

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/007291-2025>

Tender

## **University of Chichester Graduation Ceremonies - Academic Robing and Photography**

THE UNIVERSITY OF CHICHESTER

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-007291

Procurement identifier (OCID): ocds-h6vhtk-04e81b ([view related notices](#))

Published 26 February 2025, 1:57pm

### **Scope**

### **Reference**

TND-0001075

### **Description**

The University of Chichester is seeking a suitably experienced and skilled partner to work with on our graduation ceremonies.

We want a provider that feels like an extension of our team, with the ability to achieve a smooth process for both our university events team and our students in the run up to and on the day of the events. Someone who offers robing and photography for the day as well as tickets for the graduands and guests for the event.

We are looking for a partner who gives us clear communication on the specifications requested and deadlines in good time. This partner must have good people relationship skills as well as strong experience, skills and knowledge in this field.

Overall, our aim is to give our students the best day and experience possible, so that all

they need to worry about is what to wear or how best to celebrate!

Currently, our graduation ceremonies take place twice a year, the first larger ceremonies focus predominately on our undergraduate programmes with the slightly smaller occasions later in the academic year for our postgraduate and non-traditional course routes.

With the undergraduate currently taking place in September, however from 2027 onwards, these will be brought forward to July. Our postgraduate ceremonies will be in March.

Our ceremonies are held at Chichester Cathedral where we have around 130 graduands per ceremony, with anywhere from 4-12 ceremonies at each event.

The 3 key requirements are academic dress, photography, and ticketing. Graduand dress is black robes with a blue and gold hood, Staff to wear their own institutional robes, and senior team to wear high-quality blue jacquard fabric with gold detailing.

Photography requires studios set up on location and photos of graduands receiving their awards.

We require the supplier to undertake ticketing on our behalf and work with us to manage this.

Full details of our requirements are available in the tender documents.

All tender documents, Questions and Answers are open to all bidders. Please send your completed submission to the University by the closing date of 28 March 2025 at 12:00, (midday) to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

Please note, we do not accept submissions via file transfer sites. [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

### **Total value (estimated)**

- £120,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 May 2025 to 30 April 2030
- 5 years

### **Main procurement category**

Services

### **CPV classifications**

- 18410000 - Special clothing
- 98393000 - Tailoring services

### **Contract locations**

- UKJ27 - West Sussex (South West)

---

## **Participation**

### **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

### **Particular suitability**

Small and medium-sized enterprises (SME)

---

## Submission

### Enquiry deadline

21 March 2025, 12:00pm

### Tender submission deadline

28 March 2025, 12:00pm

### Submission address and any special instructions

The tender document and any supporting documents should be submitted to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Full details are available at <https://help.chi.ac.uk/tenders>

### Tenders may be submitted electronically

Yes

---

## Award criteria

Name	Description	Type	Weighting
Coherence and clarity to the University's requirement	made up of: - Robes - 12.5 - Photography - 5 - Ticketing - 12.5	Quality	30%
Financials		Price	25%

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Organisational experience and capability	Made up of: Workflows, Quality flexibility and communication - 7.5 Industry knowledge, Skills, & Prior Experience - 5 Data Protection - 2.5 Event Staffing - 2.5 Provision of relevant contract examples - pass/ fail		17.5%
Presentation/ Showcase	Opportunity to expand upon their bid and show offering. Only the top 2-5 bids will be selected to attend the presentation/ showcase.	Quality	15%
Compliance with the Social Value Model	Covers areas of: Tackling economic inequality Climate Change Equal Opportunity Wellbeing	Quality	10%
Added Value	Made up of: Workflows, Quality flexibility and communication - 7.5 Industry knowledge, Skills, & Prior Experience - 5 Data Protection - 2.5 Event Staffing - 2.5 Provision of relevant contract examples - pass/ fail		2.5%

## Procedure

### Procedure type

Below threshold - open competition

---

## Documents

### Associated tender documents

[Graduation Robes and Photography Tender document Final.docx](#)

This document describes the requirement and provides a standard format for responses. All details for contacting the university and for submission are contained within this document. The document and any subsequently published Q&A will be available at

<https://help.chi.ac.uk/tenders>

---

## Contracting authority

### THE UNIVERSITY OF CHICHESTER

- Companies House: 04740553
- Public Procurement Organisation Number: PPPG-3697-WRBH

Bishop Otter Campus

Chichester

PO19 6PE

United Kingdom

Email: [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government