

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/036690-2025>

Planning

## **Travel Management Services Framework for Northern Ireland Civil Service, Agencies, Non-Departmental Public Bodies and other Participating Bodies - Preliminary Market Engagement**

Department of Finance

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-036690

Procurement identifier (OCID): ocds-h6vhtk-05575a ([view related notices](#))

Published 2 July 2025, 11:00am

### **Scope**

### **Reference**

ID 5984727

### **Description**

\*\*\*PRELIMINARY MARKET ENGAGEMENT EXERCISE\*\*\* The Northern Ireland Civil Service (NICS) Departments, Agencies, Non Departmental Public Bodies and other Participating Bodies, plan to establish a Framework for the Provision of Travel Management Services. Prior to initiating the procurement, the Department of Finance's Construction and Procurement Delivery (CPD), wishes to establish the level of market interest in participating in the procurement process to help assess the reaction of the market; to help define the requirements for such a project; to provide a better understanding of the project feasibility and preferred approach; to provide a better understanding of the capacity for the market to deliver; to help identify the risks involved;

to help minimise the procurement timescales; to prevent unachievable projects from reaching the tender stage; to gain insight to the market possibilities and potential innovative solutions available at this time; and to inform the Procurement Strategy. Suitably qualified and experienced suppliers who may have an interest in this project are invited to complete the questionnaire that is available to registered suppliers via the documents areas of the CfT on eTendersNI for this Preliminary Market Engagement. In responding, you should understand that detailed and lengthy submissions are not necessary at this stage. However we would welcome any pertinent information on your company's capability and views on an approach to the provision of the required services. Any submission received in response to this exercise will not constitute any contractual agreement between the respondent and DoF. Interested parties shall bear their own costs of participation in this Market Engagement of whatever nature. DoF shall not be liable for the costs, expenses or losses howsoever arising (including, without limitation, any loss of profit or other economic loss incurred), regardless of the outcome of the Market Engagement. The next stage in the process will be considered once this exercise has been completed. **\*\*PLEASE NOTE: ALL COMPLETED QUESTIONNAIRES MUST BE SUBMITTED VIA THE MESSAGING FUNCTION on eTendersNI, BEFORE 15:00 on the date specified below under 'Time-limit for receipt of tenders or requests to participate'.**

## **Commercial tool**

Establishes a framework

## **Contract dates (estimated)**

- 1 May 2026 to 30 April 2030
- 4 years

## **Main procurement category**

Services

## **CPV classifications**

- 63516000 - Travel management services
- 63515000 - Travel services
- 79997000 - Business travel services
- 63510000 - Travel agency and similar services

## **Contract locations**

- UKN - Northern Ireland

---

## **Engagement**

### **Engagement deadline**

18 August 2025

### **Engagement process description**

If you wish to participate in the Contracting Authority's Preliminary Market Engagement for this requirement, a questionnaire for completion is available via eTendersNI under ID 5984727.

The questionnaire must be completed and submitted via eTendersNI using the messaging function by the engagement deadline date and time detailed above

---

## **Participation**

## Particular suitability

Small and medium-sized enterprises (SME)

---

## Submission

### Publication date of tender notice (estimated)

17 November 2025

---

## Contracting authority

### Department of Finance

- Public Procurement Organisation Number: PVTL-7513-YWVJ

Clare House, 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: [SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

Website: <https://www.finance-ni.gov.uk/>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

---

## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland.

- Public Procurement Organisation Number: PVWG-8426-YWXV

Clare House, 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: [SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

Website: <https://www.finance-ni.gov.uk/>

Region: UKN06 - Belfast

---

## Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.