

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

OJ S 151/2019 07/08/2019

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

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: The Growth Company Ltd

Postal address: M1 5JW

Town: Manchester

NUTS code: UKD3 Greater Manchester

Country: United Kingdom

Contact person: Kelly Edwards

E-mail: [kelly.edwards@growthco.uk](mailto:kelly.edwards@growthco.uk)**Internet address(es):**Main address: <https://www.growthco.uk/>Address of the buyer profile: <https://www.growthco.uk/>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://in-tendhost.co.uk/manchestergrowthcompany.aspx/Home>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://in-tendhost.co.uk/manchestergrowthcompany.aspx/Home>**I.4. Type of the contracting authority**

Other type: Private company running publicly funded projects

**I.5. Main activity**

Other activity: Business, economic, personal and professional development

**Section II: Object**

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

The Provision of Travel Management Services

Reference number: GC20-006

**II.1.2. Main CPV code**

63516000 Travel management services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Growth Company wishes to appoint a travel management provider for the purpose of booking all rail and air tickets, hotel accommodation, and other travel related services for both domestic and international travel.

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

Value excluding VAT: 2 500 000,00 GBP

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

This contract is divided into lots: no

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

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

NUTS code: UKD3 Greater Manchester

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

GC wishes to appoint a travel management provider for the purpose of booking all rail and air tickets, hotel accommodation, and other travel related services for both domestic and international travel.

This requirement covers the Growth Company and Subsidiary companies, and tenderers shall note that each trading entity within our Group have different travel and service requirements, with some parts of the group travelling more extensively than others. The key aim of this tender process is to appoint a TMC who provides the best fit for the various requirements of our diverse stakeholders.

We want to work closely with the successful provider to ensure that the travel solution implemented provides high quality service, achieves value for money, and provides an excellent end to end user experience for our business travellers and administrators.

The Growth Company does not have a central travel booking team or central travel manager and very few administrators who book on behalf of other team members. Our staff are in the most part empowered to make their own travel bookings as they need. The frequency of travel bookings can vary significantly across the group, with some individuals travelling once or twice a year and some staff travelling domestically and internationally on a monthly basis.

We want to enable our staff to book in an easy, intuitive way, with support as they need it. The successful provider must have the ability to communicate and service a wide range of travelers, from infrequent users who may book rail a few times a year to frequent travelers who travel nationally and internationally, including organising events overseas.

We therefore require a travel management provider who can provide travel booking services to individual travelers whilst ensuring that a control infrastructure is maintained, and the Group Travel Policy is embedded as far as possible in the way our travel is booked.

#### **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**

Value excluding VAT: 2 500 000,00 GBP

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

Start: 01/10/2019 End: 30/09/2021

This contract is subject to renewal: yes

Description of renewals:

Option to extend for 2 further 12 month periods.

#### **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:  
yes

Identification of the project: Partly funded by European Structural and Investment Funds

#### **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**

The procurement involves the establishment of a framework agreement  
Framework agreement with a single operator

##### **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: 02/09/2019 Local time: 10:00

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

Date: 02/09/2019 Local time: 10:00

### **Section VI: Complementary information**

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#### **VI.1.**

**Information about recurrence**

This is a recurrent procurement: no

**VI.3. Additional information****VI.4. Procedures for review****VI.4.1. Review body**

Official name: The Growth Company Ltd

Town: Manchester

Postal code: M1 5JW

Country: United Kingdom

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

02/08/2019