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Tender

## **The Growth Company Invitation to Tender The Provision of Travel Management Services**

The Growth Company

F02: Contract notice

Notice identifier: 2024/S 000-037542

Procurement identifier (OCID): ocds-h6vhtk-04bd54

Published 20 November 2024, 2:29pm

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

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

The Growth Company

Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW

Manchester

M15JW

#### **Contact**

Marc Ripley

#### **Email**

[marc.ripley@growthco.uk](mailto:marc.ripley@growthco.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://app.panacea-software.com/growth>

**I.3) Communication**

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

<https://app.panacea-software.com/growth>

Additional information can be obtained from the above-mentioned address

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**

General public services

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**Section II: Object**

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

**II.1.1) Title**

The Growth Company Invitation to Tender The Provision of Travel Management Services

Reference number

GC25-006

**II.1.2) Main CPV code**

- 63516000 - Travel management services

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

Services

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

The Growth Company Invitation to Tender for the Provision of Travel Management Services

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

Value excluding VAT: £1,600,000

### **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

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

NUTS codes

- UK - United Kingdom

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

The Growth Company wishes to appoint a Travel Management provider for the purpose of booking all rail and air tickets, hotel accommodation, and other travel related services for both domestic and international travel.

This requirement covers the Growth Company Group, and tenderers shall note that each trading entity within our Group have different travel and service requirements, with some parts of the group travelling more extensively than others. The key aim of this tender process is to appoint a TMC who provide the best fit for the various requirements of our diverse stakeholders.

GC's main objectives for this tender are as follows:

- Online Booking Services
- Offline Booking Services

- Service Levels
- Travel Expertise, Travel Reporting and GC Travel Policy Support
- Emergency and Out of Hours Service
- Hotel Accommodation
- Apartment Accommodation
- Air Travel
- Visa's
- Vehicle Hire
- Rail Travel
- Integrations with other Services and Providers and Payment Technologies

To apply for this tender opportunity, please register as a supplier on the Panacea Supplier Platform at the following web address: <https://app.panacea-software.com/growth>

Once you have accessed the site, to view the opportunity you need to navigate to 'Register Interest', click the 'Participate' Button, then navigate to 'My Questionnaires' where you will be able to download the documents.

Your tender submission must be made on the Panacea Portal. Please ensure ALL the relevant tender documents are included within the 'Response' section of the Questionnaire. You can add these individually or utilise a Zip folder to submit your response. Once uploaded, this will allow you to 'Submit' your bid.

The documents contain instructions and information for your tender, including specification of requirements, and the key assessment and evaluation criteria that will be used to assess offers.

The deadline for submission of the required documents is at 16:00 on Friday 20th December 2024.

### **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: £1,600,000

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

Start date

24 February 2025

End date

22 February 2030

This contract is subject to renewal

Yes

Description of renewals

This is a three (3) year contract with the option of two (2) additional one (1) year renewals - 3+1+1

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

Variants will be accepted: No

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

Options: No

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

The procurement is related to a project and/or programme financed by European Union funds: 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

20 December 2024

Local time

4:00pm

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

English

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

Date

20 December 2024

Local time

4:30pm

Place

Through Panacea

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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**

The Growth Company

Manchester

Country

United Kingdom