: £48,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UK - United Kingdom

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

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- ? Provide the services in a cost effective, flexible and efficient polite manner.
- ? Help travellers that have unexpected changes in their itinerary (weather delays, strikes, etc.)
- ? Ensure compliance to travel policy with every booking.
- ? Strategically and proactively guide Cadent towards best practices, innovation and cost savings.
- ? The Supplier will be responsible for providing relevant Management Information and reporting as requested by Cadent on a regular basis. Cadent will detail in the contract the types of MI that are required and where/when they shall be reported.
- ? Ability for Cadent to access a self-serve service on reports.
- ? Offer rate parity.

#### **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

Yes

Description of renewals

Optional 5 12 month extension following initial term.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Optional 5 12 month extension following initial term.

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

Suppliers must email [box.itandcorporateservicestenders@cadentgas.com](mailto:box.itandcorporateservicestenders@cadentgas.com) to register their interest so they can be added to our e-procurement system. This is how they will received the PQQ and submit for evaluation.

The PQQ will be shared with supplier on the 4th December 2023 and submissions must be made by no later than 22nd December 2023.

## **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

1 December 2023

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

4 December 2023

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

English

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## **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**

Cadent Gas Limited

Coventry

Country

United Kingdom