

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/001600-2023>

Tender

## **Graduation Attire and Photography**

Cardiff University

F24: Concession notice

Notice identifier: 2023/S 000-001600

Procurement identifier (OCID): ocds-h6vhtk-0398a6

Published 18 January 2023, 4:50pm

### **Section I: Contracting authority/entity**

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

Cardiff University

Procurement Services, McKenzie House, 30-36 Newport Road

Cardiff

CF24 0DE

#### **Email**

[halea3@cardiff.ac.uk](mailto:halea3@cardiff.ac.uk)

#### **Telephone**

+44 2920879648

#### **Country**

United Kingdom

#### **NUTS code**

UKL - Wales

**Internet address(es)**

Main address

<http://www.cardiff.ac.uk/business/why-work-with-us/for-suppliers>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0258](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0258)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Additional information can be obtained from the above-mentioned address

Applications or, where applicable, tenders must be submitted electronically via

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

**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 Attire and Photography

Reference number

CU.1166.TH

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

- 79961300 - Specialised photography services

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

Services

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

The aim of this procurement process is to establish a contract for the provision of Academic Dress and photography services for Cardiff University graduation events

This Contract/Framework is separated into Lots:

Lot 1: Academic Dress

Lot 2: Photography

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

This concession is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Academic Dress

Lot No

1

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

- 18400000 - Special clothing and accessories

**II.2.3) Place of performance**

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

Lot 1 Academic Dress

Academic Dress for Graduation events (to include Gowns and appropriate headwear) service for all awards offered at Cardiff University in City Hall or the university's Centre for Student Life (CSL) from 7am to 10pm each graduation day, with set up on the Sunday preceding the week, with sufficient staff are available to ensure that graduates and their families and friends are dealt with smoothly and efficiently

Option for students to collect their gowns on the evening before their ceremony at City Hall or CSL (usually arranged between 6pm and 10pm). This will include the Sunday evening prior to graduation week.

Service to provide complimentary senior officer robes including a cleaning and full maintenance service of the officer robes

A full gowning service for staff attending the platform party at St David's Hall for each graduation day. This is usually between 400 and 600 gowns/ headwear per Graduation week.

Please provide details of sizes, prices, any extras included, packaging charges, as well as ordering and delivery details.

A reorder service in various sizes and styles must be provided (please provide details including over what time-period re-ordering applies.) Please provide details of online ordering.

**II.2.5) Award criteria**

Concession is awarded on the basis of the criteria stated in the procurement documents

**II.2.7) Duration of the concession**

Duration in months

36

### **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) Description**

### **II.2.1) Title**

Graduate Photography

Lot No

2

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

- 79961300 - Specialised photography services

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

Lot 2 Photography

Student graduation photography service from 7am to 9pm each graduation day, with set up on the Sunday preceding the week, with sufficient staff to ensure that graduates and their families and friends are dealt with smoothly and efficiently. Please describe the portrait service you would provide and how it would be managed and details of post-graduation customer service

Portrait photographs of honorary fellows and selected individuals, will also be required at St David's Hall, and copyright to use these will transfer to the University. There are usually between twelve and twenty honorary fellows each year.

We currently have a provision to have a photographer at the ceremony to capture the award being received, which we would like to continue to offer.

All photographs taken must be posted to graduates within 28 days, ideally within a much shorter timescale (please supply details for UK, EU and overseas).

Please provide details of sizes, prices, any extras included, packaging charges, as well as ordering and delivery details. Please also provide details of any framing service available.

A reorder service in various sizes and styles must be provided (please provide details including over what time period re-ordering applies.) Please provide details of online ordering.

Option to take candid photographs at Graduation Gardens (receptions) which are to be sold on site on the Graduation Days.

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

Concession is awarded on the basis of the criteria stated in the procurement documents

#### **II.2.7) Duration of the concession**

Duration in months

36

#### **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 III. Legal, economic, financial and technical information**

#### **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**

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for submission of applications or receipt of tenders**

Date

13 February 2023

Local time

12:00pm

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

English, Welsh

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

(WA Ref:128272)

### **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