

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/012428-2026>

Tender

Provision of Graduation Event Management Services for the University of Aberdeen

University of Aberdeen

F02: Contract notice

Notice identifier: 2026/S 000-012428

Procurement identifier (OCID): ocds-h6vhtk-064dea

Published 11 February 2026, 2:01pm

Section I: Contracting authority

I.1) Name and addresses

University of Aberdeen

University Office, King's College

Aberdeen

AB24 3FX

Email

e-sourcing@abdn.ac.uk

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

<http://www.abdn.ac.uk/procurement>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00102

I.3) Communication

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

https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=fcad6e8d-f138-4ad4-9225-7a79d842b262&_ncp=1715248066272.37289-1

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=fcad6e8d-f138-4ad4-9225-7a79d842b262&_ncp=1715248066272.37289-1

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

Provision of Graduation Event Management Services for the University of Aberdeen

Reference number

AU25/06

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

The University requires a main contractor to support the delivery of the summer graduation ceremonies, hosted in a marquee setting on King's Lawn. Working alongside the appointed marquee provider, the contractor will be expected to deliver a high quality event experience that reflects the significance and profile of graduation within the University's academic calendar.

The summer graduation ceremonies for 2026 will take place between 29th June and 3rd July 2026 (inclusive).

In addition to the summer ceremonies, the University may require events services for the Winter Graduation ceremonies during the contract period. Winter graduation support at this stage is subject to university approval during the term of the contract. If approved, winter graduation ceremonies are anticipated to take place between 23rd and 27th November, with ceremonies expected to occur on 24th – 26th November. Winter graduations are smaller in scale and will be hosted inside Elphinstone Hall, Old Aberdeen Campus.

The anticipated contract period is 1 year, commencing 1st June 2026. Subject to satisfactory performance and mutual agreement, the University reserves the option to extend the contract for up to three additional periods of 1 year each.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

University of Aberdeen

University Office,

King's College,

Aberdeen

AB24 3FX

UK

II.2.4) Description of the procurement

The University requires a main contractor to support the delivery of the summer graduation ceremonies, hosted in a marquee setting on King's Lawn. Working alongside the appointed marquee provider, the contractor will be expected to deliver a high quality event experience that reflects the significance and profile of graduation within the University's academic calendar.

The summer graduation ceremonies for 2026 will take place between 29th June and 3rd July 2026 (inclusive).

In addition to the summer ceremonies, the University may require events services for the Winter Graduation ceremonies during the contract period. Winter graduation support at this stage is subject to university approval during the term of the contract. If approved, winter graduation ceremonies are anticipated to take place between 23rd and 27th November, with ceremonies expected to occur on 24th – 26th November. Winter graduations are smaller in scale and will be hosted inside Elphinstone Hall, Old Aberdeen

Campus.

The anticipated contract period is 1 year, commencing 1st June 2026. Subject to satisfactory performance and mutual agreement, the University reserves the option to extend the contract for up to three additional periods of 1 year each.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Subject to satisfactory performance and mutual agreement, the University reserves the option to extend the contract for up to three additional periods of 1 year each.

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 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

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

16 March 2026

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

16 March 2026

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The anticipated timing for any further notices will depend on whether the available extensions are exercised. If no extensions are applied, the next notice would be issued at the beginning of 2027.

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 31177. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:823363)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

Aberdeen

Country

United Kingdom