

**Finland-Aalto: Travel agency and similar services**

OJ S 55/2023 17/03/2023

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Aalto University Foundation sr

National registration number: 2228357-4

Postal address: P.O. Box 11000

Town: AALTO

NUTS code: FI1B1 Helsinki-Uusimaa

Postal code: 00076

Country: Finland

E-mail: [merja.aaltonen@aalto.fi](mailto:merja.aaltonen@aalto.fi)**Internet address(es):**Main address: <http://www.aalto.fi/en/>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://tarjouspalvelu.fi/aalto?id=447181&tpk=6c3677f7-d0a1-4613-9a8e-256bd572f607>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://tarjouspalvelu.fi/aalto?id=447181&tpk=6c3677f7-d0a1-4613-9a8e-256bd572f607>**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Travel Management Services

Reference number: D/1272/01.01.04.00/2022

**II.1.2. Main CPV code**

63510000 Travel agency and similar services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Aalto University (later "Aalto") is seeking a partner for its business travel management services. Partner must provide services for business travel bookings, ticket fulfilment, reporting and support for the whole travel process. Aalto has an own end to end solution for travel bookings and travel and expense claims. The service, including support and ticketing, must be provided using Aalto's online booking tool.

Travelling in Aalto is directed to all over the world with no traditional high-volume destinations, thus a large variety of travel services is needed (airlines, low-cost airlines, car rental, rail, hotels etc.). There are also trips to risk areas which requires keeping track of people travelling to these areas.

The aim of this procurement process is to find an excellent world-class partner with a proven track record to provide travel management services in the long term. Aalto is looking for a partner that has a proactive mindset for industry trends and development and communicates these actively to the customer.

The description of the services and requirements as well as the terms of the tender process are specified in more detail in the invitation to tender documents.

#### **II.1.5. Estimated total value**

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.3. Place of performance**

NUTS code: FI1B1 Helsinki-Uusimaa

#### **II.2.4. Description of the procurement**

For further information, see Invitation to tender documents.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 15/05/2023

This contract is subject to renewal: no

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

The options of the procurement are described in the invitation to tender documents.

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 17/04/2023 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 17/04/2023 Local time: 12:15

Place:

Espoo, Finland

Information about authorised persons and opening procedure: The opening of tenders is not a public event.

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

Aalto University is a non-profit public entity and therefore must follow mandatory public procurement procedure in the procurement as defined in the Act on Public Procurement and Concession Contracts (1397/2016).

This notice has links and/or attachments listed in <https://www.hankintailmoitukset.fi/en/public/procurement/84386/notice/122812>

### **VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: The Market Court

Postal address: Sörnäistenkatu 1

Town: Helsinki

Postal code: 00580

Country: Finland

E-mail: [markkinaoikeus@oikeus.fi](mailto:markkinaoikeus@oikeus.fi)

Telephone: +358 295643300

Internet address: <http://www.oikeus.fi/markkinaoikeus>

**VI.5. Date of dispatch of this notice**

13/03/2023