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Tender

Collaborative Travel Management Services Contract for Northern Ireland Civil Service, Agencies, Non-Departmental Public Bodies and other Participating Bodies

Department of Finance

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

Notice identifier: 2025/S 000-081237

Procurement identifier (OCID): ocds-h6vhtk-05575a ([view related notices](#))

Published 9 December 2025, 5:21pm

Scope

Reference

ID 6213221

Description

Collaborative Travel Management Services Contract for Northern Ireland Civil Service, Agencies, Non-Departmental Public Bodies and other Participating Bodies. Please refer to the tender documentation for the full list of participating bodies. The Contract Term shall commence upon contract award (expected to be March 2026) with the Service Commencement Date being 1 May 2026 for an initial period of 5 years. There will be two options to extend; the first option is for three (3) years and the second option is for two (2) years. The potential contract end date is 30 April 2036.

Total value (estimated)

- £150,000,000 excluding VAT
- £180,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 May 2026 to 30 April 2031
- Possible extension to 30 April 2036
- 10 years

Description of possible extension:

There will be two options to extend; the first option is for three (3) years and the second option is for two (2) years.

Main procurement category

Services

CPV classifications

- 63516000 - Travel management services
- 63515000 - Travel services
- 79997000 - Business travel services
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 63510000 - Travel agency and similar services

Participation

Legal and financial capacity conditions of participation

Condition of Participation - Financial Capacity

FC1 - General Assessment of Financial Standing

Technical ability conditions of participation

Condition of Participation - Technical Ability Criteria

TA1 - Company Experience

TA2 - Data Protection

TA3 - Quality Standards

TA4 - Professional Travel License

TA5 - Cyber Essentials Plus

TA6 - Financial Conduct Authority

TA7 - Human Rights

TA8 - Tackling Modern Slavery

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

14 January 2026, 3:00pm

Tender submission deadline

26 January 2026, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 10 December 2035

Award criteria

Name	Description	Type
AC1 Key Personnel	Key Personnel 4 percent	Quality
AC2 General and Core Service requirements	General and Core Service requirements 7 percent	Quality
AC3 Booking Systems (to include online self booking tool and offline booking processes)	Booking Systems (to include online self booking tool and offline booking processes) 7 percent	Quality
AC4 Social Value 1 - delivering climate action	Social Value 1 - delivering climate action 5 percent	Quality
AC5 Social Value 2 - increasing secure employment and skill	Social Value 2 - increasing secure employment and skill 5 percent	Quality
AC6 Buyer Specific travel service requirements	Buyer Specific travel service requirements 6 percent	Quality
AC7 Servicing the Contract	Servicing the Contract 6.5 percent	Quality
AC8 Payment & Invoicing	Payment & Invoicing 6 percent	Quality
AC9 Transition and Implementation	Transition and Implementation 3.5 percent	Quality
AC10 Total cost	Total cost 50 percent	Cost

Weighting description

50 percent quality and 50 percent cost

Other information

Payment terms

For details on invoicing procedures please see: <https://www.finance-ni.gov.uk/articles/account-ni-good-invoicing-practice>

The estimated value figure indicated in the Scope Section represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account potential extension periods as detailed in the tender documents. This figure does not however take into account the application of indexation or increases to charges due to increases in the Real Living Wage. Neither CPD nor the Contracting Authority can provide any guarantee as to the level of business under this contract. The Contracting Authority does not bind itself to

accept the lowest or any tender. Suppliers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Supplier in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and a Supplier shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority.

Description of risks to contract performance

A full list of participating bodies can be found in Schedule 17 (Service Recipients).

Exclusions

If at any time during the procurement, or post award, it comes to the attention of the Contracting Authority (CA) or CPD, by whatever means, that a Supplier has become 'excluded' or 'excludable' as per Sec 57 of the PA 2023, the CA, after compliance with its obligations under the PA 23, reserves the right to exclude said Supplier from the procurement procedure or terminate any contract they have been awarded.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Department of Finance

- Public Procurement Organisation Number: PVTI-7513-YWVJ

Clare House 303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: strategicdelivery.cpd@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland

- Public Procurement Organisation Number: PVWG-8426-YWXV

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Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.