

United Kingdom-Newcastle upon Tyne: Travel management services

OJ S 217/2019 11/11/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Association of North East Councils Ltd trading as NEPO (Central Purchasing Body)

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

NUTS code: UKC North East (England)

Postal code: NE1 3AF

Country: United Kingdom

Contact person: Nick McDonald

E-mail: Nick.McDonald@nepo.org

Telephone: +44 7917263541

Internet address(es):

Main address: www.nepo.org

Address of the buyer profile: www.nepo.org

I.2. Information about joint procurement

The contract is awarded by a central purchasing body

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.nepo.org

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.nepo.org

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

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

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

NEPO507 — Travel Management Services

Reference number: NEPO507

II.1.2. Main CPV code

63516000 Travel management services

II.1.3. Type of contract

Services

II.1.4. Short description

NEPO seeks to establish a framework contract for the provision of a travel management service for the purpose of booking all rail and air travel tickets, all hotel accommodation and any other ancillary requirements related to business travel, as provided by Travel Management Companies (TMC). The future framework contract will replace the existing NEPO507 travel management services framework contract which expires on 31.7.2020.

II.1.5. Estimated total value

Value excluding VAT: 1 000 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services, 63500000 Travel agency, tour operator and tourist assistance services, 63510000 Travel agency and similar services, 63515000 Travel services, 79997000 Business travel services, 63516000 Travel management services

II.2.3. Place of performance

NUTS code: UK United Kingdom

II.2.4. Description of the procurement

NEPO are using an open procedure for the procurement of this framework contract. The framework contract will be a sole supplier and single lot solution. Suppliers will be evaluated in accordance with the award criteria contained within the invitation to tender documents.

The most economically advantageous tenderer will be awarded the framework contract. NEPO does not give any guarantee and/or warrant the actual value of the services (if any) which will be placed with the successful supplier by any contracting authority using the framework contract pursuant to this process and accepts non liability thereof. In accordance with the framework contract, each contracting authority will enter into a call-off contract. The call-off contract is to be entered into by both the contracting authority and successful supplier and will be based on the terms and conditions of the framework contract. The opportunity can be accessed via the NEPO eTender system. Suppliers wishing to be considered for this framework contract must register their expression of interest and submit the tender response through the NEPO eTender System. If not already registered, suppliers should register on the NEPO eTender system at <https://procontract.due-north.com/Register>

Tender responses must be submitted using the link above. Tender responses submitted via postal or email methods will not be accepted. If you require time-critical assistance on submitting your selection questionnaire and/or tender response please contact the system support team on 0330 0050352. For not time-critical issues, such as passwords, general account queries and location of information, etc., please contact Proactics Supplier Support Helpdesk Ticketing System (<http://proactis.kayako.com/>) and select ProContract V3 support. You will then need to login or submit a ticket to register your issue. Alternatively, you can email ProContractSuppliers@proactics.com

This will automatically log a support ticket on the Proactics Supplier Support Helpdesk.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 60 %

Quality criterion - Name: Social value / Weighting: 10 %

Price - Weighting: 30 %

II.2.6. Estimated value

Value excluding VAT: 1 000 000 000,00 GBP

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

Duration in months: 72

This contract is subject to renewal: yes

Description of renewals:

This framework contract will be a direct replacement for the current NEPO507 Travel Management Service Contract. It is anticipated that the preceding framework contract will be subject to future renewals. The framework contract will be for a period of 48 months with an option to extend for up to a further 2 x 12 month period(s).

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

Section III: Legal, economic, financial and technical information

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

Section IV: Procedure

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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The Framework Contract is anticipated to exceed 48 months in duration. This is due to the training and resource required to embed new systems, processes and platforms across a wide variety of Contracting Authorities, alongside allowing for a longer delivery term for the Social Value and innovation outcomes we want to achieve throughout this Framework Contract.

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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2019/S 168-410967](#)

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

Date: 18/12/2019 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: 12 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 18/12/2019 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

18-24 months prior to the framework contract expiry date.

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

NEPO is a central purchasing body as defined in the Public Contract Regulations 2015 (PCR15). This means that NEPO may provide central purchasing activity on behalf of contracting authorities.

