

**United Kingdom-Banbury: Travel management services**

**OJ S 105/2019 03/06/2019**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Waste and Resources Action Programme

Postal address: Second Floor, Blenheim Court, 19 George Street

Town: Banbury

NUTS code: UK United Kingdom

Postal code: OX16 5BH

Country: United Kingdom

Contact person: Karen Zhou

E-mail: [Karen.Zhou@wrap.org.uk](mailto:Karen.Zhou@wrap.org.uk)

Telephone: +44 1295236647

**Internet address(es):**

Main address: <http://www.wrap.org.uk>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.delta-esourcing.com/tenders/UK-UK-Banbury:-Travel-management-services/N4YR95XS87>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.delta-esourcing.com/respond/N4YR95XS87>

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

European institution/agency or international organisation

**I.5. Main activity**

Environment

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**Section II: Object**

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

**II.1.1. Title**

Travel Management Services

Reference number: PJP020-GEN

**II.1.2. Main CPV code**

63516000 Travel management services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

WRAP wished to appoint supplier(s) to provide travel management services to fulfil WRAP's requirements for booking business travel and providing supporting services both nationally and internationally

#### **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: UK United Kingdom

Main site or place of performance: UNITED KINGDOM.

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

To provide WRAP with travel management services to fulfil WRAP's requirements for booking business travel and providing supporting services both nationally and internationally.

#### **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**

Duration in months: 48

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: no

#### **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**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/N4YR95XS87>

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

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

##### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Selection criteria as stated in the procurement documents.

##### **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

## **III.2. Conditions related to the contract**

### **III.2.2. Contract performance conditions**

All conditions are 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: no

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

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

Date: 29/06/2019 Local time: 23:45

#### **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: 3 (from the date stated for receipt of tender)

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

Date: 01/07/2019 Local time: 09:00

## **Section VI: Complementary information**

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

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The Contracting Authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

Tender submissions: this procurement will be managed electronically through the Delta eSourcing suite.

Register on Delta at: [www.delta-esourcing.com](http://www.delta-esourcing.com) and click on 'Supplier Register'.

For technical assistance with using delta, please contact the help desk on +44 8452707050 (8:30 to 17:30, Monday to Friday excluding bank holidays).

Please register and familiarise yourself with the process in Delta at the earliest opportunity and allow sufficient time before the deadline to submit your tender.

Please note that the deadline for submissions is 28.6.2019 as stated in the procurement documents, not as stated in this notice above.

WRAP does not commit to awarding any work under this project. All values expressed within this Contract Notice are maximum values and are not intended to represent a guarantee of the level or value of contract that may ultimately be awarded to any supplier.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Banbury:-Travel-management-services./N4YR95XS87>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/N4YR95XS87>

GO Reference: GO-2019530-PRO-14943267

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

##### **VI.4.1. Review body**

Official name: Waste and Resources Action Programme

Postal address: Second Floor, Blenheim Court, 19 George Street

Town: Banbury

Postal code: OX16 5BH

Country: United Kingdom

Telephone: +44 1295819900

##### **VI.4.2. Body responsible for mediation procedures**

Official name: Waste and Resources Action Programme

Postal address: Second Floor, Blenheim Court, 19 George Street

Town: Banbury

Postal code: OX16 5BH

Country: United Kingdom

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

30/05/2019