

## 422043-2026 - Competition

### Luxembourg – Travel management services – Provision of Travel Management Services

OJ S 117/2026 19/06/2026

Contract or concession notice – standard regime

Services

## 1. Buyer

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### 1.1. Buyer

Official name: European Stability Mechanism (ESM)

Email: [procurement@esm.europa.eu](mailto:procurement@esm.europa.eu)

Legal type of the buyer: International organisation

Activity of the contracting authority: Economic affairs

## 2. Procedure

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### 2.1. Procedure

Title: Provision of Travel Management Services

Description: The ESM intends to establish a 5-year Contract for the provision of travel management services with a single Travel Service Provider (“Travel Service Provider”) to support the travel service needs of the ESM. The ESM is seeking the Travel Service Provider to provide high quality travel services at the competitive rates which will depend on the travel demand and will be based on the transaction-fee model or management fee commercial model. The Service Provider is also expected to supply the Online Booking Tool option which can be implemented according to the ESM’s needs.

Procedure identifier: f95ab51a-c0fd-45fb-aabf-3223a9c43974

Internal identifier: PRC0003600

Type of procedure: Negotiated with prior publication of a call for competition / competitive with negotiation

The procedure is accelerated: no

#### 2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 63516000 Travel management services

Additional classification (cpv): 63515000 Travel services

#### 2.1.2. Place of performance

Postal address: 6a Circuit de La Foire Internationale

Town: Luxembourg

Postcode: 1347

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

#### 2.1.4. General information

**Legal basis:**

Other

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 nor Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 (as amended) apply to the ESM. The ESM procures supplies, services, and

works on its own behalf and for its own account pursuant to the ESM procurement policy as published on the ESM website.

#### **2.1.6. Grounds for exclusion**

Sources of grounds for exclusion: Procurement Document

## **5. Lot**

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### **5.1. Lot: LOT-0003**

Title: Provision of Travel Management Services

Description: The ESM intends to establish a 5-year Contract for the provision of travel management services with a single Travel Service Provider ("Travel Service Provider") to support the travel service needs of the ESM. The ESM is seeking the Travel Service Provider to provide high quality travel services at the competitive rates which will depend on the travel demand and will be based on the transaction-fee model or management fee commercial model. The Service Provider is also expected to supply the Online Booking Tool option which can be implemented according to the ESM's needs.

Internal identifier: PRC0003600

#### **5.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 63516000 Travel management services

Additional classification (cpv): 63510000 Travel agency and similar services

#### **5.1.2. Place of performance**

Postal address: 6a Circuit de La Foire Internationale

Town: Luxembourg

Postcode: 1347

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

#### **5.1.3. Estimated duration**

Duration: 48 Months

#### **5.1.6. General information**

##### **Reserved participation:**

Participation is not reserved.

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): no

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

#### **5.1.9. Selection criteria**

Sources of selection criteria: Procurement Document

##### **Information about the second stage of a two-stage procedure:**

Minimum number of candidates to be invited for the second stage of the procedure: 3

#### **5.1.10. Award criteria**

##### **Criterion:**

Type: Quality

Description: as stated in the procurement documents

##### **Criterion:**

Type: Price

Description: as stated in the procurement documents

#### 5.1.11. Procurement documents

Languages in which the procurement documents are officially available: English

Languages in which the procurement documents (or their parts) are unofficially available: English

Deadline for requesting additional information: 15/07/2026 11:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Address of the procurement documents: <https://www.esm.europa.eu/how-we-work/procurement>

#### 5.1.12. Terms of procurement

##### Terms of submission:

Electronic submission: Required

Address for submission: <https://in-tendhost.co.uk/esm.aspx/Home>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Deadline for receipt of requests to participate: 24/07/2026 11:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

##### Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Required

Electronic ordering will be used: yes

Electronic payment will be used: yes

#### 5.1.15. Techniques

##### Framework agreement:

Framework agreement, without reopening of competition

##### Information about the dynamic purchasing system:

No dynamic purchase system

#### 5.1.16. Further information, mediation and review

Review organisation: European Stability Mechanism (ESM)

Organisation providing more information on the review procedures: European Stability Mechanism (ESM)

Organisation receiving requests to participate: European Stability Mechanism (ESM)

Organisation processing tenders: European Stability Mechanism (ESM)

## 8. Organisations

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### 8.1. ORG-0001

Official name: European Stability Mechanism (ESM)

Registration number: ESM

Postal address: 6a Circuit de la Foire Internationale

Town: Luxembourg

Postcode: 1347

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Contact point: Ms Kallirroï Kapetanaki

Email: [procurement@esm.europa.eu](mailto:procurement@esm.europa.eu)

Telephone: +352 2609620

Internet address: <https://www.esm.europa.eu/>

Buyer profile: [https://www.esm.europa.eu/how-we-work/procurement#headline-procurement\\_opportunities](https://www.esm.europa.eu/how-we-work/procurement#headline-procurement_opportunities)

**Roles of this organisation:**

Buyer

TED eSender

Organisation receiving requests to participate

Organisation processing tenders

Review organisation

Organisation providing more information on the review procedures

**8.1. ORG-0000**

Official name: Publications Office of the European Union

Registration number: PUBL

Town: Luxembourg

Postcode: 2417

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Email: [ted@publications.europa.eu](mailto:ted@publications.europa.eu)

Telephone: +352 29291

Internet address: <https://op.europa.eu>

**Roles of this organisation:**

TED eSender

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**Notice information**

Notice identifier/version: e16a2ced-013c-4b3d-80b1-be859543fd02 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

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