

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002819-2025>

Planning

## **Dynamic Purchasing System (DPS) for Creative Services**

UNIVERSITY OF SHEFFIELD

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-002819

Procurement identifier (OCID): ocds-h6vhtk-04d6af

Published 28 January 2025, 12:04pm

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

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

UNIVERSITY OF SHEFFIELD

WESTERN BANK

SHEFFIELD

S102TN

#### **Contact**

Rachel Hirst

#### **Email**

[r.e.hirst@sheffield.ac.uk](mailto:r.e.hirst@sheffield.ac.uk)

#### **Telephone**

+44 1142157590

#### **Country**

United Kingdom

**Region code**

UKE32 - Sheffield

**Companies House**

RC000667

**Internet address(es)**

Main address

[www.sheffield.ac.uk](http://www.sheffield.ac.uk)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

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

Additional information can be obtained from the above-mentioned address

**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**

Dynamic Purchasing System (DPS) for Creative Services

Reference number

4422/PIN/RH/24

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

- 79961000 - Photographic services

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

Services

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

The University of Sheffield are looking to establish a Dynamic Purchasing System (DPS) for the provision of Creative Services in the University. Focusing on Photography, Videography and other related services.

The DPS will potentially be split into eight lots:

Lot 1: Photography: People and portraits.

Lot 2: Photography: Press photos.

Lot 3: Photography: External buildings and environments

Lot 4: Photography: Internal environments

Lot 5: Photography: editing and postproduction services

Lot 6: Videography

Lot 7: Videography: editing and postproduction services

Lot 8: Copywrite services for Photography and videography only

Please note the lots listed above are purely indicative at this stage and could be subject to

change when this Procurement exercise becomes an active opportunity.

The DPS will last for four years in total, beginning 2025 and ending in 2029, with an annual review on each anniversary of the DPS.

#### **II.1.5) Estimated total value**

Value excluding VAT: £60,000

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

This contract is divided into lots: Yes

Maximum number of lots that may be awarded to one tenderer: 8

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

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

Lot No

1

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Photography: People and portraits.

#### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

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

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

Lot No

2

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Photography: Press photos.

### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

## **II.2) Description**

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

Lot No

3

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Photography: External buildings and environments

### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

## **II.2) Description**

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

Lot No

4

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Photography: Internal environments

### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

## **II.2) Description**

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

Lot No

5

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Photography: editing and postproduction services

### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

## **II.2) Description**

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

Lot No

6

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Lot 6: Videography

### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

## **II.2) Description**

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

Lot No

7

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Lot 7: Videography: editing and postproduction services

##### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

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

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

Lot No

8

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

- 79961000 - Photographic services

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

NUTS codes

- UKE - Yorkshire and the Humber

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

Lot 8: Copywrite services for Photography and videography only

##### **II.2.14) Additional information**

Please note the lots listed above are purely indicative at this stage and could be subject to change when this Procurement exercise becomes an active opportunity.

### **II.3) Estimated date of publication of contract notice**

1 April 2025



---

## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes