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Tender

## **Graduation Photography**

Swansea University

F02: Contract notice

Notice identifier: 2024/S 000-001002

Procurement identifier (OCID): ocds-h6vhtk-042c78

Published 11 January 2024, 3:55pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Swansea University

Procurement Office, Swansea University, Singleton Park

Swansea

SA2 8PP

#### **Email**

[procurement@swansea.ac.uk](mailto:procurement@swansea.ac.uk)

#### **Telephone**

+44 1792602779

#### **Country**

United Kingdom

#### **NUTS code**

UKL18 - Swansea

**Internet address(es)**

Main address

<http://www.swansea.ac.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0345](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0345)

**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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

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

Body governed by public law

**I.5) Main activity**

Education

## **Section II: Object**

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

#### **II.1.1) Title**

Graduation Photography

Reference number

SU120(23)

#### **II.1.2) Main CPV code**

- 79961300 - Specialised photography services

#### **II.1.3) Type of contract**

Services

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

The University has a requirement for graduation photography. There will be no cost to the University for the provision of photography; graduates will be required to pay for any services they require direct to the supplier.

The supplier will pay a minimum of 50% of their photography sales income back to the University as commission.

The University has a requirement to appoint a supplier to conduct photography when hosting graduation ceremonies. The requirement will cover graduates of the University and their guests who will partake in the ceremonies.

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 22315000 - Photographs

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

NUTS codes

- UKL18 - Swansea
- UKL17 - Bridgend and Neath Port Talbot
- UKL14 - South West Wales

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

The University has a requirement to appoint a supplier to conduct photography when hosting graduation ceremonies. The requirement will cover graduates of the University and their guests who will partake in the ceremonies.

Ceremonies will take place twice yearly, namely in July (approximately 4,000-5,000 graduates) and December (approximately 3,000-4,000 graduates). The Winter ceremonies will normally take place at the Great Hall at the University's Bay Campus and will typically last up 3-4 days with up to 4 ceremonies (200 graduates per ceremony). Summer ceremonies will also be delivered in Swansea Arena over the space of approximately 4 days (350-400 graduates per ceremony with up to 3 ceremonies per day).

When utilising Swansea Arena, post-ceremony functions such as official photography may be held off-site on one of the University campuses.

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

Quality criterion - Name: Technical ability and Implementation / Weighting: 21%

Quality criterion - Name: Customer Service - graduation day / Weighting: 19%

Quality criterion - Name: Commission based contract / Weighting: 5%

Price - Weighting: 55%

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Extension period

**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

## **Section IV. Procedure**

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

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

Open procedure

#### **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

12 February 2024

Local time

2:00pm

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

English, Welsh

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

Date

12 February 2024

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=137947](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=137947)

(WA Ref:137947)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom