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Tender

## **Travel, Accommodation and Event Management Services**

NORTHERN GAS NETWORKS LIMITED

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

Notice identifier: 2025/S 000-066552

Procurement identifier (OCID): ocds-h6vhtk-05cf63

Published 20 October 2025, 8:36am

### **Scope**

### **Description**

Northern Gas Networks (NGN) have a requirement to secure the services of a travel management company.

NGN have approx. 1400 employees with offices spread throughout the north of England. A travel management system has been in place since 2015 with restrictions set on all travel booked sent to line managers for approvals. Car Hire, Taxi Bookings, Car Parking, Ferry Tickets, Tube Ticket Bookings, Meetings including Conference and Event Planning are also booked through the travel system. All NGN employees have access to book, with some key bookers requesting group bookings or booking on behalf of other colleagues.

NGN have a travel policy in place which outlines restrictions for standard class travel only for colleagues and hotel spend limits with restrictions set on allowances for food and drink. The solution has enabled monitoring and enforcement of the Travel Policy by setting rules and limits within the solution. Approval needs to be sought to book travel that falls outside the policy, our current system flags out-of-policy bookings and if selected is sent immediately for manager approval. It also provides a mechanism to benchmark travel and drive refinement of the Travel Policy in the future.

NGN wishes to award a contract to a supplier who can demonstrate the ability to provide all our requirements as set out in the Scope of Requirements document.

### **Total value (estimated)**

- £3,000,000 excluding VAT
- £3,600,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2029
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Contact start date 1 July 2026.

The initial period of any contract resulting from this procurement will be 3 years.

The length of the contract may be extended by NGN for a further 5x1-year periods to give a maximum duration of 8 years.

### **Main procurement category**

Services

### **CPV classifications**

- 55000000 - Hotel, restaurant and retail trade services
- 60000000 - Transport services (excl. Waste transport)

- 63500000 - Travel agency, tour operator and tourist assistance services

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Submission type**

Requests to participate

### **Deadline for requests to participate**

14 November 2025, 9:00am

### **Submission address and any special instructions**

Please contact the NGN contact on the front page of the Scope of Requirements document confirming your interest to participate in this tender event, who will invite you to the procurement event on NGN's Procurement Portal.

**Tenders may be submitted electronically**

No

**Languages that may be used for submission**

English

**Award decision date (estimated)**

1 April 2026

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**Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Non Commercial	Quality	60%
Commercial	Cost	35%
Contractual	Quality	5%

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**Other information****Conflicts assessment prepared/revised**

Yes

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**Procedure**

## **Procedure type**

Competitive flexible procedure

## **Special regime**

Utilities

## **Competitive flexible procedure description**

This procurement will follow the following process:

- Tender notice issued (this notice) for 25 days
- Interested suppliers to contact NGN and be invited to Conditions of Participation via Market Dojo (Pass/Fail)
- Suppliers who Pass the Conditions of Participation will be invited to PQQ
- PQQ end date 21st November
- PQQ responses evaluated
- The top 4 scoring suppliers will then progress through to tender stage (RFP)
- RFP live for (minimum 25 days)
- RFP responses evaluated based on 60% non-commercial, 40% commercial criteria
- Best and Final Offer requested
- Presentations - the top 2 scoring suppliers will be shortlisted to a presentation stage
- Final evaluations carried out
- Suppliers notified of the outcome

Full details are made available in the tender scope.

If supplementary stages are required throughout the process, or stages noted in the strategy defined above are no longer required, it is at NGN's discretion to include or remove stages.

It is at the discretion of NGN to change the weightings/criteria or add additional sub criteria/weightings to the PQQ or RFP if there is a need to do so before the submission deadline of the relevant stage. Any changes to the evaluation criteria will be communicated to all Bidders.

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## **Documents**

### **Associated tender documents**

[NGN Scope of Requirements - Travel, Accommodation and Event Management Services.docx](#)

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## **Contracting authority**

### **NORTHERN GAS NETWORKS LIMITED**

- Companies House: 05167070
- Public Procurement Organisation Number: PRNB-9357-PVLR

1100 Century Way

Colton Leeds

LS15 8TU

United Kingdom

Email: [procurement@northerngas.co.uk](mailto:procurement@northerngas.co.uk)

Region: UKE42 - Leeds

Organisation type: Private utility