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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

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

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