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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

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

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

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

(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