The agreement will be available for use by all NEPO Members. A list of member organisations is available in the About section of the NEPO website at: www.nepo.org

This agreement will also be made available to all current and future NEPO Associate Members. Current Associate Members are listed in the Associate Member section of the NEPO website at: www.nepo.org/associate-membership/list

NEPO intends to make the resulting agreement available for use by all contracting authorities throughout all administrative regions of the UK (as defined by the Public Contracts Regulations 2015) including but not limited to government departments and their agencies, non-departmental public bodies, central government, NHS Bodies, local authorities, airport groups, emergency services, coastguard emergency services, educational establishments, registered social landlords and registered charities who have a need to purchase services.

Please see the following websites for further details:

<http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm>

<https://www.gov.uk/government/organisations/department-for-education>

<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>

<http://www.schoolswebdirectory.co.uk/localauthorities.php>

<http://www.ukschoolsdirectory.net>

<https://www.gov.uk/find-school-in-england>

<https://education.gov.scot/ParentZone>

<http://hwb.wales.gov.uk/>

<https://www.education-ni.gov.uk/>

<https://www.gov.uk/government/publications/open-academies-and-academy-projects-in-development>

<http://unistats.direct.gov.uk/institutions/>

<http://www.hefce.ac.uk/workprovide/unicoll/heis/>

<http://www.hefce.ac.uk/workprovide/unicoll/fecs/>

<http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx>

<http://www.wales.nhs.uk/nhswalesaboutus/structure>

<http://www.scottishambulance.com/TheService/organised.aspx>

<http://www.hscni.net/index.php?link=trusts>

<http://www.scottishambulance.com/AboutUs/HowWeOrganised.aspx>

<http://www.direct.gov.uk/en/DI1/Directories/A-ZOfCentralGovernment/index.htm>

<https://www.gov.uk/government/organisations>

<http://www.northernireland.gov.uk/gov.htm>

<http://www.nidirect.gov.uk/local-councils-in-northern-ireland>

<http://www.scotland.gov.uk/Publications/2012/02/2421/1>

<https://www.communities-ni.gov.uk/contact>

<https://www.finance-ni.gov.uk/articles/list-public-bodies-which-ni-public-procurement-policy-applies>

<https://www.ons.gov.uk/>

<https://www.police.uk/forces/>

<http://www.police-information.co.uk/index.html>

<http://www.psnipolice.uk/index.htm>

<http://www.scotland.police.uk/>

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

<http://www.fireservice.co.uk/information/ukfrs>

<http://www.gov.scot/Topics/archive/law-order/Police/PoliceServiceofScotland>

<http://www.fire.org.uk/fire-brigades.html>

<http://www.nifrs.org/areas-districts/>

<http://www.firescotland.gov.uk/your-area.aspx>

<https://www.gov.uk/government/publications/current-registered-providers-of-social-housing>

<http://directory.scottishhousingregulator.gov.uk/pages/default.aspx>

<https://gov.wales/topics/housing-and-regeneration/publications/registered-social-landlords-in-wales/?lang=en>

<https://www.nidirect.gov.uk/contacts/housing-associations>

http://www.charity-commission.gov.uk/About_us/Regulation/Registering_charities_index.aspx
<http://www.oscr.org.uk/>
<https://idea.org.uk/> <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhomepage.aspx>
http://www.sell2wales.gov.uk/Search/search_Auth.aspx
<http://www.communities.gov.uk/newsroom/factsandfigures/housingplanning1/facts/socialhousing/?id=1822644>

A complete list of permissible users is shown on the NEPO website below:

<https://www.nepo.org/associate-membership/permissible-users>

Further information can be found at: www.nepo.org

VI.4. Procedures for review

VI.4.1. Review body

Official name: NEPO

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

E-mail: Nick.McDonald@nepo.org

Telephone: +44 7917263541

Internet address: www.nepo.org

VI.4.2. Body responsible for mediation procedures

Official name: NEPO

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

E-mail: Nick.McDonald@nepo.org

Telephone: +44 7917263541

Internet address: www.nepo.org

VI.4.4. Service from which information about the review procedure may be obtained

Official name: NEPO

Postal address: Guildhall, Quayside

Town: Newcastle upon Tyne

Postal code: NE1 3AF

Country: United Kingdom

E-mail: Nick.McDonald@nepo.org

Telephone: +44 7917263541

Internet address: www.nepo.org

VI.5. Date of dispatch of this notice

08/11/2019