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Tender

Provision of Travel and Transport Bookings

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-062269

Procurement identifier (OCID): ocds-h6vhtk-05a830

Published 3 October 2025, 3:50pm

Scope

Reference

CAV-MIN-60574

Description

CVUHB is seeking a professional provider to manage all aspects of travel and transport logistics. The provider will be responsible for booking and coordinating national and international travel, arranging local transport within the UK, and offering responsive support throughout the travel process. The service must be efficient, cost-effective, and fully compliant with CVUHB's travel policies.

Scope of Work:

The appointed provider will oversee the full range of travel logistics, including booking international and domestic flights for authorised travellers. They will also arrange train and coach travel for journeys within the UK, and coordinate airport transfers, hotel-to-venue shuttles, and other local transport needs.

All travel must be planned in accordance with CVUHB's policies, ensuring value for money and accommodating any special requirements. These may include accessibility needs, dietary considerations during transit, and baggage allowances for medical or research equipment.

The provider will offer a dedicated point of contact for travel-related queries, including last-minute changes or cancellations. They will work closely with CVUHB staff to manage travel approvals, documentation, and itinerary planning. Clear and consolidated travel itineraries must be provided to all travellers in advance.

In the event of travel disruptions, the provider will be expected to respond promptly, offering re-booking options and alternative arrangements to minimise any impact on CVUHB's operations.

Output Required:

The appointed provider will be expected to deliver a range of outputs that ensure transparency, efficiency, and ease of coordination across all travel activities. For every individual and group journey, the provider must produce comprehensive travel itineraries that clearly outline all segments of the trip, including departure and arrival times, transport modes, accommodation details, and any relevant instructions or contact information.

In addition to itineraries, the provider must supply formal booking confirmations for all flights, train journeys, and local transport arrangements. These confirmations should be timely, accurate, and accessible to both the traveller and relevant CVUHB administrative staff.

To support financial oversight and demonstrate value for money, the provider must maintain a documented record of all travel-related costs. This should include a breakdown of expenses per trip, as well as any savings achieved through negotiated rates, group bookings, or policy-compliant alternatives. These records will be used to monitor budget adherence and inform future travel planning.

Total value (estimated)

- £2,400,000 excluding VAT
- £2,879,998 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 December 2025 to 30 November 2030
- Possible extension to 30 November 2033
- 7 years, 11 months, 30 days

Description of possible extension:

Primary contract period: 1st December 2025 - 30th November 2030

Extension period 1: 1st December 2030 - 30th November 2031

Extension period 1: 1st December 2031 - 30th November 2032

Extension period 1: 1st December 2032 - 30th November 2033

Main procurement category

Services

CPV classifications

- 60000000 - Transport services (excl. Waste transport)
- 55110000 - Hotel accommodation services

Contract locations

- UKL22 - Cardiff and Vale of Glamorgan

Participation

Legal and financial capacity conditions of participation

Bidders must be appointed suppliers under the CCS RM6342 - Travel, Transport, Accommodation and Venue Solutions framework.

Technical ability conditions of participation

Suppliers must pass the qualification stage of the tender process before being assessed on their technical and commercial ability.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

30 October 2025, 4:00pm

Tender submission deadline

6 November 2025, 4:00pm

Submission address and any special instructions

All tender submissions will come through eTenderWales Bravo platform. To access the tender please use the description or the Invitation to Tender reference that follows:

ITT: itt_120180 - Provision of Travel and Transport Services

<https://etenderwales-prep.bravosolution.co.uk/home.html>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 30 November 2032

Award criteria

Name	Description	Type	Weighting
Appendix H - Commercial Response	Please ensure that the values submitted in every column are correct. Any mistakes may not be changed once the tender has closed. If you submit an incorrect price, unit of measure, Cardiff & Vale Procurement Services reserves the right to accept your published submission as your tender prices and subsequent revisions may not be accepted.	Price	60.00%
Appendix G - Bidder Response Document - Technical	This document sets out the information which is required by the Health Board in order to assess the suitability of potential suppliers (the "Bidder") in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the Requirement.	Quality	40.00%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

No engagement taken place with the market due to time constraints.

Contracting authority

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

- Public Procurement Organisation Number: PXWV-6492-CGMN

Woodland House, Maes-Y-Coed Road

Cardiff

CF14 4HH

United Kingdom

Contact name: Lowri Crossman

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Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - central government

Devolved regulations that apply: Wales