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Tender

SSA Travel Management Services

British Council

F02: Contract notice

Notice identifier: 2024/S 000-037783

Procurement identifier (OCID): ocds-h6vhtk-04bde9

Published 22 November 2024, 11:07am

The closing date and time has been changed to:

14 January 2025, 11:59pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

British Council

PO Box 40751 00100 Nairobi

Nairobi

Contact

Joshua Nzuki

Email

Joshua.Nzuki@Britishcouncil.or.ke

Country

Kenya

NUTS code

KE - Kenya

Internet address(es)

Main address

<https://in-tendhost.co.uk/britishcouncil>

I.3) Communication

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

<https://in-tendhost.co.uk/britishcouncil>

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/britishcouncil>

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

Other activity

Registered Charity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SSA Travel Management Services

Reference number

BC/03726

II.1.2) Main CPV code

- 63516000 - Travel management services

II.1.3) Type of contract

Services

II.1.4) Short description

The British Council is sourcing for a suitable Travel Agent to offer travel management services to assist with travels arrangements, ground transfers and accommodation for its members of staff and sponsored external stakeholders for a maximum of 48 months i.e. domestic and international travels. We operate in 17 Countries across SSA region i.e. Cameroon, Botswana, Ethiopia, Ghana, Kenya, Malawi, Mauritius, Mozambique, Nigeria, Rwanda, Senegal, South Africa, Sudan, Tanzania, Uganda, Zambia, and Zimbabwe. Suppliers are free to bid for all the lots.

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

East Africa Cluster

Lot No

II.2.2) Additional CPV code(s)

- 63515000 - Travel services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63510000 - Travel agency and similar services
- 79997000 - Business travel services
- 63516000 - Travel management services
- 63500000 - Travel agency, tour operator and tourist assistance services

II.2.3) Place of performance

NUTS codes

- KE - Kenya

Main site or place of performance

Contract will be managed from Kenya, services need to be delivered to these countries: - Kenya, Uganda, Tanzania, Rwanda, Ethiopia, and Sudan.

II.2.4) Description of the procurement

The British Council is sourcing for a suitable Travel Agent to offer travel management services to assist with travels arrangements, ground transfers and accommodation for its members of staff and sponsored external stakeholders for a maximum of 48 months i.e. domestic and international travels.

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

Contract is for 36 months with an option to extend for further 12 months.

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

II.2.14) Additional information

Estimated spend for LOT 1: £400,000

II.2) Description

II.2.1) Title

West Africa Cluster

Lot No

2

II.2.2) Additional CPV code(s)

- 63515000 - Travel services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63510000 - Travel agency and similar services
- 79997000 - Business travel services
- 63516000 - Travel management services
- 63500000 - Travel agency, tour operator and tourist assistance services

II.2.3) Place of performance

NUTS codes

- NG - Nigeria

Main site or place of performance

West Africa Cluster countries include: - Nigeria, Ghana, Cameroon, and Senegal Contract will be managed from Nigeria

II.2.4) Description of the procurement

The British Council is sourcing for a suitable Travel Agent to offer travel management services to assist with travels arrangements, ground transfers and accommodation for its members of staff and sponsored external stakeholders for a maximum of 48 months i.e. domestic and international travels.

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

Contract is for 36 month with an option to renew for 12 months.

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

II.2.14) Additional information

Estimated value would be £300,000

II.2) Description

II.2.1) Title

South Africa Cluster

Lot No

3

II.2.2) Additional CPV code(s)

- 63516000 - Travel management services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63510000 - Travel agency and similar services
- 63515000 - Travel services
- 79997000 - Business travel services
- 63500000 - Travel agency, tour operator and tourist assistance services

II.2.3) Place of performance

NUTS codes

- ZA - South Africa

Main site or place of performance

South Africa Cluster countries include: - South Africa, Botswana, Mauritius, Malawi, Mozambique, Zambia and Zimbabwe. Contract will be managed from South Africa.

II.2.4) Description of the procurement

The British Council is sourcing for a suitable Travel Agent to offer travel management services to assist with travels arrangements, ground transfers and accommodation for its members of staff and sponsored external stakeholders for a maximum of 48 months i.e. domestic and international travels.

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

Contract will be for 36 months, with an option to extend with 12 months.

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

II.2.14) Additional information

Estimated Value is £300,000

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

In accordance with Regulations 57, 58 and 60 of the Public Contracts Regulations 2015, applicants will be assessed in accordance with the Public Contract Regulations 2015, on the basis of information provided in response to the Selection Questionnaire.

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

Envisaged maximum number of participants to the framework agreement: 4

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

N/A

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

Originally published as:

Date

6 January 2025

Local time

11:59pm

Changed to:

Date

14 January 2025

Local time

11:59pm

See the [change notice](#).

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

Tender must be valid until: 10 April 2025

IV.2.7) Conditions for opening of tenders

Date

7 January 2025

Local time

2:00pm

Place

British Council

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Suppliers who wish to express an interest and take part in the tender process will be required to register on our e-Tendering portal In-Tend hosted at <https://in-tendhost.co.uk/britishcouncil>. Once registered, bidders must log-in to the website where they can view the project and access the bidders pack and submit their return. Bidders will also be required to demonstrate their capability and `means of proof` will be required. These conditions are outlined in the ITT. The British Council will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

VI.4) Procedures for review

VI.4.1) Review body

Royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The British Council will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.