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Tender

Business Travel Management Services

Coventry University

F02: Contract notice

Notice identifier: 2023/S 000-036134

Procurement identifier (OCID): ocds-h6vhtk-04228a

Published 7 December 2023, 4:17pm

Section I: Contracting authority

I.1) Name and addresses

Coventry University

Priory Street

COVENTRY

CV15FB

Contact

William Parsons

Email

Procurement@coventry.ac.uk

Country

United Kingdom

Region code

UKG33 - Coventry

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Business Travel Management Services

Reference number

FRAM-1055-23-TA

II.1.2) Main CPV code

- 63516000 - Travel management services

II.1.3) Type of contract

Services

II.1.4) Short description

To appoint a provider to deliver a cost-effective service for Business Travel Management Services that maximises value for money, delivery of a timely, effective, up-to-date, socially conscious, and quality service.

It is critical that the Supplier develops an understanding our global business (2030 Group Corporate Strategy), the flexible nature of our travel requirements, the range of service users and locations we operate within and go to, and the inherent risks associated with travel linked to academia and global research.

II.1.5) Estimated total value

Value excluding VAT: £7,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63515000 - Travel services
- 79997000 - Business travel services

II.2.3) Place of performance

NUTS codes

- UKG33 - Coventry

II.2.4) Description of the procurement

Coventry University has had expansive growth in the last ten years over that time the requirements for staff, as well as students to travel for business and academic purposes has increased. As a globally orientated university operating at a global scale, we need to ensure that there is safe, cost-effective routes for those employees approved for travel to make their journeys, whilst the University ensures duty of care for those employees travelling both nationally and internationally.

The University has had Travel Management Companies in place for at least the last ten years supporting in some capacity with Travel Management Services, and will be looking for a organisation to continue to support us with our Global ambitions and support us in managing a changing and complex wider industry.

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: £7,500,000

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 annually in 12-month increments, for up to a combined total of 2 additional years.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

5 January 2024

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

English

IV.2.7) Conditions for opening of tenders

Date

15 January 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

Coventry University

Coventry

Country

United Kingdom