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Planning

Travel Management Provision

University of Plymouth

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

Notice identifier: 2025/S 000-044875

Procurement identifier (OCID): ocds-h6vhtk-056a80

Published 31 July 2025, 4:00pm

Scope

Reference

SH/UOP/Travel_Management/117/25

Description

The University intends to procure a Travel Management provision; this will be done under a 3-year contract with an optional extension of 2 years (1+1). We expect to have 3 lots for this procurement, as listed below; Lot 1 - Business Travel Lot 2 - Group Travel (10+, conferences, research, field trips) Lot 3 - 1 & 2 combined We reserve the right to amend the published timelines of this procurement to suit the needs of the requirement.

Total value (estimated)

- £6,500,000 excluding VAT
- £7,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2031
- 5 years

Main procurement category

Services

CPV classifications

- 63516000 - Travel management services

Contract locations

- UK - United Kingdom

Engagement

Engagement deadline

12 August 2025

Engagement process description

The objective of this engagement is to find the best solution for our Travel Management provision realising the best value and experience for our students and staff. We are seeking to consult with providers to ensure that we release an intelligent tender that is fit for purpose in the current and future market. We would like to understand any insights, cost models and delivery models that can give the best outcome. The market engagement for group travel has already been carried out under PCR 2015. We are now looking for engagement from the market for Business Travel or both opportunities combined. Information provided will be used inform our requirements and the structure of our tender. Engagement will be either 1. 30-minute virtual interview and/or 2. Questionnaire completion To register interest in this opportunity please email procurement@plymouth.ac.uk.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

2 September 2025

Contracting authority

University of Plymouth

- Public Procurement Organisation Number: PQHL-4825-PGGL

Drake Circus

Plymouth, Devon

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<https://www.plymouth.ac.uk/about-us/university-structure/service-areas/procurement>

Region: UKK41 - Plymouth

Organisation type: Public authority - sub-central government