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Tender

## **YSJU Graduation Services ITT**

York St John University

F02: Contract notice

Notice identifier: 2022/S 000-022401

Procurement identifier (OCID): ocds-h6vhtk-035baa

Published 15 August 2022, 12:05pm

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

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

York St John University

Lord Mayors Walk

York

YO31 7EX

#### **Contact**

Vicky Betts

#### **Email**

[procurement@yorksja.ac.uk](mailto:procurement@yorksja.ac.uk)

#### **Telephone**

+44 1904876216

**Country**

United Kingdom

**Region code**

UKE21 - York

**National registration number**

04498683

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-York:-Event-services./8D2J2T3397>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

YSJU Graduation Services ITT

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

- 79952000 - Event services

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

Services

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

The University is seeking to appoint a suitably qualified provider for Graduation Services. The University requires the provision of academic dress hire, photography and media services for Graduation ceremonies commencing November 2023.

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

Value excluding VAT: £800,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKE21 - York

Main site or place of performance

York

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

The University is seeking to appoint a suitably qualified provider for Graduation Services. The University requires the provision of academic dress hire, photography and media services for Graduation ceremonies commencing November 2023.

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

Quality criterion - Name: Account management and key people aligned to the account /  
Weighting: 10

Quality criterion - Name: Proposal and evidence of capability including creative / Weighting:  
40

Quality criterion - Name: Management information and reporting / Weighting: 10

Quality criterion - Name: Social and environmental impact of business / Weighting: 10

Cost criterion - Name: Pricing and overall value for money / Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £800,000

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

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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

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

To respond to this opportunity please click here: <https://neupc.delta-sourcing.com/respond/8D2J2T3397>

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

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please see procurement documentation for further information.

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please see procurement documentation for further information.

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## **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

28 November 2022

Local time

4:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

28 November 2022

Local time

4:00pm

Place

York, UK

Information about authorised persons and opening procedure

Electronic documents will be opened by Supply Chain Officer, York St John University.

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## **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

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GO Reference: GO-2022815-PRO-20792502

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

York St John University

Lord Mayors Walk

York

YO31 7EX

Country

United Kingdom