

United Kingdom-Manchester: Travel management services

OJ S 57/2016 22/03/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Manchester Growth Company
Postal address: Lee House, 90 Great Bridgewater St
Town: Manchester
Postal code: M1 5JW
Country: United Kingdom
For the attention of: Nick Batty
E-mail: nick.batty@businessgrowthhub.com
Telephone: +44 1612374044

Internet address(es):

General address of the contracting authority: <http://www.manchestergrowth.co.uk/>
Address of the buyer profile: <http://www.manchestergrowth.co.uk/>
Electronic access to information: <http://www.manchestergrowth.co.uk/travel-management-tender>

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: Official name: The Manchester Growth Company

Postal address: Churchgate House, 56 Oxford Street
Town: Manchester
Postal code: M1 6EU
Country: United Kingdom
Internet address: www.manchestergrowth.co.uk/travel-management-tender

I.2. Type of the contracting authority

Other: private company running publicly funded projects

I.3. Main activity

Other: to support the economic development of Greater Manchester

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

The Provision of Travel Management Services.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 20: Supporting and auxiliary transport services

Main site or place of performance: UKD3.

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 36

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 100 000 and 1 500 000 GBP

II.1.5. Short description of the contract or purchase(s)

This tender covers the provision of a managed travel service for the purpose of booking all rail and air travel tickets, all hotel accommodation and other requirements related to business travel.

The Manchester Growth Company have a requirement for both domestic (within the boundaries of the United Kingdom) and overseas travel (Europe and worldwide) and the intention of this contract is to standardise and control the procurement of corporate travel across the group as currently travel spend is managed separately by each business unit. The contract is for a 1 year period with an option to extend for 2 further 1 year periods.

II.1.6. CPV code(s)

63516000 Travel management services, 63500000 Travel agency, tour operator and tourist assistance services, 63510000 Travel agency and similar services, 63520000 Transport agency services, 63515000 Travel services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT:

Range: between 100 000 and 1 500 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 36 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Details of the financing conditions and payment arrangements will be set out in the framework /contract documentation and the Invitation to Tender.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

In the event of a group of organisations submitting an acceptable offer, it will be necessary for them to provide an undertaking that each company shall be jointly and severally responsible for the due performance of any frameworks and call-off contracts entered into with the Manchester Growth Company.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Compliance with the conditions of the various public funding streams accessed by the Manchester Growth Company.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: The tender must be completed and returned in accordance with the instructions, by the deadline listed in Section IV.3.4) of this contract notice and as defined in the Tender Documentation.

III.2.2. Economic and financial ability

List and brief description of conditions: The tender must be completed and returned in accordance with the instructions, by the deadline listed in Section IV.3.4) of this contract notice and as defined in the Tender Documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

The tender must be completed and returned in accordance with the instructions, by the deadline listed in Section IV.3.4) of this contract notice and as defined in the Tender Documentation.

Minimum level(s) of standards possibly required:

Bidders must be a registered member of:

- a) Association of British Travel Agents (ABTA);
- b) Air Travel Organisers Licence (ATOL) or their equivalents.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

T16024

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 27.4.2016
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

27.4.2016 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: The contract may be used to place orders for projects funded by the European Regional Development Fund (ERDF).

VI.3. Additional information

The Manchester Growth Company (MGC) is a group of companies whose purpose is to drive forward Greater Manchester's economic development. MGC is accountable to the GM Combined Authority (GMCA) and the GM Local Enterprise Partnership (LEP).

The MGC is an economic development strategy-driven and commercially-focussed organisation which reinvests any surpluses to achieve its aims.

MGC deliver a wide range of business and people-facing services across the North of England and the East Midlands. These include:

Business start-up, business growth, inward investment, business finance, and international trade services;

Skills training for individuals and businesses;

Organisational development services;

Recruitment and employment services;

Careers advice and guidance;

Policy, strategy and research.

Official Tourist Board for the Manchester city region:

Marketing and Communication Services:

The MGC is made up of the following companies:

Economic Solutions Limited t/a Manchester Growth Company/MGC;

Marketing Manchester (including Visit Manchester);

GM Business Support Limited t/a GM Business Support;

ChamberLink Limited t/a Business Support Solutions;

The North West Apprenticeship Company Limited t/a NWAC;

Challenge 4 Change Limited t/a Challenge 4 Change Trading Limited;

IDG t/a Improvement Development Growth Limited;

CfA t/a Centre for Assessment Limited;

IQC2 Limited t/a IQC2 Limited;

The Skills Company;

The Work Company t/a Skills and Work Solutions Limited;

Employment and Regeneration Partnership Limited;

The Enterprise Fund Limited t/a BFS or Business Finance Solutions;

BFS Funding Managers Limited;

BFS NWF General Partner Limited;

NWF (Micro Loans) LP.

In addition the following companies are to be included in the agreement and are deemed to be MGC Group companies for its purposes:

Manchester Investment and Development Agency Service Limited t/a MIDAS;

Commission for the New Economy Limited t/a New Economy.

Funding of MGC comes in part from public funding streams, e.g. European Regional Development Fund (ERDF). The delivery of support under such funding agreements requires MGC to comply with public procurement guidelines. As a result this tender is designed to enable companies within the group under these obligations to demonstrate compliance with these guidelines and ensure value for money.

Further information regarding the Manchester Growth Company can be found at the MGC website: <http://www.manchestergrowth.co.uk>

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Manchester Growth Company will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into.

Applicants have 2 working days from notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before expiry of the standstill period. If an appeal regarding the award of a contract has not been successful resolved the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

18.3.2016